DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HES-CS 25 August 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Release of the Environmental Management System (EMS) Cross Functional Team (CFT) Meeting Minutes from 24 August 2005

1. Attached you will find the Meeting Minutes from the 24 August 2005 Environmental Management System (EMS) Cross Functional Team (CFT). These minutes serve as a record for the activities of the United States Army Garrison – Heidelberg's (USAG-Heidelberg) CFT in its mission to develop and implement the EMS within the units and tenant organizations of our garrison. Please review them in order to familiarize yourself with the proceedings of the meeting. The CFT plays an important role in the USAG-Heidelberg and serves to integrate our units and organizations into the overall EMS. Your continued participation is of the utmost importance to ensure that the USAG-Heidelberg continues in its effective implementation of this excellent program.

2. References:

a) Executive Order 13148 – Greening the Government through Leadership in Environmental Management, 21 April 2000.
b) Memorandum for the Chief of Staff for Installation Management, Department of the Army, Subject: New Installation Management Requirements, 06 August 2001.
c) International Organization for Standardization (ISO) 14001 Environmental Management Systems (EMS)

3. The Point of Contact (POC) for questions regarding these meeting minutes is Ms. Katherina Diemer, EMS Coordinator at DSN: 387-3144. These meeting minutes are also available on the USAG – Heidelberg's public web-site.

ERNEST A. TAFOYA
Chief of Staff

United States Army Garrison, Heidelberg
Environmental Management System's
24 August 2005
Meeting Summary

Ms. Osborne-Flesch welcomed the attendees and announced that during this Cross Functional Team (CFT) Meeting, training would be conducted for the upcoming 2005 Internal EMS Audit. Prior to the beginning of training, Ms. Osborne-Flesch announced the members of the 2005 Audit Team as follows:

SGT Aeyneanne Dizicksa, Vet	Audit Team Leader
CW4 Peter Johnson, AFOD	Audit Team Member
Ms. Valerie Neu, AAFES	Audit Team Member
SGT Derek Modelski, USAMH	Audit Team Member
Laura Hettinger, ED	Audit Team Member

Ms. Osborne-Flesch informed the CFT that the appointments of the team would be made official on 07 September 2005 during the Environmental Quality Control Committee (EQCC) meeting with the approval of the proposed team members by the command group.

Before beginning the training, Ms. Osborne-Flesch announced that due to unforeseen circumstances, the person she introduced last month as her replacement, Ms. Isabelle Fahimi, would be, in turn, replaced by Ms. Katherina Diemer as the USAG-Heidelberg's Environmental Management System Coordinator (EMSC). Ms. Osborne-Flesch further clarified that Ms. Diemer would be conducting all further meetings and EMS-related activities and could be contacted at DSN: 387-3144.

Ms. Osborne-Flesch then conducted the training on the schedule and procedures that will be utilized during the upcoming audit. Print-outs of the training are attached to these minutes.

In summary, Ms. Osborne-Flesch announced that the next CFT meeting, scheduled for 26 October 2005 at the DPW Conference Room (Building 3962 – same building, opposite end as Self Help) at 0900 hours. Ms. Diemer, the new EMSC will be coordinating this meeting.

At the closing of the meeting, Mr. Dan Welch presented Ms. Osborne-Flesch with a Certificate of Appreciation, signed by COL Gaddis, in acknowledgement of her accomplishments in developing and implementing the EMS within the former 411th Base Support Battalion's footprint during the past two years. Ms. Osborne-Flesch tearfully thanked the CFT members for the support and enthusiasm they have demonstrated to the EMS program during her time as the EMS Coordinator and gave her heartfelt appreciation

for their time and energy in helping her make it one of the best EMS programs in the European Theater. She ended by stating that she will miss working with such an outstanding, wonderful group of people and wishes them all the best in their future lives and careers.

Each attended was provide a copy of the following material:

1. Meeting Agenda;
2. 2005 Internal EMS Audit Training Presentation;
3. Draft 2005 EMS Audit Plan; and,
4. Draft 2005 Internal EMS Audit Report.

Upcoming Meetings:

26 October 2005 at the DPW Conference Room (Building 3962 – same building, opposite end as Self Help) at 0900 hours

NOTE: The meeting for September 2005 has been postponed to the above date in October due to EMS Audit Team scheduling conflicts.

Attendees:

SGT Aeyneanne Dizicksa, Vet
Mr. George Quick, AMC-DS-2
Mr. Randy Hamilton, RCO-Seckenheim
Ms. Laura Hettinger, USAG-HD DPW ED
Mr. Harvy Albiez, 60th Eng Det
Mr. Werth, DeCA
Mr. Ray Loper, 26th ASG
Ms. Fedena Mathis, CPD
Ms. Tannia Fields, HMEDDAC
CW4 Johnson, AFOD
Mr. Jason Dickerson, DDDE
Mr. Dan Welch, Chief ED

Catherine M. Osborne-Flesch
USAG-HD DPW ED
EMS Coordinator

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