

SENIOR COMMANDER ARMY ELEMENT, JBLE
FT EUSTIS, VA 23604
12 1600R FEBRUARY 2020

**OPERATION ORDER 20-23 , JBLE-E ENVIRONMENTAL TECHNICAL ADVISORS
ASSIGNMENTS AND PERSONNEL TRAINING**

REFERENCES.

1. 40 CFR Part 262.17, Resources Conservation and Recovery Act (RCRA)
2. Army Regulation 200-1, Environmental Protection and Enhancement
3. Air Force Instruction 32-7001, Environmental Management
4. Environmental Management Procedure (EMP) 4.4.2, Environmental Awareness and Competency Training and associated Tabs
5. AEM Registration Instructions

**TIME ZONE USED THROUGHOUT THE OPORD. From 01 NOVEMBER TO 02 MARCH,
ROMEO (EST). Otherwise QUEBEC (EDT)**

TASK ORGANIZATION.

733 MSG

ALL FEVA ORGS

1. **SITUATION.** In accordance with (IAW) Air Force Instruction, and Local Policy, all personnel are required take certain environmental training depending on their work center, job title, or extra duty assignment.
2. **MISSION.** All activities with personnel performing functions and conducting operations on Fort Eustis will take/attend the Environmental Management Awareness and Competency (EMAC) Training. Activities will also appoint additional duty Technical Advisors (TA) at appropriate levels as required. This includes any geographically separated unit under the operational control of the 733 MSG.
3. **EXECUTION.**
 - a. **Commander's Intent.** My intent is to continuously sustain an Environmental Management System (EMS) and enforce all environmental laws, regulations, and rules. All organizations and Activities on JBLE-Eustis will comply with instructions IAW Air Force Instruction (AFI) 32-7001, *Environmental Management*. The 733 CED/CEIE will conduct scheduled Program reviews to provide necessary guidance and to ensure units adhere to established policies, rules, and regulations and training requirements.
 - b. **Concept of Operation.** Federal agencies to include the Department of Defense and all services (including Army and Air Force) are directed to implement an EMS at all appropriate agency facilities based on facility size, complexity, and the environmental aspects of facility operations. Fort Eustis is a designated appropriate facility. The facility EMS shall include annually reviewed and updated measurable environmental goals, objectives, and targets. EMS performance measures shall be incorporated in agency facility audit protocols.

OPORD 20-23 , JBLE-E ENVIRONMENTAL TECHNICAL ADVISORS ASSIGNMENTS AND PERSONNEL TRAINING

All activities with personnel performing functions and conducting operations on Fort Eustis will take/attend the Environmental Management Awareness and Competency (EMAC) Training within 30 days of assignment, and annually thereafter.

This OPOED rescinds and replaces OPOED 19-56.

c. Tasks to Supporting Units.

(1) 733^d Mission Support Group (733 MSG). Publish the Operation Order and any required changes.

(2) 733^d Civil Engineer Division (733 CED).

(a) Assume responsibility for this operation order and all associated record keeping.

(b) Conduct all AEM training as required.

(c) Ensure all personnel assigned to the organization and permanently stationed at Fort Eustis will take the EMAC Training within 30 days of assignment IAW coordinating instructions.

(d) Ensure all personnel assigned to the organization and permanently stationed at Fort Eustis will take the EMAC Training annually IAW coordinating instructions.

(3) All Fort Eustis Organizations.

(a) Ensure all personnel assigned to the organization and permanently stationed at Fort Eustis will take the EMAC Training within 30 days of assignment IAW coordinating instructions.

(b) Ensure all personnel assigned to the organization and permanently stationed at Fort Eustis will take the EMAC Training annually IAW coordinating instructions.

(c) Ensure Activities report completion status of EMAC training quarterly by the tenth day of the first month of the quarter per calendar year (e.g. 10 Apr, 10 Jul, 10 Oct and 10 Jan) using EMP 4.4.2 Tab 6 Training Report located in the EMP Library link at: <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>

(d) Assign a primary and alternate Activity Environmental Coordinator(AEC) IAW coordinating instructions.

(e) Assign a primary and alternate UEC for each subordinate organizations (to include contracts) assigned to Fort Eustis IAW coordinating instructions.

OPORD 20-23 , JBLE-E ENVIRONMENTAL TECHNICAL ADVISORS ASSIGNMENTS AND PERSONNEL TRAINING

(f) Assign a primary and alternate Hazardous Waste Coordinator (HWC) if the organization is responsible for a hazardous waste stream IAW coordinating instructions.

d. Coordinating Instructions.

(1) All environmental online training will be taken at The Environmental Awareness Course Hub (TEACH) located at: <https://usaf.learningbuilder.com/>. Instructions for registration are available in ANNEX A and ANNEX B. Course completion will be logged internally to the site. All TEACH training certificates can be generated for reporting completion.

(2) All AEC and AUC assignments will submit a FEVA 643 (ANNEX C) to the CED/CEIR POC for record as soon as assigned.

(3) AECs are required to attend one eight (8) hour AEM initial training session. An annual refresher course is also required. AEM Training Courses take place in the calendar months of March and October.

4. SUSTAINMENT. N/A

5. COMMAND AND SIGNAL.

a. **Command.** Mark Sciacchitano, Director, 733 CED.

b. **Signal.** POC is Mr. Kenneth Dunn, 733 CED/CEIE Training Coordinator, (757) 878-7366, kenneth.w.dunn2.civ@mail.mil.

ACKNOWLEDGE. Acknowledge receipt of this message no later than (NLT) 72 hours of receipt to the CE/CEIE POC, Mr. Kenneth Dunn, kenneth.w.dunn2.civ@mail.mil.

**WALKAWICZ
COL**

OFFICIAL

**RIDDICK
733 MSG**

OPORD 20-23 , JBLE-E ENVIRONMENTAL TECHNICAL ADVISORS ASSIGNMENTS AND PERSONNEL TRAINING

ANNEXES:

A: Advanced Environmental Management (AEM) Registration Instructions.

B: EMP 4.4.2 Tab 5 TEACH Users Quick Access Guide.

C: AEC UEC and HWC Appointment FEVA Form 32-643.

OPORD 20-23 , JBLE-E ENVIRONMENTAL TECHNICAL ADVISORS ASSIGNMENTS AND PERSONNEL TRAINING

ANNEX A: Advanced Environmental Management (AEM) Registration Instructions.

Advanced Environmental Management (AEM) Training March 2020

Please Note: *Please check* JBLE-Eustis Environmental: <http://www.jble.af.mil/About-Us/JBLE-Environmental-Information> *for the latest updates to EMPs (They change often!) and up to date information on training and other topics.* Course pre-requisites include completion of Environmental Management Awareness and Competency (EMAC), AEM Phase I, and Hazard Communication (HazCom) are available online via The Environmental Awareness Course Hub (TEACH) located at <https://usaf.learningbuilder.com/>. Use Chrome or Edge. Refer to EMP 4.4.2 Tab 5 instructions on accessing and registering for training through TEACH. You may also coordinate with Post Safety or Industrial Hygiene for obtaining HazCom training.

To help eliminate possible confusion, please read the information and follow the instructions below carefully:

Dates, times and location of the next AEM training scheduled for 24-26 March 2020 are included in the table below. Attendance to only one of the eight hour (8-hr) training sessions is required.

TYPE TRAINING	DATE	LOCATION	TIME
Initial Training	24 Mar 20	Maritime & Intermodal Training Dept Bldg. 464 Room 2	0800 to 1600
Initial Training	25 Mar 20	Maritime & Intermodal Training Dept Bldg. 464 Room 2	0800 to 1600
Initial Training	26 Mar 20	Maritime & Intermodal Training Dept Bldg. 464 Room 2	0800 to 1600
Refresher Training		On-line Only must be completed one year from completed AEM training date	

1. Suspense for submitting the completed ([EMP 4.4.2 Tab 4](#)) [AEC, UEC & HWC Appointment FEVA Form 32-643](#), dated 25 Jul 19 is: COB, 2 Mar 2020.

2. Training is generally conducted semi-annually during the months of March and October. Activities should plan accordingly. The Civil Engineer Division (CED), Environmental Element (CEIE), provides this training at no cost to Activities; however, if Activities fail to send personnel, they may be required to contract out this service at their cost to meet their training requirements. The information provided below is intended to assist Activities:

- a. Ensure you are using the FEVA Form 32-643 provided. Activity Environmental Coordinator (AEC), Unit Environmental Coordinator (UEC), and Waste Coordinator (HWC) Appointment. Older forms will not be accepted. **Additional Unit Orders are not required. All forms must be typed. All Coordinators must have a valid Business Email address. Please do not use a blanket address (Civilian Employees who do not have access to sever). Each individual will need his/her own address!**

OPORD 20-23 , JBLE-E ENVIRONMENTAL TECHNICAL ADVISORS ASSIGNMENTS AND PERSONNEL TRAINING

b. Depending on enrollment, personnel may be rescheduled to balance classes. Activities need to be flexible.

3. Activities must determine their need to appoint and train AECs, UECs, and HWCs.

a. Training requirements for these positions are found in [EMP 4.4.2 Environmental Awareness and Competency Training](#)

b. Duty descriptions are found at EMP 4.4.2 Tab 1 Job Titles - Duty Descriptions, and Responsibilities of Key Positions.

4. Instructions for enrolling in the March 2020 AEM **INITIAL** training:

a. A properly completed FEVA Form 32-643 dated 25 Jul19 must be submitted to Mr. Kenneth W. Dunn, CED/CEIE, Building 1407 NLT 2 March 2020. The Point of Contact (POC) for training registration and training results is Kenneth W. Dunn, 878-7366 or Email kenneth.w.dunn2.civ@mail.mil.

NOTE: Ensure forms are signed by Student and the appropriate Commander or Director ONLY. The original form must be submitted. Digital signatures are authorized and suggested. Digital forms are preferred over hard copies. We are a Green base and are reducing paper products.

(1) Out dated forms will not be accepted.

(2) Forms not typed will not be accepted.

(3) Forms without Coordinator Email Address will not be accepted.

(4) Incomplete forms will not be accepted.

(5) Forms submitted late will not be scheduled for class; will be kept and handled on a space available basis.

- a. Walk-ins on class day will be allowed if seats are available.
- b. Blocks 13 to 16: See EMP 4.4.2 Environmental Awareness and Competency Training. You **MUST** correctly complete these blocks or the form **will be rejected!**
- c. Blocks 20 thru 24 on FEVA Form 32-643 must be completed or the form will be considered incomplete. The following prerequisites are required:

(1). Block 19, enter date trained for Advanced Environmental Management (AEM) Phase I Annual Refresher Training (completed on-line on TEACH). You and your Commander/Director will be certifying that you have completed the required AEM Phase I Annual Refresher training. Testing for AEM Phase I is not required for Initial AEM training. DO NOT falsify these records. Anyone suspected doing so will be turned over to the JAG Office for investigation.

(2). Block 22, The Commander or Director signing the FEVA Form 32-643 must complete the Advanced Environmental Management (AEM) Phase I Training, Module I Introduction Only. Enter the date completed.

d. AECs will:

(1). Coordinate and submit to CEIE the registration of all personnel being assigned as AECs, UECs, and HWCs by his/her Activity.

(2). Ensure all FEVA Form 32-643 are correctly completed and turned-in by the published suspense date for each class.

5. Special Instructions for Annual Refresher Training: (AEM Phase I)

a. A properly completed FEVA Form 32-643 dated 25 Jul 19 must be submitted to Mr. Kenneth Dunn, kenneth.w.dunn2.civ@mail.mil CED/CEIE.

- (1) Out dated forms will not be accepted.
- (2) Forms not typed will not be accepted.
- (3) Forms without Coordinator Email address will not be accepted.
- (4) Incomplete forms will not be accepted.

b. Blocks 12 to 15: See EMP 4.4.2 Tab 3 Activity Name Listings. You **MUST** correctly complete these blocks or the form **will be rejected!**

UNCLASSIFIED

(1) Completed FEVA Form 32-643.

NOTE: Ensure forms are signed by Student and the appropriate Commander or Director ONLY. The original form must be submitted. Digital signatures are authorized and suggested. Digital forms are preferred over hard copies. We are a Green base and are reducing paper products.

(2) AEM Refresher Course Evaluation – This is the form in the AEM Phase I folder from the site –Your honest feedback on the Course Evaluations will be valuable.

(3) Personnel will need to request a Test from the CEIE Training Program Manager. Complete the Test and return.

c. AECs will:

(1). Coordinate and submit to CEIE the registration of all personnel assigned as AECs, UECs, and HWCs by his/her Activity.

(2). Ensure all FEVA Form 32-643 are correctly completed and turned-in by the published suspense date for each class.

b. FAILURE TO SUBMIT ON TIME WILL RESULT IN YOUR COORDINATOR DUTIES BEING TERMINATED AND YOU WILL NEED TO ATTEND INITIAL AEM TRAINING.

6. Handouts will be passed out in class:

a. All handouts used in class are yours to keep to use as a reference. Slides can be pulled up on computers in classroom.

b. Copy of slides. If you want your personal copy of the slides for future references, you will need to print them from the <http://www.jble.af.mil/About-Us/JBLE-Enviromental-Information>. Revised slides will be posted by 28 February 2020.

7. Failure to follow this guidance will result in the Activity being out of compliance. Non-compliance may have the potential to adversely impact the installation's regulatory status with Virginia's Department of Environmental Quality (VDEQ) and the Environmental Protection Agency (EPA).

8. If you have any questions, please contact is Mr. Kenneth Dunn, 878-7366 or email kenneth.w.dunn2.civ@mail.mil.

OPORD 20-XX , OPORD TITLE

ANNEX B: EMP 4.4.2 Tab 5 TEACH Users Quick Access Guide.

Subject: The Environmental Awareness Course Hub (TEACH) Users Quick Access guide

The Environmental Awareness Course Hub (TEACH) website:

<https://usaf.learningbuilder.com/> (BEST used in these internet Browsers: **Chrome or Mozilla**)

Step 1: Log-in for the first time:

Select "Register for an Account"

If no error message, THEN:	Enter your First and Last Name, Email Address and Password on the "Register for an Account" screen
If you receive an error message your email is registered in the system, "The email address you provided is already in the system." THEN:	Select the note that states to "reset your email" or return to the main screen; select "Forgot your password"

Step 2: Enter Account details:

If you created your own account, THEN	Follow the screen prompt to Enter Account details (notes are below)
If your email address was already in the system, THEN:	Select "My Account" on the Top Right Hand side of the website, select "Enter Demographics" (notes are below)

ESOHTN Unclaimed Account (if applicable): Enter email address related to your ESOHTN account. Note only records from 2013 were imported into TEACH.

Employee Type: Civilian, Air National Guard, Reserves, etc. (Drop-down list)

Position Series: Select the top level group

Job Focus Tasks: Select closest to what describes your duty title/additional duties

****JBLE – Eustis - Installation: Select – United States Air Force (USAF);**

Select – ACC;

Select – JB Langley-Eustis;

Select – JBLE – Eustis;

Select – 633rd Mission Support Group;

Select - Pick your Activity or Chose Other. Must Drill Down to your Unit!

OPORD 20-XX , OPOD TITLE

EXAMPLE:

United States Air Force (USAF)
 ACC;
 JB Langley-Eustis;
 JBLE – Eustis;
 633rd Mission Support Group;
 XVIII Airborne Corps;
 7th Transportation Brigade (Expeditionary);
 10th Terminal Transportation Battalion;
 1099th Logistics Support Vessel.

****NOTE: This is Extremely Important to Select Your Unit Correctly – Otherwise YOUR Training will not be tracked correctly.**

Step 3: Take a Course & Print Certificate

- On the Home screen, My Transcripts Tab should be available (**account details/demographics must be complete!**)
- Select “My transcripts” – select “Search for a Course” 
- Find/Select “+ Select” next to the course required (List can be filtered, if desired)



or



(*Note: ESOHTN courses cannot be selected, viewed or re-taken)

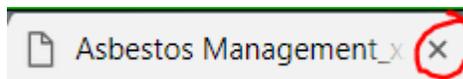
(*Note: If a new window does not open – the course will be listed on the “My Transcripts” page – select the button next to the course)

- **For JBLE-E Courses Only: Select “The Course Name” to the Right of “Course Materials, when finished, select the “X” on the window to close the course: (If you select “Go to Course, you will get a 404 error”**

Course Materials:

[HazCom JBLE-E.pptx](#) 

- For Non JBLE-E (AFIT) Courses: Select “Go To Course”, when finished, select the “X” on the window to close the course:



- Complete the Evaluation to received credit for the course – Select “**Evaluate Course**”:

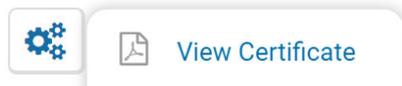


- Complete Evaluation by selecting “submit” on the form:



OPORD 20-XX , OPORD TITLE

- For a Certificate of Completion: In “My Transcripts” find the course name completed, select the “gear icon” – select “View Certificate”:



(*Note: If the gear icon is not available – the course evaluation was not completed)

(*Note: Certificate does not open in a new window – ensure you select the back button in the browser)

(*Note: ESOHTN attendance records from 2013 were imported into TEACH)

ESOP 4.4.2 TAB 4
AEC, UEC and HWC APPOINTMENT and TRAINING RECORD

All Entries Must Be Typed or Form Will Not Be Accepted! Type of Appointment - Check Only

Requested Training Date: _____

- 1. Activity Environmental Coordinator (AEC)
- 2. Unit Environmental Coordinator (UEC)
- 3. Hazardous Waste Coordinator (HWC)

- Type of Training - Check One
- 4. Initial Training
 - 5. Annual Refresher Training

6. Primary Coordinator

7. Alternate Coordinator

8. Appointee's Name: _____
LAST NAME
FIRST NAME
MI

9. Phone Number _____ 10. Rank or Grade* _____ 11. Job Title _____

*Rank or Grade requirements: AEC - WO1, GS11, or higher; UEC/HWC - E-5, GS5, or higher

** Activity Names from EMP 4.4.2 Tab 3

12. **MACOM/Wing Name (Column C): _____

13. **Group/Brigade Name (Column E): _____

14. **Squadron/Battalion Name (Column G): _____

15. **Unit Name (Column I): _____

16. Office Bldg No: _____ 18. Email (Required for AEC, UEC, HWC): _____

17. Appointee's _____

Signature:

I certify that the prerequisites listed above have been accomplished and that all other information on this form is complete and accurate. I designate that the place of duty for the above named individual is in the classroom specified for training. I understand that I am subject to potential civil or criminal enforcement for false certification under RCRA, UCMJ, and Virginia law.

19. AEM Phase I Training Annual Refresher (not required for initial AEM training) _____ Date Completed: _____

20. Phone Number: _____

21. Date: _____ 22. Signature of Commander or Director _____

23. Typed or Printed Name and Grade _____

24. Typed or Printed Title (Commander or Director) _____

25. Commander or Director: _____

Coordinators must receive training annually. This appointment is valid for one year from the date of successfully completing the training requirements.

DO NOT WRITE IN THIS BLOCK - FOR CED/CEIE USE ONLY

DATE OF TRAINING _____ PASS/FAIL _____ APPROVED DISAPPROVED

Signature of CED-CEIE Personnel: _____