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From: Chief of Naval Operations
To: Distribution

Subj: NAVY ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) IMPLEMENTATION
POLICY AND SELF-DECLARATION PROTOCOL

Ref: (a) Navy Environmental Management Systems (EMS) Policy,
6 Dec 2001
(b) Executive Order 13148, Greening the Government
through Leadership in Environmental Management,
21 Apr 2000
(c) Department of Defense memo, Environmental Management
System, 5 Apr 2002
(d) Department of Defense memo, Environmental Management System
(EMS) Implementation Criteria and Metrics, 30 January 2003
(e) DOD Environmental Management System (EMS) Self-Declaration
Policy, 16 July 2004

Encl: (1) List of Navy Appropriate Facilities with Procedure for
Updating List
(2) DOD EMS Implementation Metrics Criteria
(3) Navy EMS Self-Declaration Protocol
(4) Sample Verification Memorandum

1. This policy memorandum transmits the Navy Environmental Management System (EMS) Self-Declaration Protocol. The protocol highlights the critical elements necessary to have a functioning EMS and guides Navy installations to move forward to a fully conforming EMS.

2. In accordance with references (a)-(d), Navy's appropriate facilities within the United States (US) and its territories identified in enclosure (1) shall implement an EMS. Navy installations and regional complexes outside of these areas are encouraged to make best efforts to implement an EMS. Implementation will be incremental. Initially, US Navy Appropriate Facilities shall accomplish the Department of Defense (DOD) EMS Implementation Metrics announced in reference (d) and included in enclosure (2) by 31 December 2005. The six DOD EMS Implementation Metrics replace the requirement for the "EMS description document" described in reference (a).

3. Reference (e) requires each DOD Component establish policy on procedures for evaluating, certifying and self-declaring, and reporting full conformance with its EMS Implementation Policy. The

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Navy EMS Self-Declaration Protocol is provided in enclosure (3). Each of Navy's appropriate facilities shall use this protocol to validate that its EMS meets all requirements of reference (a). The protocol is designed to be used as part of the Navy's Environmental Quality Assessment (EQA) Program for on-going evaluation and continual improvement. The protocol gives Navy organizations the flexibility to implement the EMS in a manner that supports their overall mission while allowing outside parties to appreciate their EMS accomplishments. This protocol will also be used to verify the continuing conformance of Navy EMSs. Per reference (e), the Navy will review the self-declaration procedures annually for continued suitability to mission requirements. Fully conforming EMS shall be completed by the end of Fiscal Year 2009.

4. Navy's appropriate facilities shall complete two distinct events. The first event verifies compliance with the DOD EMS Implementation Metrics (reference (c) and enclosure (2)) and is designed to meet Executive Order 13148 requirements (reference (b)). The second event demonstrates conformance to the Navy EMS Criteria.


- a. To report the six DOD EMS Implementation Metrics have been met, either the Commanding Officer for an installation EMS or the Regional Commander for a regional EMS is required to sign and submit to his or her claimant via the chain of command a verification memorandum. The DOD EMS Implementation Metrics criteria are provided in enclosure (2) and a sample verification memorandum is provided in enclosure (4).
- b. Through use of the Navy EMS Self-Declaration Protocol, enclosure (3), Commanding Officer for an installation EMS or the Regional Commander for a regional EMS will self-declare conformance with the Navy EMS.

5. It is Navy's policy that third party registration to the ISO 14001:2004 standard is not required for self-declaration. Mission-funded activities will not seek or fund third party certification. A Navy Working Capital Fund activity may pursue third party certification if it can demonstrate that it is a sound business decision.

6. Systematic environmental management as an integral part of our day-to-day decision-making and long term planning processes is an important step in supporting mission readiness and effective use of our resources. A robust EMS is essential to sustaining compliance, reducing pollution and avoiding risk.

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7. The point of contact for the Navy EMS Implementation Policy and EMS Self-Declaration Process is Ms. Tami McVey, (202) 433-4959 or DSN 288-4959 or Mr. Sean Smith, (202) 433-5314.


David G. Price
By direction

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COMNAVREG (SE)
COMNAVREG (SW)
COMNAVREG HAWAII
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List of Navy's Appropriate Facilities

1	NORTHEAST	NAVSUBASE New London	GROTON	CT	US
2	NORTHEAST	NAVSTA Newport	NEWPORT	RI	US
3	NORTHEAST	NAS Brunswick	BRUNSWICK	ME	US
4	NORTHEAST	NAES Lakehurst	LAKEHURST	NJ	US
5	NORTHEAST	NWS Earle	COLTS NECK	NJ	US
6	NORTHEAST	NCTAMS LANT DET CUTLER	CUTLER	ME	US
7	NDW-R	Naval District Washington EMS includes:	WASHINGTON	DC	US
7	NDW-R	Washington Navy Yard	WASHINGTON	DC	US
7	NDW-R	Suitland, National Maritime Intelligence Center	WASHINGTON	DC	US
7	NDW-R	NDW Potomac Annex	WASHINGTON	DC	US
7	NDW-R	Washington, NAF, Andrews AFB	WASHINGTON	DC	US
7	NDW-R	NDW Nebraska Avenue complex	WASHINGTON	DC	US
7	NDW-R	Washington, U.S. Naval Observatory	WASHINGTON	DC	US
7	NDW-R	NDW Anacostia Annex	WASHINGTON	DC	US
7	NDW-R	NRC Solomons Island	WASHINGTON	DC	US
7	NDW-R	Arlington Service Center	ARLINGTON	VA	US
7	NDW-R	Naval Research Laboratory	WASHINGTON	DC	US
8	NDW-R2	USNA ANNAPOLIS MD 's EMS includes:	ANNAPOLIS	MD	US
8	NDW-R2	NAVSTA Annapolis	ANNAPOLIS	MD	US
8	NDW-R2	NRL Chesapeake Bay	ANNAPOLIS	MD	US
9	NDW	NSWC Carderock	WEST BETHESDA	MD	US
10	NDW	Indian Head Naval Surface Warfare Center	INDIAN HEAD	MD	US
11	NDW	NSWC Dahlgren	DAHLGREN	MD	US
12	NDW	Naval Air Station, Patuxent River, MD	PATUXENT RIVER	MD	US
MID-					
13	ATLANTIC-R	Mid-Atlantic CNRMA EMS includes:	NORFOLK	VA	US
MID-					
13	ATLANTIC-R	NSA Norfolk	NORFOLK	VA	US
MID-					
13	ATLANTIC-R	NAS OCEANA	VIRGINIA BEACH	VA	US
MID-					
13	ATLANTIC-R	NAVPHIBASE LITTLE CREEK	NORFOLK	VA	US
MID-					
13	ATLANTIC-R	NAVSTA NORFOLK	NORFOLK	VA	US
MID-					
13	ATLANTIC-R	WPNSTA YORKTOWN	YORKTOWN	VA	US
MID-					
14	ATLANTIC	NAS JRB Willow Grove	WILLOW GROVE	PA	US
MID-					
15	ATLANTIC	NSGA Sugar Grove	SUGAR GROVE	WV	US
MID-					
16	ATLANTIC	NSA Mechanicsburg	PHILADELPHIA	PA	US
MID-					
17	ATLANTIC	NSA Philadelphia	PHILADELPHIA	PA	US
MID-					
18	ATLANTIC	Philadelphia Naval Business Center	PHILADELPHIA	PA	US
19	SOUTHEAST	NAS Atlanta	MARIETTA	GA	US
20	SOUTHEAST	NAS Jacksonville	JACKSONVILLE	FL	US
21	SOUTHEAST	NAS Key West, FL	KEY WEST	FL	US

List of Navy's Appropriate Facilities

22 SOUTHEAST	NAVSUPPACT Mid-South	MILLINGTON	TN	US
23 SOUTHEAST	SUBASE Kings Bay GA	KINGS BAY	GA	US
24 SOUTHEAST	Naval Station Mayport	MAYPORT	FL	US
25 SOUTHEAST	Naval Support Activity Panama City	PANAMA CITY	FL	US
26 SOUTHEAST	NCBC Gulfport	GULFPORT	MS	US
27 SOUTHEAST	NSA Athens	ATHENS	GA	US
28 SOUTHEAST	NAS Meridian	MERIDIAN	MS	US
29 SOUTHEAST	NAVSTA Pascagoula	PASCAGOULA	MS	US
30 SOUTHEAST	WPNSTA Charleston	CHARLESTON	SC	US
	GULF			
31 COAST-R	NAS Pensacola Complex's EMS includes	PENSACOLA	FL	US
	GULF			
31 COAST-R	NAS Pensacola	PENSACOLA	FL	US
	GULF			
31 COAST-R	Saufley Field			US
	GULF			
31 COAST-R	Corry Station	PENSACOLA	FL	US
	GULF			
31 COAST-R	Bronson OLF			US
32 GULF COAST	NAS Whiting Field	MILTON	FL	US
33 GULF COAST	EOD Eglin			US
34 SOUTH	NSA New Orleans	NEW ORLEANS	LA	US
35 SOUTH	NAS JRB New Orleans	NEW ORLEANS	LA	US
36 SOUTH	NAS Corpus Christi	CORPUS CHRISTI	TX	US
37 SOUTH	NAS Kingsville	KINGSVILLE	TX	US
38 SOUTH	NAVSTA Ingleside	INGLESIDE	TX	US
39 SOUTH	NAS JRB FORT WORTH	FORT WORTH	TX	US
40 MIDWEST	Naval Station Great Lakes	GREAT LAKES	IL	US
41 MIDWEST	NSWC Crane	CRANE	IN	US
	NORTHWEST			
42-R	CNRNW which includes:	BREMERTON	WA	US
	NORTHWEST NAVSTA Bremerton WA (NAVBASE			
42-R	Kitsap)	BREMERTON	WA	US
	NORTHWEST			
42-R	NAVMAG INDIAN ISLAND WA	PORT HADLOCK	WA	US
	NORTHWEST			
42-R	SUBASE BANGOR	SILVERDALE	WA	US
	NORTHWEST			
42-R	NAVSTA EVERETT	EVERETT	WA	US
43 NORTHWEST	NAS Whidbey Island	OAK HARBOR	WA	US
44 SOUTHWEST	Naval Base San Diego Complex	SAN DIEGO	CA	US
45 SOUTHWEST	Naval Base Coronado Complex	SAN DIEGO	CA	US
46 SOUTHWEST	Naval Base Point Loma Complex	SAN DIEGO	CA	US
47 SOUTHWEST	NWAD Corona	CORONA	CA	US
		SAN CLEMENTE		
48 SOUTHWEST	NALF San Clemente Island	IS	CA	US
49 SOUTHWEST	NAF El Centro	EL CENTRO	CA	US
50 SOUTHWEST	NAS Fallon	FALLON	NV	US
51 SOUTHWEST	NSA Monterey	MONTEREY	CA	US
52 SOUTHWEST	NAS Lemoore	LEMOORE	CA	US

List of Navy's Appropriate Facilities

53 SOUTHWEST	Naval Base Ventura County	POINT MUGU	CA	US
54 SOUTHWEST	NAWS China Lake	CHINA LAKE	CA	US
55 SOUTHWEST	NWS Seal Beach	SEAL BEACH	CA	US
56 HAWAII-R	Navy Region Hawaii EMS includes:	PEARL HARBOR	HI	US
56 HAWAII-R	NAS BARBERS POINT	BARBERS POINT	HI	US
56 HAWAII-R	FISC PEARL HARBOR	PEARL HARBOR	HI	US
56 HAWAII-R	NCTAMS EASTPAC WAHIAWA	WAHIAWA	HI	US
56 HAWAII-R	PACMISRANFAC BARKING SANDS	BARKING SANDS	HI	US
56 HAWAII-R	NAVSTA PEARL HARBOR	PEARL HARBOR	HI	US
56 HAWAII-R	NAVMAG LUALUALEI	WAIANAE	HI	US
56 HAWAII-R	NSGA KUNIA			US
57 CNRM-R	CNRM	GUAM	GU	US
58 CNRSE	NAVAVNDEPOT JACKSONVILLE FL	JACKSONVILLE	FL	US
59 CNRSE	Naval Air Depot Cherry Point	CHERRY POINT	NC	US
60 CNRSW	NAVAVNDEPOT NORTH ISLAND	SAN DIEGO	CA	US
BUMED in				
61 NDW	NNMC Bethesda MD	BETHESDA	MD	US
BUMED in				
62 CNRMA	NMC Portsmouth VA	PORTSMOUTH	VA	US
BUMED in				
63 CNRGC	NH Pensacola FL	PENSACOLA	FL	US
BUMED in				
64 CNRSE	NH Jacksonville FL	JACKSONVILLE	FL	US
BUMED in				
65 CNRS	NH Corpus Christi TX	CORPUS CHRISTI	TX	US
BUMED in				
66 CNRSE	NH Beaufort SC	BEAUFORT	SC	US
BUMED in				
67 CNRSE	NH Cherry Point NC	CHERRY POINT	NC	US
BUMED in				
68 CNRSE	NH Charleston SC	CHARLESTON	SC	US
BUMED in				
69 CNRSE	NH Camp Lejeune NC	CAMP LEJEUNE	NC	US
BUMED in				
70 CNRMW	NH Great Lakes IL	GREAT LAKES	IL	US
BUMED in				
71 CNRNW	NH Bremerton WA	BREMERTON	WA	US
BUMED in				
72 CNRNW	NH Oak Harbor WA	OAK HARBOR	WA	US
BUMED in				
73 CNRSW	NMC San Diego CA	SAN DIEGO	CA	US
BUMED in		TWENTYNINE		
74 CNRSW	NH Twentynine Palms CA	PALMS	CA	US
BUMED in				
75 CNRSW	NH Lemoore CA	LEMOORE	CA	US
BUMED in		CAMP		
76 CNRSW	NH Camp Pendleton CA	PENDLETON	CA	US
BUMED in				
77 CNRH	NMCL Pearl Harbor HI	PEARL HARBOR	HI	US
BUMED in				
78 CNRM	NH Guam	GUAM	GU	US
79 NAVSEA in	Portsmouth Naval Shipyard	PORTSMOUTH	NH	US

List of Navy's Appropriate Facilities

CNRNE				
NAVSEA in				
80 CNRNW	Puget Sound Naval Shipyard	BREMERTON	WA	US
NAVSEA in				
81 CNRMA	Norfolk Naval Shipyard	PORTSMOUTH	VA	US
NAVSEA in				
82 CNRNE	NUWC Newport	NEWPORT	RI	US
NAVSEA in				
83 CNRH	PEARL HARBOR NSY & IMF	PEARL HARBOR	HI	US
NAVSEA in				
84 CNRNW	NUWC Division Keyport EMS which includes	KEYPORT	WA	US
NAVSEA in				
84 CNRNW	NUWC Division Keyport Bangor Annex, remote sites and Ranges			US
NAVSEA in				
84 CNRNW	NUWC Division Keyport Detachments Hawaii, San Diego and Hawthorne			US

TOTAL	US Appropriate Facilities	84
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1 SOUTHEAST	USNB Guantanamo Bay, Cuba	FPO
2 EUROPE	NSA La Maddalena	LA MADDALENA, SARDINIA
3 EUROPE	NAVACTUK	LONDON
4 EUROPE	NAVSUPACT Naples	NAPLES
5 EUROPE	Naval Station Rota, Spain	ROTA
6 EUROPE	NAS Sigonella	SIGONELLA
7 EUROPE	NAS Keflavik	KEFLAVIK
8 EUROPE	JMF ST MAWGAN UK	ST MAWGAN
9 EUROPE	NSA Souda Bay	SOUDA BAY
SOUTHWEST		
10 ASIA	NSA Bahrain	MANAMA
11 JAPAN	CNRJ	YOKOSUKA
12 JAPAN	CFA Yokosuka	YOKOSUKA
13 JAPAN	CFA Okinawa	OKINAWA
14 JAPAN	NAF Atsugi	ATSUGI
15 JAPAN	CFA Sasebo	SASEBO
16 JAPAN	NAF Misawa	APO (MISAWA)
17 JAPAN	NSF Diego Garcia	DIEGO GARCIA
18 KOREA	COMFLEACT Chinhae	CHINHAE
19 KOREA	CNFK DET Pohang	APO AP
	Navy Regional Contracting Center, Singapore	
20 SINGAPORE		SPG
21 CNRSE	NH Guantanamo Bay CUBA	GUANTANAMO BAY
22 CNRE	NH Sigonella ITALY	SIGONELLA
23 CNRE	NH Naples ITALY	NAPLES
24 CNRE	NH Rota SPAIN	ROTA
25 CNRE	NH Keflavik ICELAND	KEFLAVIK
26 CNRJ	NH Yokosuka JAPAN	YOKOSUKA

List of Navy's Appropriate Facilities

27 CNRJ

NH Okinawa JAPAN

OKINAWA

TOTAL	Overseas Appropriate Facilities	27

TOTAL Navy Appropriate Facilities

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PROCEDURE TO UPDATE LIST OF NAVY APPROPRIATE FACILITIES: Contact Tami McVey @ 202-433-4959, tami.mcvey@navy.mil or Sean Smith @ 202-433-5314. sean.m.smith@navy.mil and describe necessary changes and reasons for changes.

Department of Defense EMS Implementation Metrics Criteria

- 1) **Environmental Policy Statement.** The organization's environmental policy is a documented statement of the organization's fundamental environmental goals and direction. The environmental policy must be made available to the organization's personnel. The commanding officer or regional commander's signature on the environmental policy indicates command support for the EMS and for improvements in environmental performance.
- 2) **EMS Self-assessment.** In an EMS self-assessment, an organization determines where gaps exist between current systems and the Navy EMS criteria that are based on the ISO 14001 specification.
- 3) **Written EMS Implementation Plans with defined dates, identified resources, and organizational responsibilities for implementing EMS.** This plan, which identifies actions necessary to implement the EMS, is based on the results of the EMS Self-assessment. The plan should describe in detail what key actions are needed and who will be responsible for implementing them, identify resources needed for EMS implementation, and specify when the work will be completed.
- 4) **Prioritized list of aspects.** A prioritized list of aspects means that an organization has inventoried and assigned significance ratings to the aspects of its operations, processes and practices that cause, in normal operation or upset mode, an impact to an environment. Each operation, process or practice may have several aspects. Typical aspects of operations, processes or practices operated on Navy installations or regional complexes include: spill/release, air release, hazardous material use, hazardous waste generation, solid waste generation, medical waste generation, noise, electricity use, fuel use, and physical presence in environmentally sensitive locations.
- 5) **Appropriate personnel have received awareness-level EMS training.** Answer yes if senior management AND the EMS implementation team AND the environmental staff AND those owners of practices with significant aspects and impacts have received awareness-level EMS training. Training may be accomplished through a number of means including the EMS Awareness Interactive Multimedia Instruction available through CECOS, standup meetings, and other staff-led training. Completion of training must be documented.
- 6) **Completed at least one management review in accordance with the organization's documented procedure.** During the management review, senior management determines whether or not the EMS is working (suitable, adequate, and effective), where additional resources need to be allocated, and if the environmental policy is appropriate or needs to be changed. The management review should be documented in a record that includes who was present, when the review was conducted, and the decisions or outcomes of the management review. Indicate yes if both a management review has been conducted and there is a documented procedure for conducting management reviews.

Navy Environmental Management System (EMS) Self-Declaration Protocol

Introduction and Purpose

This protocol provides Navy organizations with a process for self-declaring the conformance of their Environmental Management System (EMS) to meet Navy, Department of Defense (DoD), and federal requirements. This process ensures that Navy EMSs are operating as described, and using on-going assessment and continual improvement to support overall mission performance.

This protocol is part of the Navy's Environmental Quality Assessment Program and meets requirements of the "*EMS Agency Self-Declaration Protocol for Appropriate Facilities*," signed by Mr. John Howard, Federal Environmental Executive, on January 27, 2004 and endorsed by Mr. Alex A. Beehler, Assistant Deputy Under Secretary of Defense (Environment, Safety, and Occupational Health), on July 16, 2004. This protocol is designed for on-going evaluation and continual improvement and to give Navy organizations the flexibility to implement an EMS in ways that support their overall mission while allowing outside parties to appreciate their EMS accomplishments.

Protocol

Initial EMS Self-Declaration Audit

EMS Self-Declaration by Navy organizations will include an initial EMS audit conducted by reviewers from outside the scope of the EMS in question. This EMS self-declaration audit will be conducted by Navy Qualified Reviewers against pre-established audit criteria and will reflect objective observation against those criteria. This meets criteria for 2nd party recognition of an EMS and requirements of the Office of Federal Environmental Executive (OFEE) directive. The audit criteria are provided in Table 1, Navy EMS Components, Elements, Criteria. A Navy Qualified Reviewer is an EMS Auditor who has successfully completed an ANSI-RAB accredited EMS Lead Auditor training course or the Navy's Civil Engineer Corps Officer School's (CECOS) "Conducting EMS Reviews" training course. Navy Qualified Reviewers may be staff, other DOD components, other Federal Agencies (outside of DOD), and/or private consultants.

Scope of the Audit

The respective Commanding Officer for an Installation EMS or the Regional Commander for a Regional EMS and the EMS Management Representative shall identify the scope of the audit for the EMS self-declaration audit team. The respective Commanding Officer/Regional Commander shall ensure that pertinent records, procedures, and documentation are available for the EMS self-declaration audit team, with necessary documentation to verify completion of corrective actions.

Audit Report and Follow-up

Upon the completion of the independent EMS self-declaration audit, the EMS self-declaration audit team shall prepare a report on the subject EMS's conformance. The report shall declare the Navy organization's EMS conformant or document those areas of nonconformance in the EMS that must be corrected prior to the Navy organization being able to declare the subject EMS as

conformant. Copies of the report shall be provided to the respective Commanding Officer/Regional Commander and EMS Management Representative. For any findings of nonconformance identified by the EMS self-declaration audit team, the Commanding Officer/Regional Commander/EMS Management Representative shall propose appropriate corrective actions to the audit team. Typically proposed corrective actions should be submitted to the EMS self-declaration audit team within 30 days after receipt of the audit report. The EMS Management Representative must also follow up with the necessary documentation to verify the implementation/completion of the corrective actions.

Memorandum of EMS Self-Declaration

Upon documented resolution of all findings of nonconformance (and subsequent determination of EMS conformance by the EMS self-declaration audit team), the Commanding Officer/Regional Commander shall prepare a Memorandum of EMS Self-Declaration and provide copies to the EMS Management Representative, the EMS self-declaration audit team leader, the organization's Major Claimant, and other interested parties. The Major Claimant shall provide a copy to OPNAV N45. Once Self-Declaration has been achieved, it should be maintained through the continuous improvement element of the EMS.

Continuing Conformance

Following initial self-declaration, Navy organizations shall self-declare EMS conformance on a periodic basis using a cycle of one-year internal and three-year external evaluations.

Annual Internal EMS Review

Navy organizations shall conduct an internal review of their EMS at least once per year and brief findings of that review in a management review.

External EMS Review

Each Major Claimant shall prepare a schedule for independent EMS reviews of its installation/regional EMSs at intervals not longer than three years. Independent EMS reviews may be conducted in combination with compliance reviews but it is optional. Organizations with externally registered EMS may use registration documents to meet this requirement.

Certificate of Navy EMS Conformance

Upon initial EMS self-declaration, the major claimant will provide the organization with a signed certificate of "Navy Environmental Management System Conformance." Following each self-declaration based on an external EMS review, the Major Claimant will provide an updated certificate. The Major Claimant shall maintain a roster of conforming Activities and update it quarterly.

Reporting Progress

Each Major Claimant's EMS POC, in collaboration with its Navy Appropriate Facilities, shall highlight EMS achievements for reports to the Department of Defense, and to other organizations within and outside of the Navy.

**Table 1.
Navy EMS Components, Elements, Criteria**

Component	Element	Criteria
Policy	1. Environmental Policy	<ul style="list-style-type: none"> • The organization has an environmental policy statement that: <ul style="list-style-type: none"> - is documented and signed by the organization's commanding officer; - commits to compliance with relevant environmental legislation, regulations, and policy; to prevention of pollution; and to continual improvement in performance of the EMS; and - is communicated to organization personnel and made available to the public. • The environmental policy is implemented and maintained.
Planning	2. Environmental Aspects	<ul style="list-style-type: none"> • The organization has established and maintains a documented procedure to identify the environmental aspects of its activities, products, services or practices that it can control and over which it can be expected to have an influence. The procedure provides for incorporating new or changed missions, operations, activities, services or practices into the EMS. • The organization has documented its environmental aspects, which have or can have significant impact on the environment based on a risk analysis. • The organization ensures that the aspects related to these significant impacts are considered in setting its environmental objectives. • The organization keeps this information up-to-date.
	3. Legal and Other Requirements	<ul style="list-style-type: none"> • The organization has established and maintains a documented procedure to identify Federal, state, local, DoD, DoN, and organization-level environmental requirements that are applicable to the environmental aspects of its activities, products and services. • The organization translates regulatory and policy requirements into procedures that appropriate personnel (e.g., practice owners) can use. • The organization disseminates information on requirements in procedures and checklists as appropriate to all levels and functions.

**Table 1.
Navy EMS Components, Elements, Criteria**

Component	Element	Criteria
	4. Environmental Objectives and Targets	<ul style="list-style-type: none"> • The organization has established and maintains documented environmental objectives and targets, at each relevant function and level within the organization. • The organization's objectives and targets: <ul style="list-style-type: none"> - reflect risks to mission determined through ranking of environmental aspects. - are consistent with and supportive of the organization's environmental policy statement and environmental requirements, and - are achievable within economic and technological restraints.
	5. Management Actions to Support Objectives and Targets	<ul style="list-style-type: none"> • The organization identifies actions, responsible party(ies), and timeframes by which actions are to be achieved within the means of the organization's commanding officer (those actions accomplished through in-house resources/manpower) in order to achieve objectives and targets. • The organization identifies projects necessary to achieve objectives and targets and requiring funding and uses PPBS tools and procedures to request funding, and where appropriate, uses risk assessment results and documentation to support PPBS funding requests and execution of funds.
Implementa - tion	6. Structure and Responsibility	<ul style="list-style-type: none"> • The organization has defined, documented, and communicated EMS roles, responsibilities, and authorities for: <ul style="list-style-type: none"> - implementation and sustainment of the EMS - management of environmental programs <ul style="list-style-type: none"> - procedures for control of activities, products and services.
	7. Training, Awareness and Competence	<ul style="list-style-type: none"> • The organization has identified, provided, and documented training and instruction needed to: <ul style="list-style-type: none"> - comply with regulations - ensure that appropriate personnel understand their responsibilities for implementing the EMS - ensure practice owners understand specific procedures to control environmental impacts of their activities, products and services.
	8. Communication	<ul style="list-style-type: none"> • The organization has established and maintains documented procedures for internal and external communication relative to the EMS.

**Table 1.
Navy EMS Components, Elements, Criteria**

Component	Element	Criteria
	9. EMS Documentation	<ul style="list-style-type: none"> • The organization has established and maintains, and the organization’s leadership has approved, a written EMS description document that describes: <ul style="list-style-type: none"> – EMS elements, including Environmental Management Procedures (EMPs) to implement them; – how elements relate to each other; and – where related documents and records are maintained.
	10. Document Control	<ul style="list-style-type: none"> • The organization has established and maintains documented procedures for controlling all documents applicable to its EMS to ensure that <ul style="list-style-type: none"> – they can be located – the are periodically reviewed and revised as necessary – the current versions of relevant documents are available when and where needed – obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use <ul style="list-style-type: none"> - Any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.
	11. Operational Control	<ul style="list-style-type: none"> • The organization has identified those operations and activities that are associated with the identified significant environmental aspects in line with its policy, objectives and targets. • The organization has planned these activities, including maintenance, in order to ensure that they are carried out under specified conditions by: • establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets; <ul style="list-style-type: none"> – stipulating operating criteria in the procedures; – establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicating relevant procedures and requirements to suppliers and contractors.

**Table 1.
Navy EMS Components, Elements, Criteria**

Component	Element	Criteria
	12. Emergency Preparedness and Response	<ul style="list-style-type: none"> • The organization has established and maintains documented procedures for identifying and responding to accidents and emergencies and for mitigating the environmental impacts that might result. • The organization reviews and revises its emergency preparedness and response procedures when new practices are initiated and after the occurrence of accidents or emergencies. • Procedures are communicated to practice owners in scope and detail appropriate to their responsibilities in the event of an accident or emergency.
Checking and Corrective Action	13. Monitoring and Measurement	<ul style="list-style-type: none"> • The organization has established and maintains documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant impact on the environment. • The organization has assigned roles and responsibilities and established procedures or mechanisms to track progress in meeting Objectives and Targets. • The organization has established performance indicators or metrics to measure progress in accomplishing Objectives and Targets. • Monitoring equipment is calibrated and maintained and records of this process shall be retained according to the organization's procedures. • The organization has established and implemented a comprehensive internal assessment plan (IAP), in accordance with Navy EQA program guidance, to periodically evaluate compliance with relevant environmental legislation and regulations.
	14. Nonconformance, Noncompliance and Corrective and Preventive Action	<ul style="list-style-type: none"> • The organization has established and maintains documented procedures defining responsibilities and authority for handling and investigating nonconformances and noncompliances, taking action to mitigate any impacts caused, and for initiating and completing corrective and preventive action. The organization has implemented and recorded any changes in the documented procedures resulting from corrective and preventive action. • The organization has documented its nonconformance and noncompliance deficiencies,

**Table 1.
Navy EMS Components, Elements, Criteria**

Component	Element	Criteria
		<p>recommended corrective actions, problem solving efforts, and plan of actions and milestones for recommended corrective actions.</p> <ul style="list-style-type: none"> • The organization annually develops and forwards to the Major Claimant an EQA Report that contains a summary of their problem solving efforts and corrective actions, issues and concerns critical to the Major Claimant, a program area status summary, and an updated internal assessment plan.
	15. Records	<ul style="list-style-type: none"> • The organization has established and maintains documented procedures for identification, maintenance and disposition of environmental records. These records include training records and the results of audits and reviews. • Environmental records are: <ul style="list-style-type: none"> - legible, identifiable and traceable to the activity, product or service involved. - stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss.
	16. EMS Review	<ul style="list-style-type: none"> • The organization has established and maintains documented procedures for periodic EMS reviews to be carried out in order to: <ul style="list-style-type: none"> - determine whether or not the EMS conforms to Navy EMS policy and has been properly implemented and maintained. - provide information on the results of reviews to management.
Management Review	17. Management Review	<ul style="list-style-type: none"> • The organization's senior management, at intervals it determines, reviews the EMS to ensure its continuing suitability, adequacy and effectiveness. • The management review process ensures that the necessary information is collected to allow management to carry out this evaluation. • The management review is documented. • The management review addresses the possible need for changes to policy, objectives and other elements of the EMS, in light of EMS review results, changing circumstances and the commitment to continual improvement.

Sample Verification Memorandum

[Date]

MEMORANDUM FOR [MAJOR CLAIMANT]

FROM: [Installation Commander or Regional Commander, as appropriate for the EMS]

SUBJ: [ORGANIZATION NAME] VERIFICATION OF COMPLIANCE WITH EXECUTIVE ORDER 13148 AND THE DOD EMS IMPLEMENTATION METRICS

REF: (a) Executive Order 13148, Greening the Government through Leadership in Environmental Management, 21 Apr 2000
(b) Department of Defense memo, Environmental Management System, 5 Apr 2002
(c) Department of Defense memo, Environmental Management System (EMS) Implementation Criteria and Metrics, 30 January 2003
(d) CNO memo, Navy Environmental Management System (EMS) Implementation Policy And Self-Declaration Protocol

1. In accordance with reference (a)-(d) and the EO 13148 deadline to implement EMS by 31 Dec 05 and based on having accomplished the following elements outlined in CNO EMS Implementation Policy and Self-Declaration Protocol, [ORGANIZATION NAME] officially verifies accomplishment of the six Department of Defense (DoD) EMS Implementation Metrics.

- a. Environmental Policy Statement
- b. EMS Self-assessment
- c. Written EMS Implementation Plans with defined dates, identified resources, and organizational responsibilities for implementing EMS
- d. Prioritized list of aspects
- e. Appropriate personnel have received awareness-level EMS training

f. Completed at least one management review in accordance with the organization's documented procedure

2. Next, [Organization Name] will move forward in conforming to all Navy EMS elements, realizing that having a fully implemented EMS provides for continual improvement in environmental management and will enhance the Navy's overall mission performance. For additional information, please contact [Organization POC, code, telephone number, email address].

[FIRST, MI, LAST]
[Rank, USN]
[Commander, Organization]