United States Army Garrison, Heidelberg
Environmental Management System's
23 November 2005
Meeting Summary

Mr. Dan Welch welcomed the meeting attendees and gave an overview of the meeting agenda. The main purpose of the meeting was to present and discuss the results of the Environmental Management System's (EMS) Internal Audit. Ms. Katherina Diemer presented the audit objectives, procedure, and results to the attendees. After the results were presented, Ms. Diemer and Mr. Welch led a group discussion to develop with corrective action plans for the four non-compliances found during the audit.

The following is a list of the non-compliances and suggested actions.

1. Environmental Policy – Non-compliance due to lack of communication. Mr. Hamilton suggested the lines of communication are broken and emphasis needs to be placed on chain of command. Mr. Welch suggested hanging plaques on the walls with the policy statement but SGT Modelski pointed out EMS plaques are not a requirement. Ms. Sophie Zach suggested reaching commanders and having them send out policy statement via e-mail. SSG Dizicksa suggested Sergeants time which occurs every Thursday, although it is not known if Command can require time for an EMS briefing? Mr. Jason Dickerson suggested using command walkabouts pointing out to Americans this is their tax dollars. Mr. Travis Vowinkle mentioned putting EMS main points in the Recycling Journal and Mr. Welch pointed out Housing supplies an incoming package to soldiers and putting EMS handouts in the package.

2. Environmental Management Training – Non-compliance due to lack of training throughout the Garrison. SSG Dizicksa suggested training for EMS being a requirement, Ms. Diemer suggested time requirements to complete training but we have no authority. Mr. Welch proposed "comical" training at DoDDs focused at the pupils. Other suggestions included utilizing Community Calendar, USAREUR Bulletin, and AFN. Mr. Welch mentioned IMA-E requiring EMS training at the In Progress Review (IPR).

3. Environmental Management System Roles and Responsibilities – Non-compliance due to procedures not being communicated or followed by offices and units. The EMS roles and responsibilities are written and signed but are not being implemented or enforced. Commented training at FLAG. Mr. Dickerson suggested

the need for more Environmental Compliance Officers (ECO) in units, to combat the issue of deployment and information being lost and/or not communicated. Ms. Laura

Hettinger questioned "Where do soldiers normally go for their roles and responsibilities?" Ms. Hettinger suggested including the EMS roles and responsibilities in job descriptions. Another suggestion was utilizing stairwell coordinators from housing to communicate general roles and responsibilities of the EMS as a community member.

4. Monitoring and Measurement of Environmental Program and Activities: Non-compliance due to lack of communication between offices and programs. Also, there is a lack of a centralized location for all documents pertaining to environmental issues. SSG Dizicksa stated during the audit she could not understand the measurements used in reports or the comparative measurements used, said can not make comparisons of data or suggest increases or decreases with a baseline. Mr. Vowinkle briefly discussed the discrepancy of the reports and stated a goal of 40% reduction in solid waste was a Department of Defense goal.

After discussing the non-compliances, it was suggested Ms. Diemer send out meeting minutes for review. The suggestions for corrective action for the non-compliances will be sent out via e-mail during the week of November 28th. The Cross Functional Team members will rank each suggested corrective action and send back to the Environmental Management System Coordinator within one week. After the ranking is complete it was decided the top two suggestions/corrective actions would be used and a plan developed to the implement corrective action, which will be presented to the commanders at the EMS Management Review, scheduled 13 December 2005, during the Environmental Quality Control Committee (EQCC) Meeting.

It was decided there would not be a December CFT meeting and the next scheduled meeting is 25 January 2005, location to be determined.

Each attended was provide a copy of the following material:

1. Meeting Agenda

Attendees:

Mr. Randy Hamilton RCO Seckenheim
SGT Derek Modelski USAMH
Ms. Laura Hettinger USAG-HD DPW ED
Mr. Patrick Griffin USAG-HD DPW ED

Ms. Sophie Zach OSJA Vcorps
Mr. Steve Junius AFN
SSG Aeyne Anne Dizicksa 64th Med Det
Mr. Joe Spencer Civilian Personnel Directorate
Mr. Jason Dickerson DDDE
Mr. Travis Vowinkle USAG-HD DPW
Mr. Daniel Welch USAG-HD ED
Mr. Casey Trantham HHB VCA

Katherina E. Diemer
USAG-HD DPW ED
EMS Coordinator

DISTRIBUTION:
Cross Functional Team Members
Mr. Taylor, USAG-HD DPW
Mr. Tafoya, USAG-HD Operations Manager