

FUNCTIONAL AREA CONTINUITY BOOK (FACB)

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.4

JBLE-EUSTIS



25 June 2020

(Revised 14 June 2021)

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE COMMANDER

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
 - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
 - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
2. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

COL HUNG

Digitally signed by COL HUNG
Date: 2021.09.15 09:35:07
-04'00'

HARRY D. HUNG, Colonel, USA
Vice Commander

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Functional Area Continuity Book (FACB) – EMP 4.4.4

SUBJECT:

Environmental Program Manager (EPM) Functional Area Continuity Book (FACB)

PURPOSE:

This EMP establishes the procedures used to develop and maintain Functional Area Continuity Books (FACBs). The purposes of the FACB is to provide a smooth transition from one Functional Area Manager to another and to ensure that EPMs implement the EPM's annual plans and to document detailed implementing procedures for the program area.

DOCUMENT CONTROL:

This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Environmental/>

REFERENCES:

- A. AFI 32-7001, *Environmental Management*
- B. Documents and Records Management (eDASH)

SCOPE:

This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or working as a tenant on the installation, Civil Engineer Squadron (CES), and Environmental Element (CEIE) EPMs.

ROLES and RESPONSIBILITIES:

- A. Chief, CES/CEIE
 - (1). Provide overall guidance for developing and maintaining FACBs
 - (2). Appoint Environmental Program Managers to periodically check these documents during Activity assessments.
 - (3). Review FACBs annually

B. Commanders/Directors/Leaders - Activities

- (1). Will Ensure FACBs developed and maintained for each functional area.
- (2). Activity Environmental Coordinators (AECs) will assist with the development and check FACBs during routine and spot inspections.
- (3). Have the Commander/Director ensure the integrity and safeguarding of environmental records by establishing a chain of custody for all records.

PROCEDURES:

- A. The Commander/Director, having appointing authority for the AEC, will sign the chain of custody for all records for transferring records from the outgoing AEC to the incoming AEC. This is normally at the Brigade and Battalion/Squadron levels and appropriate Leadership levels for Civilians Activities.
- B. The Commander at Company/Detachment levels and appropriate Leadership levels for Civilians Activities will sign the chain of custody for all records for transferring records from the outgoing Unit Environmental Coordinator/Hazardous Waste Coordinator (UEC/HWC) to the incoming UEC/HWC.
- C. FACBs will be developed and maintained. Functional areas include but are not limited to the following:
 - (1). Admin Areas
 - (a). Offices
 - (b). Classrooms
 - (2). Coordinators Functions (AEC, UEC, HWC)
 - (3). Maintenance Facilities
 - (a). Motor Pools
 - (b). Vehicle Maintenance Shops
 - (c). Air Craft Maintenance Shops
 - (d). Vessel Maintenance Shops
 - (e). Electrical Maintenance Shops
 - (f). IT Shops

(4). Waste Accumulation Areas:

- (a). Temporary Storage Site (TSS)
- (b). Satellite Accumulation Site (SAS)
- (c). Non Hazardous Site (NHS)
- (d). Solid Waste collection areas
- (e). Recycling areas

(5). Arms Rooms/Weapons Cleaning Areas

(6). Nuclear, Biological, and Chemical/Chemical, Biological, Radiological, Nuclear and Explosive (NBC/CBRNE) Rooms

(7). Supply Rooms

(8). Dining Facilities, food preparation and service areas

D. FACBs will be reviewed and updated annually as required.

E. FACBs will be organized in a standardized format and will be in an easily identified binder. Each FACB will contain as a minimum, but are not limited to the following sections as appropriate:

- (1). JBLE-Eustis Environmental Policy.
- (2). Procedures for transferring duties from one Coordinator or Functional Area Manager (FAM) to another and for ensuring the new FAM are properly trained.
- (3). Current EMPs related to the Functional Area (FA) – May be kept on CD/DVD to save paper, but must be available for inspection.
- (4). Activity Standard Operating Procedures which pertain to the FA.
- (5). Solid Waste Minimization & Recycling (SWMR) Plan; or
- (6). Hazardous Waste Minimization (HazMin) Plan for TSS, SAS, or NHS
- (7). Chain of Custody Logs: EMP 4.4.4.3 Commander/Director Chain of Custody Log.
- (8). Training or certifications

- (9). Inspections
 - (10). Turn-in documents
 - (11). Waste Site - Opening and Closing Forms
 - (12). Appointment Forms
- C. EPMs will develop and maintain FACBs for each environmental program area and other significant duties. These include but are not limited to the following:
- (1). Environmental Program areas
 - (a). Environmental Management System (EMS)
 - (b). Administrative Reporting and processing
 - (c). Air Quality Pollution Management
 - (d). Wastewater Management
 - (e). Stormwater Management
 - (f). Operational Noise
 - (g). Drinking Water
 - (h). Pollution Prevention
 - (i). Recycling
 - (j). Solid Waste Management (SWM)
 - (k). Hazardous Materials Management (HMM)
 - (l). Hazardous Waste Management (HWM)
 - (m). National Environmental Policy Act
 - (n). Coastal Zone Management Act
 - (o). Natural Resources
 - (p). Cultural Resources
 - (q). Pest Management

- (r). Toxic Substances
 - i. Lead
 - ii. PCB
 - (s). Tank Management
 - (t). Environmental Cleanup
- (2). Other significant duties:
- (a). Safety
 - (b). Property Book
 - (c). Outreach
 - (d). Inspections/Assessments (Multimedia and Internal)
 - (e). Environmental Compliance Training
- D. FACBs will be organized in a standardized format and will be in an easily identified binder and/or on-line. Each FACB will contain as a minimum but are not limited to the following sections:
- (1). Program Narrative, including Policy and Requirements
- (a). Program Overview
 - (b). Policy
 - (c). Requirements
 - i. Program Goals
 - ii. Objectives
 - iii. Metrics
- (2). Annual Plan – EPM’s Objectives, Targets, and Tasks
- (a). Based on Fiscal Year (FY) – Should extend 90 Days in to the next FY
 - (b). List all Program Objectives – EPM’s Objectives for the Program

- (c). Targets – Intermediate steps for obtaining an Objective.
 - i. Targets should have a short narrative on how the target will be achieved
 - ii. Have one or more dated Tasks
 - (d). Tasks – Final steps in completing the overall Objective
 - i. Must have a completion date.
 - ii. Chronological Task Checklist for monitoring and ensuring execution of the EPM’s Annual Plan
 - (e). The Plan will specify measurable metrics based on periodic monitoring (daily, weekly, monthly, and annually, etc.) as required.
 - (f). The Plan is not a static document and should be updated throughout the program year.
- (3). EPM’s Standard Operating Procedures
- (a). Organized by Objective, Target, and Task
 - (b). Each Objective, Target, and Task
 - i. Must be clear and concise
 - ii. Must be in sufficient detail to allow a non-functional area Program Manager (PM) to execute the annual plan
- (4). Aspects and Impacts
- (5). Annual Budget & Spend Plan.
- (6). Monitoring reports will be posted and briefed as required.
- (7). FACBs will be reviewed and updated annually.