



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

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MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(ENVIRONMENT, SAFETY & OCCUPATIONAL
HEALTH)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ENVIRONMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(ENVIRONMENT, SAFETY & OCCUPATIONAL
HEALTH)
DIRECTOR, DEFENSE LOGISTICS AGENCY (DSS-E)
DIRECTOR, MISSILE DEFENSE AGENCY
DIRECTOR, DEFENSE COMMISSARY AGENCY

SUBJECT: Environmental Management System (EMS) Metrics for Fiscal Years 2006
through 2008

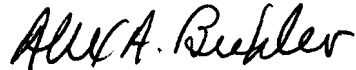
This memorandum transmits new DoD EMS metrics. These metrics (see Attachment 1) are based on the Federal EMS metrics and include both annual and semi-annual reporting requirements. Components or agencies still implementing an EMS will continue to report on the six EMS implementation metrics as directed by the July 2005 memo, "*Environmental Management System (EMS) Metrics Quarterly Data Call*" until they are complete.

EMS implementation remains a top priority within the administration as evidenced by the recent inclusion of EMS questions in the Office of Management and Budget (OMB) scorecard. Executive Order 13148 requires an annual review of EMS progress after implementation, and DoD has a requirement to report that progress. Although achieving the six metrics is a noteworthy accomplishment, especially when considering the OPTEMPO that the DoD has experienced for the last several years, much work still needs to be done. The six metrics created a solid foundation on which to continue to build the EMS. These new DoD EMS metrics continue to drive implementation and begin to assess the performance of the EMS. As DoD moves towards joint force integration, EMS will allow for the seamless integration of environmental services throughout our facilities. Your leadership and commitment to this effort is critical to its success. Components and agencies must continue to assist their appropriate facilities with implementing, operating and continuously improving a mission focused EMS and



conduct external audits (2nd party) to verify progress in accordance with your self-declaration protocol.

I look forward to receiving your initial update electronically for the FY06 metrics by December 1, 2006. My point of contact is Lt Col Marc Hewett, (703) 604-1831, Marc.Hewett@osd.mil



Alex A. Beehler

Assistant Deputy Under Secretary of Defense
(Environment, Safety and Occupational Health)

Attachment:
As stated

DoD ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) METRICS

(October 1, 2005 to September 30, 2006)

(Note: These metrics will be used for Fiscal Years 2006 to 2008.)

These metrics are developed from the Federal EMS metrics, and will be used to support DoD EMS oversight requirements, as well as meet the OMB Scorecard and EO 13148 reporting requirements. The annual metrics will be reported for the OMB Scorecard (due to OMB in January) and the End-of-Year Management Review. The ARC and EO 13148 reports will use this data as a basis for their EMS sections. Semi-annual metrics will be reported at both the Mid-Year and End-of Year Management Reviews. Components should anticipate submitting the data for the OMB Scorecard and End-of-Year Management Review by the beginning of December, and for the Mid-Year Review by the middle of July.

These metrics are provided to allow agencies and facilities that are implementing an Environmental Management System to plan for reporting fiscal year 2006 progress, performance and successes. Each agency will be requested to provide a summary of this information for its appropriate facilities

Metrics will be reported via FedCenter (<http://www.fedcenter.gov/>). Specific details and reporting instructions will be provided by ODUSD (I&E) through a call letter and the DoD EMS Work Group.

Metrics are divided into the following categories:

- I. ANNUAL ENVIRONMENTAL MANAGEMENT SYSTEM SCORECARD METRICS
- II. ANNUAL ENVIRONMENTAL MANAGEMENT SYSTEM EFFECTIVENESS QUESTIONS
- III. ANNUAL ENVIRONMENTAL MANAGEMENT SYSTEM EXPERIENCES FEEDBACK
- IV. SEMI-ANNUAL EMS STATUS REPORTING

I. ENVIRONMENTAL MANAGEMENT SYSTEM SCORECARD METRICS

Instructions for Questions 1-7: For each topic listed, please indicate the one statement which best describes the status of your appropriate facility EMS **during this reporting period**, fiscal year 2006 (Oct 1, 2005 to Sept 30 2006).

For the purpose of this report, it is assumed that agencies and/or facilities are pursuing conformance with the requirements of Executive Order 13148 and are using an accepted EMS framework as called for in the Order. As a matter of policy, most Federal agencies are using a framework that closely resembles the ISO 14001 EMS Standard and the questions below are relevant to the various phases of EMS implementation. If your agency has not used such a framework, please describe the framework used and respond to the questions to the extent practicable.

1. ENVIRONMENTAL ASPECTS. In fiscal year 2006
 - A. Significant environmental aspects were not identified during this reporting period or previously.
 - B. Significant environmental aspects were identified during this reporting period or previously; an established procedure was not used for this process.
 - C. An established procedure was used to identify significant environmental aspects during this reporting period or previously; however, previously identified significant environmental aspects were not reevaluated during this period.
 - D. Environmental aspects identified in a previous year were reevaluated during this reporting period using an established procedure and updated (added/deleted/modified) as appropriate.

2. GOALS, OBJECTIVES, AND TARGETS. In fiscal year 2006
 - A. Measurable environmental goals, objectives, and targets were not identified, reviewed, and updated as appropriate during this reporting period.
 - B. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 0-49% of targets were on schedule during this reporting period.
 - C. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 50-79% of targets were on schedule during this reporting period.
 - D. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 80-100% of targets were on schedule during this reporting period.

3. OPERATIONAL CONTROLS. In fiscal year 2006
 - A. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were not established during this reporting period or previously.
 - B. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and have been partially implemented
 - C. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and are fully implemented.
 - D. During this reporting period, previously documented operational controls to address significant aspects consistent with goals, objectives, and targets were fully implemented; in addition, they were reviewed during the year, and/or updated (i.e. supplemented, revised, deleted) as appropriate.

4. ENVIRONMENTAL TRAINING. [Note: These metrics pertain to competence training for those whose tasks have the potential to cause significant environmental impacts] In fiscal year 2006
 - A. Training requirements to ensure individual competence and responsibility were not been identified during this reporting period or previously.

- B. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously but training was not available and/or carried out.
- C. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously and training was available and carried out, and recorded during this reporting period.
- D. Training procedures were established to ensure that training requirements for individual competence and responsibility were identified; training was available and carried out during this reporting period; training is recorded and tracked; and training requirements are monitored, revised, and refresher training provided, as appropriate, to maintain competence.

5. **CONTRACTS.** [Notes: An appropriate contract is one whose actions may have potential impact on the environmental aspects identified by the applicable EMS. Appropriate contracts may include legal arrangements with concessionaires. In fiscal year 2006

- A. Facility has not carried out a process to identify appropriate contracts in which to include EMS requirements.
- B. Facility has carried out a process to identify appropriate contracts, but has not modified appropriate contracts to include EMS requirements.
- C. All new and renewed appropriate contracts were in the process of including EMS requirements during this reporting period; contractors were required to fulfill defined roles and specified responsibilities.
- D. EMS requirements were included in all appropriate contracts and contractors fulfilled defined roles and specified responsibilities during this reporting period.

6. **EMS AUDIT/EVALUATION PROCEDURES.** In fiscal year 2006

- A. EMS audit/evaluation procedures were not established during this reporting period or previously.
- B. EMS audit/evaluation procedures were established during this reporting period or previously but no audit was conducted during this reporting period.
- C. EMS audit/evaluation procedures were established during this reporting period or previously; an audit was conducted during this reporting period; nonconformities are not yet being addressed or corrected.
- D. EMS audit/evaluation procedures were established during this reporting period or previously and an audit was conducted during this reporting period; nonconformities are being addressed or corrected.

DATE LATEST FACILITY-WIDE INTERNAL EMS AUDIT/EVALUATION WAS COMPLETED: _____

7. **MANAGEMENT REVIEW.** In fiscal year 2006

- A. Senior leadership review of the EMS was neither planned/scheduled nor conducted during this reporting period.

- B. Senior leadership review of the EMS was planned/scheduled, but was not conducted during this reporting period
- C. Senior leadership review of the EMS was conducted during the current reporting period: recommendations for continual improvement were not addressed by top management during this reporting period.
- D. Senior leadership review of the EMS was conducted during this reporting period and top management responded to recommendations for continual improvement.

**II. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EFFECTIVENESS
(SINCE IMPLEMENTATION OF THE EMS)**

For each item in Part 1 & 2, please mark the number that best represents your answer:

1 = Not at all 2 = A little bit 3 = Somewhat 4 = Quite a bit 5 = A great deal NA = Does not apply

For example, if you saw a great reduction in risk to your mission, mark "5." If you saw no reduced risk, mark "1."

1. BENEFIT OF EMS ON THE FACILITY:

Please estimate the effect of EMS since implementation on your facility or organization (where the EMS is implemented) with respect to:

		1	2	3	4	5	N/A
1	Reduced risk to facility mission	1	2	3	4	5	<input type="radio"/>
2	Improved fiscal efficiency or cost avoidance	1	2	3	4	5	<input type="radio"/>
3	Greater understanding of environmental issues at all levels of the organization.	1	2	3	4	5	<input type="radio"/>
4	Greater empowerment of individuals to contribute to improving the organization's environmental footprint	1	2	3	4	5	<input type="radio"/>
5	Greater integration of environment into organizational culture or operations	1	2	3	4	5	<input type="radio"/>
6	Greater integration of environment into real property asset management	1	2	3	4	5	<input type="radio"/>
7	Improved community relations	1	2	3	4	5	<input type="radio"/>
8	Improved effectiveness in overall mission	1	2	3	4	5	<input type="radio"/>
9	Improved cooperative conservation with other groups	1	2	3	4	5	<input type="radio"/>
10	Other (specify) _____	1	2	3	4	5	<input type="radio"/>

2. BENEFIT OF EMS ON ENVIRONMENT AND ENVIRONMENTAL ISSUES:

Please estimate the effect of EMS (since implementation) on your facility's or organization's environmental issues to include:

		1	2	3	4	5	N/A
1	Improved overall compliance management	1	2	3	4	5	<input type="radio"/>
2	Improved overall personnel health and safety	1	2	3	4	5	<input type="radio"/>
3	Improved overall pollution prevention	1	2	3	4	5	<input type="radio"/>
4	Improved water quality	1	2	3	4	5	<input type="radio"/>
5	Improved air quality	1	2	3	4	5	<input type="radio"/>
6	Improved hazardous material management	1	2	3	4	5	<input type="radio"/>
7	Improved hazardous waste management	1	2	3	4	5	<input type="radio"/>
8	Improved solid waste management	1	2	3	4	5	<input type="radio"/>
9	Improved conservation of natural resources	1	2	3	4	5	<input type="radio"/>
10	Improved conservation of energy in facilities	1	2	3	4	5	<input type="radio"/>
11	Improved conservation of fuel in vehicles	1	2	3	4	5	<input type="radio"/>
12	Improved conservation of water	1	2	3	4	5	<input type="radio"/>
13	Reduced number of permits needed to operate	1	2	3	4	5	<input type="radio"/>
14	Other (specify) _____	1	2	3	4	5	<input type="radio"/>

III. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EXPERIENCES

1. EMS BENEFITS/SUCCESSSES:

Please provide up to 3 bullet statements identifying benefits/successses associated with EMS implementation at your facility.

2. EMS BEST PRACTICES/LESSONS LEARNED:

Please provide up to 3 bullet statements identifying EMS implementation best practices/lessons learned.

3. EMS CHALLENGES:

Please provide up to 3 bullet statements identifying EMS implementation challenges

4. EMS BENEFITS TO AGENCY MISSION:

Please provide up to 3 bullet statements identifying how EMS implementation has enabled your organization or agency to operate more effectively in accomplishing its missions (e.g., reduced number of off-normal events that disrupt agency schedules or operations; greater interoperability among sites; better relations with host communities, states, and their elected representatives; greater speed and agility in responding to unexpected events; improved ability to write performance based contracts).

IV. SEMI-ANNUAL EMS STATUS REPORTING

EMS Appropriate facilities list: Provide an updated list of US and Overseas EMS appropriate facilities that includes a conformance and audit indicator for each facility. The conformance indicator will identify facilities with an EMS that is fully conformed with the Component specific EMS policy. The audit indicator will show whether the facility is self declared, has had a 2nd or 3rd party audit, is part of the EPA performance track, or is part a state EMS incentive program. This list is essentially the appendix out of the EO 13148 report.