



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC



26 JAN 2005

MEMORANDUM FOR ALMAJCOM/A7V/A7CV/CEV/MSEV
HQ AFCEE/TD
HQ USAFA/CEV

FROM: HQ USAF/ILEV
1260 Air Force Pentagon
Washington DC 20330-1260

SUBJECT: Updated USAF Environmental Management System (EMS) Self-Declaration
Policy Based on International Organization for Standardization (ISO) 14001:2004

This policy memo modifies EMS Self-Declaration criteria established in the 25 Oct 04 HQ USAF/ILEV Policy Memo, *USAF Environmental Management System (EMS) Self-Declaration Policy and Assessment Protocol*. On 15 Nov 04, the International Organization for Standardization released ISO 14001:2004, the first ISO 14001 update in over eight years. To ensure the latest requirements are met, HQ USAF/ILEV is updating AF EMS Self-Declaration Policy with respect to the new standard to explain when an installation may declare having an EMS in-place. Attachment 1 compares USAF EMS Implementation Guidance Steps with both ISO 14001:2004 and DoD EMS Metrics, highlighting critical elements necessary to have a minimally functioning EMS while identifying two steps that are optional.

Pursuant to the updated USAF EMS Guidance Steps in Atch 1, it is now a requirement for either installation commanders or EPC/ESOH chairpersons to sign a Self-Declaration stating a respective installation has either an EMS in-place (sample memo at Atch 2), based on accomplishing only highlighted steps in Atch 1, or an EMS in-conformance (sample memo at Atch 3), based on completing all non-optional steps in Atch 1. Either memo will officially declare an installation has met the EO 13148 directive to "implement an environmental management system." Installations must verify achievement of EMS steps by performing an assessment using the EMS Assessment Protocol released in the aforementioned HQ USAF/ILEV Policy Memo, *USAF Environmental Management System (EMS) Self-Declaration Policy and Assessment Protocol*, 25 Oct 04.

In addition, there will be one more installation metric during the biannual OSD Environment, Safety, and Occupational Health (ESOH) Management Review data call. It will be titled "Self-Declaration" and may only be completed when the other five metrics (Policy Statement, Implementation Plan, Prioritized Aspect Inventory, Awareness Training, and Management Review) are completed. To complete this metric, an installation must have a signed Self-Declaration. This OSD data call will serve as the reporting tool through MAJCOMs and Air Staff to determine which installations have met the 31 Dec 05 deadline.

If you or members of your staff have any questions, please call our POC Maj Marvin Ee,
HQ USAF/ILEVQ, DSN 664-0552, e-mail: Marvin.Ee@pentagon.af.mil.


for JOHN R. CAWTHORNE, Colonel, USAF
Chief, Environmental Division
DCS/Installations & Logistics

Attachments:

1. Updated USAF EMS Steps and Metrics (January 2005)
2. Sample EMS In-Place Memo
3. Sample EMS In-Conformance Memo

cc:

HQ AFCEE/CCR-A-D-S
AFIT/CEV

USAF EMS STEPS AND METRICS (JANUARY 2005)

(Highlighted Areas Are Critical Elements for Start-Up Implementation by 31 Dec 05)

ISO 14001:2004		AF EMS Guidance Steps (Modules I - III)		DoD/AF Metrics
4.2	Environmental Policy	Policy Statement		31 Oct 03
4.1	General Requirements (Including Scope)	Planning - Implementation Plan (Including Scope)		31 Mar 04
4.3	Planning			
4.3.1	Environmental Aspects	1	Update or Complete the CSI (Optional)	
		2	Identify Non-CSI Aspects (Optional)	
		3	Develop the Environmental Aspect Inventory (Using Steps 1/2 If Available)	
4.3.2	Legal and Other Requirements	4	Assess Relative Cost	
		5	Assess Environmental Risk	
		6	Assess Regulatory Implications	
		7	Assess Potential Mission Degradation	
		8	Assess Community Concern	
		9	Determine Overall Impact Score	
4.3.3	Objectives, Targets, and Programs	10	Extract Significant Environmental Aspects	30 Jun 04
		11	Establish Draft Objectives and Targets	
		12	Formalize Objectives and Targets	
		13	Develop Draft Environmental Management Plans (EMPs)	
		14	Finalize the EMPs	
4.4	Implementation and Operation	Implementation and Operation		
4.4.1	Resources, Roles, Responsibility, and Authority	15	Assign an EMS Coordinator	
		16	Defining Responsibilities in Supporting Positions	
4.4.2	Competence, Training, and Awareness	17	Identify Training Needs	
		18	Conducting EMS Awareness Training	31 Mar 05
		19	Conducting EMS Senior Leader Training	
		20	Conducting EMS Practitioner Training	
4.4.3	Communication	21	Clarify and Document Installation-Specific Communication Roles	
4.4.4	Documentation	22	Identify EMS Documents	
4.4.5	Control of Documents	23	Document Management Using an EMS Website	
		24	Formalizing EMS Document Control	
4.4.6	Operational Control	25	Identify Operational Controls	
		26	Develop and Implement Administrative Operational Controls	
		27	Install Physical and Engineering Controls	
4.4.7	Emergency Preparedness and Response	28	Identify Emergency Response Plans and Procedures	
		29	Review and Update Emergency Response Plans and Procedures	
		30	Test Emergency Response Plans and Procedures	
4.5	Checking	Checking and Corrective Action		
4.5.1	Monitoring and Measurement	31	Track Performance Measures	
		32	Conduct Compliance Assessments	
		33	Track Operational Controls	
		34	Track Equipment Calibration	
4.5.2	Evaluation of Compliance	35	Formalize the EMS Assessment Program/Process	
4.5.5	Internal Audit	36	Conduct the EMS Assessment	
		37	Compile the EMS Assessment Report	
4.5.3	Nonconformity, Corrective Action, and Preventive Action	38	Implement the Corrective Action Process	
4.5.4	Control of Records	39	Review Existing Records Management Directives	
		40	Apply Existing Records Management Directives	
4.6	Management Review	Management Review		
		41	Plan the Management Review	
		42	Conduct the Management Review	31 Dec 05
		43	Maintaining Personnel Interest/Commitment/Enthusiasm	
		44	Keeping the EMS Properly Updated	
		Self-Declaration		31 Dec 05



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[Date]

MEMORANDUM FOR [MAJCOM EPC/ESOH Chair]

FROM: [Installation Commander or Installation EPC/ESOH Chair]

SUBJECT: [Installation Name] Self-Declaration of Environmental Management System (EMS)
 In-Place

In accordance with the EO 13148 deadline to implement an EMS by 31 Dec 05 and based on having accomplished the following elements outlined in HQ USAF EMS Policy and Guidance, [Installation Name] officially declares having an EMS in-place.

1	Policy Statement	15	Conduct EMS Practitioner Training
2	Implementation Plan (with Scope)	16	Identify Operational Controls
3	Environmental Aspect Inventory	17	Develop/Implement Admin Operational Controls
4	Assess Regulatory Implications	18	Install Physical and Engineering Controls
5	Extract Significant Environmental Aspects	19	Track Performance Measures
6	Establish Draft Objectives and Targets	20	Conduct Compliance Assessments
7	Formalize Objectives and Targets	21	Track Operational Controls
8	Draft Environmental Management Plans (EMPs)	22	Formalize the EMS Assessment Process
9	Finalize the EMPs	23	Conduct the EMS Assessment
10	Assign an EMS Coordinator	24	Compile the EMS Assessment Report
11	Define Responsibilities in Supporting Positions	25	Implement the Corrective Action Process
12	Identify Training Needs	26	Plan the Management Review
13	Conduct EMS Awareness Training	27	Conduct the Management Review
14	Conduct EMS Senior Leader Training	28	Self-Declaration

Next, [Installation Name] will move forward in conforming to all EMS elements, realizing that having a fully implemented EMS serves as the starting point towards continual improvement in environmental management. For additional information, please contact [Installation POC, office symbol, phone number, e-mail].

[FIRST, MI, LAST]
 [Rank, USAF]
 [Commander or EPC/ESOH Chair]



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[Date]

MEMORANDUM FOR [MAJCOM EPC/ESOHC Chair]

FROM: [Installation Commander or Installation EPC/ESOHC Chair]

SUBJECT: [Installation Name] Self-Declaration of Environmental Management System (EMS)
In-Conformance

In accordance with the EO 13148 deadline to implement an EMS by 31 Dec 05 and based on having accomplished the following elements outlined in HQ USAF EMS Policy and Guidance, [Installation Name] officially declares having an EMS in-conformance.

1	Policy Statement	24	Formalize EMS Document Control
2	Implementation Plan (with Scope)	25	Identify Operational Controls
3	Environmental Aspect Inventory	26	Develop/Implement Admin Operational Controls
4	Assess Relative Cost	27	Install Physical and Engineering Controls
5	Assess Environmental Risk	28	Identify Emergency Response Plans/Procedures
6	Assess Regulatory Implications	29	Update Emergency Response Plans/Procedures
7	Assess Potential Mission Degradation	30	Test Emergency Response Plans/Procedures
8	Assess Community Concern	31	Track Performance Measures
9	Determine Overall Impact Score	32	Conduct Compliance Assessments
10	Extract Significant Environmental Aspects	33	Track Operational Controls
11	Establish Draft Objectives and Targets	34	Track Equipment Calibration
12	Formalize Objectives and Targets	35	Formalize the EMS Assessment Process
13	Draft Environmental Management Plans (EMPs)	36	Conduct the EMS Assessment
14	Finalize the EMPs	37	Compile the EMS Assessment Report
15	Assign an EMS Coordinator	38	Implement the Corrective Action Process
16	Define Responsibilities in Supporting Positions	39	Review Records Management Directives
17	Identify Training Needs	40	Apply Records Management Directives
18	Conduct EMS Awareness Training	41	Plan the Management Review
19	Conduct EMS Senior Leader Training	42	Conduct the Management Review
20	Conduct EMS Practitioner Training	43	Maintain Personnel Interest/Commitment
21	Clarify/Document Communication Roles	44	Keep the EMS Properly Updated
22	Identify EMS Documents	45	Self-Declaration
23	Document Management Using an EMS Website		

[Installation Name] realizes that having a fully conforming EMS serves as the starting point towards continual improvement in environmental management. For additional information, please contact [Installation POC, office symbol, phone number, e-mail].

[FIRST, MI, LAST]
[Rank, USAF]
[Commander or EPC/ESOHC Chair]