

ENVIRONMENTAL INSPECTION PROCESS (EIP)

Installation Supplement - Eustis

JBLE-Eustis adopts the AF EMS Playbook procedure for this element. The following supplemental content describes how JBLE-Eustis intends to implement this procedure.

Background

All CONUS Air Force bases are required to complete annual environmental inspections through their Wing IG Commander Inspection Program (CCIP) IAW AFI 90-201, *The Air Force Inspection System*, AFI 32-7001, *Environmental Management*, DoDI 4715.06, *Environmental Compliance in the United States* and DoDD 4715.17, *Environmental Management Systems*.

Purpose

To demonstrate how JBLE-Eustis is monitoring environmental programs IAW the References listed in the Background section above.

Procedure

JBLE-Eustis implements the EIP IAW the latest IG instructions to ensure compliance and/or conformance with federal, state, local, DoD, and Air Force instructions, policies, and instructions.

The EIP consists of three stages: shop, program and external

- Stage 1 – Shop personnel complete self-inspection checklist in IG's Management Internal Control Toolset (MICT) database.
- Stage 2 – Environmental Program Managers conduct checks (conformance of Stage 1, plans/permits/guides, or compliance). Program-Level Conformance Checks are documented in MICT. Environmental Program Managers may also elect to conduct a more detailed self-assessment or checklist or Program-Level Compliance Checks specific to a media area and base. These self-assessments/checklists or Program-Level Compliance Checks are maintained by individual Environmental Program Manager and may be uploaded to the Documents section of JBLE eDASH and/or the Finding Tracker Tool.
- Stage 3 – External inspections include (UEI) where MAJCOM conducts an independent assessment of CCIP effectiveness and compliance.

The table below, an excerpt from the AF EMS Playbook which has been modified to include details specific to JBLE-Eustis, outlines the types of assessments, associated guidance documents, checklist used for conducting the assessment, where assessments are documented, and the frequency conducted.

Assessment Type	Guidance	OPR	Checklist	Documented	Frequency
Shop-Level Conformance Check	AFI 90-201	Shop-Level Personnel	For CONUS Bases use: Shop-Level Environmental SAC	MICT	As directed by the CCIP but at least semi-annually.
Program-Level Conformance Check	AFI 90-201	Env. Program Managers; EMS Coordinator	Applicable AFI 32-70XX Series SACs	MICT	Annually or as directed by the CCIP; Environmental Program Managers are conducting Program-Level Conformance Checks at least quarterly.
Program-Level Conformance Check	AFI 90-201; AFI 32-7001; DoDI 4715.05 or DoDI 4715.06	Env. Program Managers	Applicable TEAM Guides; Permits; JBLE-Eustis Environmental Management Procedures (EMPs)/Associated Forms & Checklists	Finding Tracker Tool	Annually or as directed by the CCIP
Internal EMS Audit	AFI 90-201; AFI 32-7001; DoDI 4715.17	EMS Coordinator	AFI 32-7001 EMS Checklist	Finding Tracker Tool	Annually
UEI/External EMS Audit	AFI 90-201; AFI 32-7001	AFCEC/CZO; Support Contractors	Applicable TEAM Guides; AFI 32-7001 EMS Checklist	Finding Tracker Tool; IGEMS	Biennially

Review Schedule

Findings from these assessments are tracked through to closure. Stage 1 findings are tracked in the IG system (MICT). Stage 2 and 3 are tracked in the eDASH Finding Tracker Tool and may be tracked by individual Environmental Program Managers in Media Area folder on the shared server.

Updated by Ms. Joanna Bateman on 6/25/20