ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

30 JAN 2003

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY (ENVIRONMENT, SAFETY AND OCCUPATIONAL HEALTH)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ENVIRONMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (ENVIRONMENT, SAFETY AND OCCUPATIONAL HEALTH)
DIRECTOR, ENVIRONMENT AND SAFETY, DEFENSE LOGISTICS AGENCY

SUBJECT: Environmental Management System (EMS) Implementation Criteria and Metrics

The Department's EMS Implementation Criteria and Metrics are attached for your action. They are the product of nearly a year of deliberation by the DoD EMS Work Group. I want to thank the entire Work Group and the staffs of the Military Departments and other DoD Components for their support, insight and expertise in achieving this milestone.

We are issuing the EMS Implementation Criteria and Metrics to guide progress and measure performance during the early stages of EMS implementation. Consistent with policy established in the DoD EMS memo of April 5, 2002, fulfillment of each of the six criteria at each appropriate facility by December 31, 2005, is the minimum necessary to meet the Executive Order (EO) 13148 EMS implementation requirement. We view our implementation metrics and EO 13148 compliance as initial milestones in a continual improvement process that will enhance mission performance through excellence in environmental management.

We look forward to an initial assessment of your progress on the EMS Implementation Criteria and Metrics during the FY03 first-half DUSD(I&E) In Progress Review (IPR). If you have questions, please contact Mr. John Coho, (703) 604-1630, John.Coho@OSD.mil.

John Paul Woodley, Jr.
Assistant Deputy Under Secretary
of Defense (Environment)

Attachment:
~~Draft~~ EMS Implementation Metrics

cc: Directors of the Defense Agencies

DoD Environmental Management System (EMS) Implementation Criteria and Metrics

OSD and DoD Components will track EMS implementation using the following Implementation Criteria:

1. An environmental policy statement consistent with DoD and Component EMS policies.

2. A self-assessment consistent with DoD and Component EMS Policies.

3. A written plan with defined dates, identified resources, and organizational responsibilities for implementing an EMS consistent with DoD and Component Environmental Management System policies.

4. A prioritized list of aspects[1].

5. Appropriate installation personnel have received awareness-level EMS training.

6. Completed at least one management review in accordance with the installation's documented procedure for recurring internal EMS management review.

OSD and DoD Components will track EMS implementation using the following Implementation Metrics:

1. Percentage of appropriate facilities with an environmental policy statement consistent with DoD and Component EMS policies.

2. Percentage of appropriate facilities with a self-assessment consistent with DoD and Component EMS Policy.

3. Percentage of appropriate facilities with a written plan with defined dates, identified resources, and organizational responsibilities for implementing an EMS consistent with DoD and Component Environmental Management System policies.

4. Percentage of appropriate facilities with a prioritized list of aspects.

5. Percentage of appropriate facilities where appropriate installation personnel have received awareness-level EMS training.

6. Percentage of appropriate facilities that have completed at least one management review in accordance with the installation's documented procedure for recurring internal EMS management review.

Supporting information:

- These metrics are intended to be reported as part of the semi-annual DoD In-Progress Review (IPR). The first report will be required in the FY03 first-half IPR.
- All data reported in IPRs must be auditable through the respective Component chains of command to appropriate facility-level records.
- Each Component will report its baseline number of "appropriate facilities," and the basis for determining "appropriateness," with the first data submittal, and updates (to include explanation of changes in the baseline), as necessary, at each subsequent IPR.
- These metrics should be viewed as a first step in DoD-level management oversight of EMS implementation. Consistent with DoD EMS Policy, they will be subject to recurring internal management review and continual improvement.

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[1]Aspect: An element of an organization's activities, products or services that can interact with the environment.