

**OPERATION ORDER 13-018 (ANNUAL ENVIRONMENTAL AWARENESS TRAINING) (UNCLASSIFIED)**

**References:**

a. Executive Order 13423. *Strengthening Federal Environmental, Energy, and Transportation Management*. 26 Jan 07.

b. AR 200-1. Environmental Protection and Enhancement. 13 Dec 07.

c. ISO 14001:2004. *Environmental management systems -- Requirements with guidance for use*.

**Time Zone Used Throughout the OPORD:** Local.

**Task Organization:** Not Used.

**1. Situation.** The Fort Lee Mission-Integration-Environmental Management System (MI-EMS) Cross Functional Team (CFT), comprised of representatives from Garrison and all major tenant organizations on the installation, works with the Fort Lee MI-EMS Coordinator in managing the Mission Integration-Environmental Management System (MI-EMS). The Fort Lee MI-EMS CFT determined that environmental awareness training is required as a refresher, on an annual basis on Fort Lee.

**2. Mission.** All tenant organizations on Fort Lee will conduct calendar year 2013 individual environmental awareness training NLT 27SEP13 to integrate environmental stewardship into mission requirements and everyday business practices.

**3. Execution.**

a. Commander's Intent. Safeguarding the environment from degradation and destruction ensures our limited resources are maintained and available for future Soldiers and members of the community. Success in this training requirement is achieved when all Fort Lee permanent party personnel (Soldiers, civilians and contractors) have completed this training and all tenant organizations have provided the Fort Lee Environmental Management Office with their training status.

b. Concept of the Operation. All tenant organizations on the installation incorporate the environmental awareness individual training into their existing training schedule. Tenant Organization Training Officers will track, report, and maintain completion of this training for the current fiscal year.

UNCLASSIFIED

**OPERATION ORDER 13-00X (ANNUAL ENVIRONMENTAL AWARENESS TRAINING) - HQ, USAG Fort Lee (UNCLASSIFIED)**

c. Tasks to Garrison Staff. Directorates will track completion of this training and report their training status to NLT 24 Sep 2013 to Mr. Joseph Kolb in the DPTMS Training Division, 765-3668, [joseph.m.kolb@us.army.mil](mailto:joseph.m.kolb@us.army.mil). Mr. Kolb will provide the Garrison training status report to the Environmental Management Office NLT 27 Sep 2013.

d. Coordinating Instructions.

(1) Training Materials. The training requirement is to review the Environmental Awareness Briefing Slides located at <http://www.lee.army.mil/dpw/emd/mi.ems.aspx>

(a) Under Mission Integration - Environmental Management System (MI-EMS) Branch Overview select **General Awareness Training Slides**.

(b) Select **General Awareness Handout**. This document can be saved to your computer desktop, or printed and posted in your work area, for future reference.

(2) Tenant Organization Training Officers. Tenant Organizations will track completion of this training and report their training status to the Environmental Management Office NLT 27 Sep 2013.

4. **Sustainment**. Not used.

5. **Command and Signal**.

a. Office of Primary Responsibility (OPR). The OPR for annual environmental awareness training is the Environmental Management Office, Directorate of Public Work, USAG Fort Lee.

b. ACTO/POC. The Primary POC for this training requirement is Cindy Rood, 734-3766. Alternate POC is Sharon Steele, 734-3761, Message in reference to this training can be sent in email to the following address: [usarmy.lee.imcom.mbx.lee-emo-ft-lee@mail.mil](mailto:usarmy.lee.imcom.mbx.lee-emo-ft-lee@mail.mil) .

c. Training Status Report.

(1) The training status report for the Environmental Awareness Training consists of: 1) number of personnel assigned, 2) number of personnel that completed training, and 3) Percent of personnel that have completed training. These reports can be sent to the above email address.

(2) Organizations will email their Training status report to the Primary and Alternate Environmental Management Office ACTOs designated in this order at the following address [usarmy.lee.imcom.mbx.lee-emo-ft-lee@mail.mil](mailto:usarmy.lee.imcom.mbx.lee-emo-ft-lee@mail.mil) .

**UNCLASSIFIED**

**OPERATION ORDER 13-00X (ANNUAL ENVIRONMENTAL AWARENESS TRAINING) - HQ, USAG Fort Lee (UNCLASSIFIED)**

**ACKNOWLEDGE:** All tenant organization HQs and Garrison Directorate/Offices acknowledge receipt of this order NLT 24 Jun 2013. Send acknowledgement via email to Primary and Alternate POC provided in paragraph 5, Command & Signal.

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**OFFICIAL:**

BROWN  
DIR, DPTMS

**ANNEXES:**

Annex A - Environmental Awareness Training Slides 2013  
Annex B - Environmental Awareness Training Handout 2013

**DISTRIBUTION:**

Garrison: HQs, GC, DGCDR, GCSM, 217th MP Co., 392nd Band, ACS, AG/HRD, DES, DFMWR, DPTMS, DPW, EEO, IRAC, ISO, PAID, PAO, RMD, RSO

Tenants: 345th USAF, 530th CSSB, AAFES, CAC-T LESD, CASCOM, CID, Commissary, CPAC, DCMA, DECA, DENTAC, DLA Doc. Svcs., DMPO, USAR Gerow (94th), KAHC, LRC (DOL), MEPS, MICC, Navy CSS Learning Site, NEC-LEE, Pinnacle, SEC-LEE, TACOM FMX, TRAC-LEE, USACE, USAFMSA, USMC Det., VETCOM, CTASC DRS, USATDS, DAU CCM, USAIEC, USPS Fort Lee