DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-PWD-E 23 May 2005

MEMORANDUM FOR Distribution

SUBJECT: Hazardous Materials Management Program (HMMP) Process Action Team (PAT) Meeting Minutes

1. Location: AMC-Europe Conference Room, Building 974, Hammonds Barracks, Seckenheim

2. Date/Time: 12 May 2005, 0900 hours

3. Co-Chairs: Mike Huettel, Acting Chief, Maintenance Division, USAREUR G4 and Betsey Kimmerly, Environmental Branch, IMA-E Public Works

4. Attendance: See Enclosure 1

5. Mr. Huettel opened the meeting, welcomed the PAT members, and expressed his concern with the lack of attendees. USAREUR G-3, G-8, IMA-E Logistics, DeCA, DoDDS and AAFES were not in attendance; the bare minimum for a quorum was present. Ms. Roxanne Erickson was present to represent IMA-E RM.

6. Ms. Kimmerly handed out paper copies of the Action Plans and Tasks which PAT members had drafted and emailed to her before the meeting. The PAT then discussed each Short Term Objective (STO) needing Action Plans (ACT) and Tasks, from STO 2.6 to 4.5, and agreed on the appropriate ACTs and Tasks for each. Ms. Kimmerly typed the ACTs and Tasks chosen by the PAT onto an electronic version of the Roadmap (displayed via projection system). The resulting draft Roadmap is attached at Enclosure 2.

7. At the next PAT meeting according to schedule, 9 Jun 2005, Action Offices and timelines will be added to the Roadmap. The next meeting is scheduled for the IMA-Europe conference room in Heidelberg, building 3796, Mark Twain Village.

8. Meeting was adjourned at approximately 1500 hours.

Elizabeth A. Kimmerly
ELIZABETH A. KIMMERLY
Environmental Program Manager
Environmental Branch, Engineer Division
IMA-Europe

2 Encl
1. Attendee List
2. Draft HMMP Roadmap

DISTRIBUTION:
DCS, G3, USAREUR, UNIT 29351 (ATTN: Mr. Mosher), APO AE 09014-9351
DCS, G3, USAREUR, UNIT 29351 (ATTN: Mr. Tatum), APO AE 09014-9351
DCS, G4, MD, USAREUR, UNIT 29351 (ATTN: Mr. Huettel), APO AE 09014-9351
DCS, G4, MD, USAREUR, UNIT 29351 (ATTN: MAJ Lopez), APO AE 09014-9351
DCS, G4, SD, USAREUR, UNIT 29351 (ATTN: Mr. Price), APO AE 09014-9351
DCS, G8, USAREUR, UNIT 29351 (ATTN: Ms. Martin), APO AE 09014-9351
DCS, G8, USAREUR, UNIT 29351 (ATTN: Ms. Svaranowic), APO AE 09014-9351
DCS, G4, 21ST TSC, UNIT 23203 (ATTN: Mr. Dauterman), APO AE 09263-3203
HQ, 21ST TSC, UNIT 23203, Box 483 (ATTN: LTC LaJeunesse), APO AE 09263-3203
CofS, ERMC, CMR 442 (ATTN: COL Kraft), APO AE 09042
HQ AMC-Europe, UNIT 21615 Box 39 (ATTN: Mr. Berry), APO AE 09703
HQ DLA-Europe, CMR 443, Box 1000 (ATTN: Mr. Beasley), APO AE 09096
IMA-E, ATTN: IMEU-LG (Mr. Golonka), UNIT 29353, APO AE 09014
IMA-E, ATTN: IMEU-LG (Mr. MacInerney), UNIT 29353, APO AE 09014
IMA-E, ATTN: IMEU-RMO (Mr. Pratt), UNIT 29353, APO AE 09014
IMA-E, ATTN: IMEU-RMO (Mr. Ramsey), UNIT 29353, APO AE 09014
DeCA/EU/RDCC, UNIT 3060 (ATTN: Mr. Bak), APO AE 09094
AAFES-EUR-EN, UNIT 24580 (ATTN: MAJ Kobayashi), APO AE 09245
DOL, 100th ASG, UNIT 28130 (ATTN: Mr. Odom), APO AE 09114
DPW, EMO, 415th BSB, UNIT 23152 (ATTN: Mr. Betzhold), APO AE 09227