

**BY ORDER OF THE COMMANDER  
51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION  
32-7050**



**29 JUNE 2016**

**Civil Engineering**

**UNIT ENVIRONMENTAL  
COORDINATOR MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 32-70, *Environmental Quality*, for Osan Air Base (AB) by providing guidance on establishing and standardizing an environmental quality program and environmental management procedures. This instruction establishes responsibilities and procedures for managing and coordinating environmental infrastructure on Osan AB. It is applicable to all units assigned, attached, or tenant to Osan AB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. The major changes to the document are as follows: All paragraphs: Organizational office symbols have been updated. Environmental, Safety, and Occupational Health Compliance Assessment and Management Program (ESOH CAMP) have been replaced with Environmental Compliance Assessment and Management Program (ECAMP). Paragraph 3: Name of Environmental SharePoint and website

address has been updated and revised to reflect changes. Paragraph 4: Funding paragraph has been deleted from this publication. Attachment 1: References have been updated.

**1. Background:** A Unit Environmental Coordinator (UEC) infrastructure is necessary to assist the Environmental Office in effectively managing and coordinating environmental programs on Osan AB. All 51 FW Squadrons and Osan AB tenant organizations are required to appoint primary and alternate UECs who are committed to Osan AB environmental objectives such as cleaning up environmental damage resulting from past activities; meeting all environmental standards applicable to present operations; planning future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources held in public trust; and eliminating pollution from activities wherever possible.

**2. Concept:** The Osan AB Environmental Management System (EMS) Implementation Plan requires the ability to communicate environmental issues and requirements to all organizations on the base. 51 FW/CC has determined that a UEC program is essential to achieving these goals. Osan AB is required to be in compliance with the Korea Environmental Governing Standards (KEGS), published in June 2012, and to educate the base community about these regulations. Several years of Osan AB ECAMP reports indicate the cause of the majority of non-compliance findings was attributable to a lack of manpower in the Environmental Office; high turnover rate of trained, knowledgeable UECs, Hazardous Material (HAZMAT) Monitors and Hazardous Waste (HAZWASTE) Managers; departure from following established procedures; lack of communication within base organizations, including the lack of a Point of Contact (POC) for disseminating environmental information and installation environmental training requirements; lack of ensuring accountability; and lack of training.

**3. Responsibilities:**

3.1. 51 FW/CC and Staff will:

3.1.1. Ensure all base organizations comply with the KEGS, Osan AB EMS, and all Air Force (AF) and base environmental policies.

3.1.2. Ensure 51 FW staff agencies, 51 FW squadron commanders, and commanders and leaders of tenant organizations, appoint a primary and alternate UEC for their organization and send the appointment letters to 51 CES/CEIE. Organizations that are owners of multiple Osan AB Significant Aspects, with activities and processes that pose the greatest threat to the environment and the health of the base community are encouraged to appoint additional UECs to ensure each major operation within the organization has primary and alternate UECs.

3.1.2.1. The UEC appointment letter template is provided in Attachment 2 and it includes the UEC's office telephone number and DEROS and requires the UEC to confirm the appointment by signing the letter.

3.1.3. Provide direct access for UECs to 51 FW Staff, and tenant organization commanders.

3.1.4. Place an addendum into the UEC's position description for civilian UECs.

3.1.5. Direct subordinate commanders to assign members to appropriate environmental committees, the EMS Cross Functional Team and ECAMP POCs as requested by the Environmental, Safety, and Occupational Health Council (ESOHC) chairperson.

3.1.6. Ensure each UEC has completed the minimum training as outlined in Section 3.4.5 of this document.

3.1.7. Ensure all legal matters involving compliance with federal and local regulations pertaining to the environment are reviewed by 51 FW/JA.

3.2. 51 FW Group Commanders will:

3.2.1. Ensure compliance with all the KEGS, Osan AB EMS, and all AF and base environmental policies.

3.2.2. Direct subordinate and tenant commanders to appoint primary and alternate UECs and to assign members to the EMS Cross Functional Team, the Hazardous Materials Management Process (HMMP) Team and other environmental working groups when UECs are unable to participate.

3.2.3. Ensure all environmental matters are addressed to 51 FW/JA for a review of potential legal issues as circumstances dictate.

3.3. Organization/Unit Commanders will:

3.3.1. Ensure organizations comply with the KEGS, Osan AB EMS, and all AF and base environmental policies.

3.3.2. Appoint primary and alternate UECs and ensure a copy of the current appointment letter (see UEC appointment letter template in Attachment 2) is sent to the 51 CES/CEIE office.

3.3.2.1. Require the UEC to sign the appointment letter to confirm the appointment.

3.3.2.2. Ensure the UEC is not also appointed as a HAZMAT Monitor, HAZWASTE Initial Accumulation Point (IAP) Manager, Tank Custodian or Facility Manager.

3.3.2.3. Appoint a replacement UEC at least 30 days prior to the departure of the current UEC, even if the appointment is temporary until the replacement arrives.

3.3.2.4. Appoint primary and alternate UECs with a DEROS more than three (3) months apart, to ensure environmental continuity within the organization.

3.3.2.5. Ensure UECs take the UEC Introductory Training, Stormwater Pollution Prevention Training and EMS Practitioner Training within 30 days of their appointment.

3.3.3. Ensure that all environmental matters are addressed to 51 FW/JA for a review of potential legal issues.

3.3.4. Allow direct access to the UEC to solve environmental issues and to assist with the preparation and signing of ECAMP Management Action Plans and Closure Documents with coordination and approval of Organization and Unit Commanders.

3.3.5. Assign squadron members to the EMS Cross Functional Team, the HMMP Team and other environmental working groups when UECs are unable to participate.

3.3.6. Place an addendum into the squadron UEC's position description for civilian UECs.

3.4. Unit Environmental Coordinators will:

3.4.1. Represent their organization at EMS Cross Functional Team meetings and at the HMMP Team meetings.

3.4.2. Ensure personnel in their organization use the Osan AB electronic Dashboard (eDASH), an online tool serving as a one-stop source for environmental policy, procedures and guidance, to find details on environmental programs. The link to the website is <https://cs1.eis.af.mil/sites/edash-ins4/Osan/SitePages/Home.aspx>.

3.4.3. Ensure all environmental training requirements are identified and completed by appropriate personnel within the organization.

3.4.3.1. Ensure EMS Awareness training is on their organization's In-Processing Checklist and all personnel are trained in EMS Awareness IAW PACAF and DoD directives.

3.4.3.2. Ensure their organization's compliance status for environmental training requirements is reported to 51 CES/CEIE prior to installation, PACAF and AF completion deadlines.

3.4.4. Complete all environmental training requirements as summarized in Attachment 3, including the Osan AB UEC Introductory Training, EMS Practitioner Training and the following modules on the Environmental Safety and Occupational Health Training Network (ESOHTN): Environmental Compliance System, Environmental Compliance and Enforcement, EMS Awareness Level Training and Storm Water Pollution Prevention. A Certificate of Accomplishment should be printed and placed in the training certificate section of the UEC Continuity Binder when all training is complete. Also, if the UEC's organization manages hazardous materials, the UEC must also complete the Hazardous Materials, Hazardous Waste Management, and Waste Management Guidelines modules on the ESOHTN website.

3.4.5. Ensure the primary and alternate HAZMAT Monitors and HAZWASTE Initial Accumulation Point Managers and Tank Custodians have completed all required trainings, including Storm Water Pollution Prevention Training, and ensure they are effectively managing their respective programs.

3.4.6. Identify environmental areas of concern to the organization's commander and 51 CES/CEIE.

3.4.7. Review and certify (signature and date) that the organization's Work Center Environmental Management Binders are complete and all required environmental appointments, trainings, assessments, checklists and inspection logs are documented and current.

3.4.8. Represent their organization as the POC during the External ECAMP and as either the organization's POC or an ECAMP assessor during Internal ECAMPs.

3.4.9. Maintain a copy of ECAMP checklists for each protocol that concerns their respective organization.

3.4.10. Prepare Management Action Plans to correct negative ECAMP findings and closure documents to ensure the finding root cause is corrected in a manner that the

finding will not be repeated. These documents are submitted to 51 CES/CEIE, approved by the Environmental Chief and then signed by the organization's commander.

3.4.11. Ensure that 51 CES/CEIE and the squadron/unit commander is notified that at least 30 days prior to departure that a replacement UEC needs to be appointed.

3.4.12. Maintain the UEC Continuity Binder which contains documents and tabs as follows:

3.4.12.1. Tab A – Current UEC Appointment letter and UEC Appointment Letter Template

3.4.12.2. Tab B – Duties and responsibilities of UECs (Section 3.4 of this document)

3.4.12.3. Tab C – UEC Training certificates (UEC, EMS, other ESOHTN modules) and training instructions for the EMS training module

3.4.12.4. Tab D – UEC SAV checklist; prior UEC SAV reports and ECAMP reports/findings for the unit/organization; Management Action Plan (MAP) and/or Closure memorandum for the ECAMP findings

3.4.12.5. Tab E – UEC Introductory training and EMS Practitioner training slides

3.4.12.6. Tab F– Reference materials including 51 FWI 32-7050, *Unit Environmental Coordinator Management*, Osan AB Stormwater Pollution Prevention Best Management Practices and the current Osan AB Environmental Policy Statement in English and Korean.

3.5. Environmental Element (51 CES/CEIE) will:

3.5.1. Designate a UEC Program Manager who will provide UECs with environmental guidance and a description of their responsibilities.

3.5.2. Assist UECs with project programming and funding requests for pollution prevention and other environmental initiatives.

3.6. Unit Environmental Coordinator Program Manager will:

3.6.1. Administer the UEC Introductory Training classes, print and distribute training certificates and keep records to validate personnel participation.

3.6.2. Maintain current UEC appointment letters, the UEC roster and the UEC email distribution list.

3.6.3. Ensure minutes of quarterly environmental cross-functional team meetings and changes in environmental policies, procedures and training requirements are sent to UECs for dissemination throughout their organizations.

3.6.4. Provide UECs with ECAMP checklists for quarterly work center environmental assessments IAW AFI 32-7001, *Environmental Management*, and AFI 90-201, *The Air Force Inspection System*, and for each environmental protocol as requested.

3.6.5. Ensure all environmental matters are addressed to 51 FW/JA for a review of potential legal issues.

ANDREW P. HANSEN, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-7001, *Environmental Management*, 16 April 2015

AFI 90-201, *The Air Force Inspection System*, 21 April 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 32-70, *Environmental Quality*, 20 July 1994

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AB**—Air Base

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**EMS**—Environmental Management System

**ECAMP**—Environmental Compliance Assessment and Management Program

**eDASH**—electronic Dashboard

**ESOHC**—Environmental, Safety, and Occupational Health Council

**ESOHCAMP**—Environmental, Safety, Occupational Health Compliance Assessment Management Program

**ESOHTN**—Environmental Safety and Occupational Health Training Network

**HAZMAT**—Hazardous Material

**HAZWASTE**—Hazardous Waste

**HMMP**—Hazardous Materials Management Process

**IAW**—in accordance with

**IAP**—Initial Accumulation Point

**KEGS**—Korea Environmental Governing Standards

**MAJCOM**—Major Command

**MAP**—Management Action Plan

**OPR**—Office of Primary Responsibility

**P2**—Pollution Prevention

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**UEC**—Unit Environmental Coordinator

*Terms*

**ECAMP**— An audit program used by the Air Force to assess the environmental compliance status of an installation.

**ESOHC**— The main body of the base that is responsible for the oversight of the installation's Environmental Management System (EMS). Representation includes 51 FW Group Commanders, Squadron commanders/managers of tenant organizations, and technical representatives.

**ESOHC Chairman**— The 51 FW/CC has appointed 51 FW/CV as the ESOHC Chairman.

**ESOHC Sub-Committee**— Committees that report to the ESOHC, including Pollution Prevention, Environmental Compliance and the EMS Cross Functional Team.

**Environmental Working Groups**— Working groups that report to the ESOHC and its sub-committee on specific issues relating to environmental management.

**Unit Environmental Coordinators**—Organization representatives for environmental issues.

**Attachment 2**

**UEC APPOINTMENT LETTER TEMPLATE**

**Figure A2.1. UEC Appointment Letter Template.**

MEMORANDUM FOR 51 CES/CEIE						DATE
FROM: Organization/CC						
SUBJECT: Appointment Letter for Unit Environmental Coordinators						
1. Personnel listed below are appointed as Unit Environmental Coordinators (UEC) with duties assigned in 51 FWI 32-7050, <i>Unit Environmental Coordinator Management</i> .						
Pri/ Alt	Print Name & Signature	Rank	ORG/ Office Symbol	Building	Phone	DEROS
Pri						
Alt						
2. Unit Environmental Coordinators are required to take UEC Introductory Training within 30 days of appointment, and the DEROS of primary and alternate UECs should be at least 3 months apart for continuity. UECs , and oversee their organization’s Hazardous Material Program, Hazardous Waste Program and Fuel Tank Program in accordance with Air Force Instructions and Base Environmental Management Plans. UECs should not also be appointed as HAZMAT Monitors, HAZWASTE IAP Managers, Tank Custodians or Facility Managers.						
3. The appointed personnel have signed the table to indicate they acknowledge responsibility as the Primary or Alternate UEC.						
4. This letter supersedes all previous letters, same subject. If there are any questions concerning this matter contact (Unit OPR, 784-XXXX.)						
(UNIT COMMANDER SIGNATURE)						
cc: Each Section in Squadron/Unit						

**Attachment 3****REQUIRED TRAINING FOR UNIT ENVIRONMENTAL COORDINATORS****Figure A3.1. Required Training for Unit Environmental Coordinators.**

**Osan AB UEC Introductory Training** – This two (2) - hour training, presented by 51 CES/CEIE, explains UEC responsibilities and training requirements, UEC Continuity Binder requirements, Work Center Environmental Management Binder contents and Osan’s Storm Water Pollution Prevention initiatives.

**ESOHTN Training Modules** – log on to the Environmental Safety and Occupational Health Training Network (ESOHTN) website, [www.esohtn.com](http://www.esohtn.com), select a MAJCOM, select “Environmental Training (ESOH Training)”, click on “All available environmental training”, and scroll down to “Environmental Subject Area Training.” At a minimum, the following training modules must be completed:

- Environmental Compliance and Enforcement
- EMS Awareness Level Training
- Pollution Prevention

If the UEC’s organization manages hazardous materials, the UEC must also complete the following training modules:

- Hazardous Materials
- Hazardous Waste Management
- Waste Management Guidelines

Click on “Environmental Subject Area Testing,” take the test for each module completed and print out your certificate. A copy of the Certificate of Accomplishment must be placed in the UEC Continuity Binder.