



SEMP-07		U.S. Army-Hawaii	
PROCEDURE: Competence, Training and Awareness		DATE: 24 June 2010	Page 1 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

SEMP-07: Competence, Training and Awareness

1. Purpose

To provide a standard procedure to identify and address environmental training needs for all U.S. Army-Hawaii personnel. Implementation of this procedure shall ensure that employees receive Environmental training appropriate to the level of their involvement in activities, products or services which may have significant aspects (SEMP-03). The goal of this procedure is to ensure compliance and improve environmental performance in all areas.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.2] and Procedure

ISO Requirement	Procedure
The installation shall	
ensure that any person performing tasks for it or on its behalf that have the potential to cause a significant environmental impact identified by the organization is competent on the basis of appropriate education, training or experience, and shall retain associated records.	Sustainable Environmental Management (SEM) awareness training and other competency environmental trainings are provided at the frequency needed to ensure compliance with regulatory requirements, maintain sufficient awareness within the organization, and promote sustainability performance. Training may be provided on-the-job, using a computer-based learning format, classroom settings, speaking engagements, and through various publication forums such as posters, fact sheets, news articles and computer screen “pop-up” messages.
identify training needs associated with its environmental aspects and its environmental management system. It shall provide training or take other action to meet these needs, and shall retain associated records.	The environmental division staff determines the specified level of environmental competency training appropriate for personnel involved with significant environmental aspects of activities, products and services. Required training is identified through rank, job title, job description and applicable instructions, regulations and laws. The associated training records are retained by the trainee, the trainee’s supervisor, or the organization/command to which the trainee belongs.
establish, implement and maintain a procedure to make persons working for it or on its behalf aware of a) the importance of conformity with the environmental policy and procedures and with the requirements of the environmental	The OPORD 02-09 “Mandatory U.S. Army Hawaii Sustainable Environmental Management (SEM) Awareness Training” is the requirement for all military, civilians, tenants and contractors. The U.S. Army-Hawaii SEM Training Matrix correlates the job positions with the training type requirements. The installation’s web-based SEM training module is available

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<p>b) management system, the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,</p> <p>c) their roles and responsibilities in achieving conformity with the requirements of the environmental management system, and</p> <p>d) the potential consequences of departure from specified procedures.</p>	<p>at the Environmental Compliance Assessment, Training and Tracking System website http://army.ecatts.com. It's designed to make employees aware of the following:</p> <ul style="list-style-type: none"> • The U.S. Army-Hawaii Environmental Policy statement and poster. • Basic understanding of U.S. Army-Hawaii significant environmental aspects/impacts. • Actions required by all U.S. Army-Hawaii personnel to assist the installation achieve its SEM objectives and targets and improve its environmental performance. • The importance of following the operational controls that are in-place to ensure the proper management of environmental aspects/impacts.
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative(SEMR)	<ul style="list-style-type: none"> • Provides Command emphasis for compliance with SEM awareness training requirements and other environmental competency training.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Ensures that environmental training is provided, as applicable, and records are maintained.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Provides/coordinates SEM awareness training through "On-the-Job Training (OJT)", computer-based learning format, classroom settings, speaking engagements, and through various publication forums such as posters, fact sheets, news articles and computer screen "pop-up" messages. • Ensures that SEM training materials are updated as required.
Environmental Compliance Officer (ECO) Instructor	<ul style="list-style-type: none"> • Organizes and provides the ECO training for the installation. • Incorporates SEM awareness training elements such as the environmental policy, environmental aspects and impacts and associated objectives and targets into the ECO training curriculum.
Environmental Division Staff	<ul style="list-style-type: none"> • Determines the specified levels of environmental regulatory training appropriate for personnel involved with significant environmental aspects of activities, products and services. • Provides/coordinates media specific training to comply with environmental regulations as necessary. Training may be provided via formal classroom training, on-the-spot training, or using the on-line Environmental

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	Compliance Assessment Training and Tracking System (ECATTS).
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> Ensures that unit/organization staff attends required training. Ensures training records are properly maintained.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> Communicate/implement the installation environmental policy and relevant objectives and targets within their respective organization.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Communicate/implement the installation environmental policy and relevant objectives and targets within their respective organization.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Complete the required initial ECO and annual refresher training. Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. Perform quarterly training within their organization to ensure facility personnel are aware of their specific facility procedure as it relate to the significant environmental aspects of their activity and operation.
Activity and Process owners	<ul style="list-style-type: none"> Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. Complete required environmental training.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Maintain individual training records. Complete required environmental training to comply with regulations.
Contractors	<ul style="list-style-type: none"> Are environmentally aware and trained to the levels required by their contract specifications and assigned duties.

5. References

- ISO 14001:2004(E), 4.4.2 Competence, Training and Awareness
- U.S. Army-Hawaii SEM Manual
- OP-ORD 02-09 Mandatory U.S. Army Hawaii Sustainable Environmental Management (SEM) Awareness Training
- SEM Training Module, Environmental Compliance Assessment, Training and Tracking System
- U.S. Army-Hawaii SEM Training Matrix

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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