



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 377TH AIR BASE WING (AFMC)

JUL 7 2011

MEMORANDUM FOR ALL KIRTLAND PERSONNEL

FROM: 377 ABW/CC

SUBJECT: Environmental Management System Awareness Training

1. In order for the Kirtland AFB Environmental Management System (EMS) to meet conformance standards, the "EMS Awareness Level Training" module in the Environmental, Safety, and Occupational Health Training Network (ESOH-TN) is to be completed by all Kirtland military, civilian, and full time contractor personnel.
2. The EMS Awareness training requirement is an external Environmental Safety Occupational Health Compliance Assessment Management Program (ESOHCAMP) checklist item for EMS conformance to meet Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy and Transportation Management*. Section V(A) of the implementing requirements for the EO (Attachment 1) state: "Each agency shall ensure that all personnel whose actions are affected by the EO receive initial awareness training as well as necessary refresher training on the goals of the EO and any related instructions, including the environmental impacts of the employees' actions."
3. ESOH-TN has been chosen as the mechanism to deliver and track EMS Awareness Training at Kirtland AFB. ESOH-TN is a web based training and documentation tool that can follow personnel throughout the Air Force. The ESOH-TN website is located at <http://afmc.esohtn.com/>. The registration password is: esohtn. Registration guidance is provided in the ESOH-TN Registration Guide at the site. After registering for ESOH-TN, all users are required to complete the one time 15-20 minute "EMS Awareness Level Training."
4. Personnel who have previously received initial EMS awareness training, or mission partner personnel who have received EMS awareness training through their respective organizations, do not need to take the ESOH-TN EMS Awareness Training course. However, the training must be documented and able to be produced during external ESOHCAMP inspections.
5. Training is to be tracked by the Unit Training Managers with assistance from Unit Environmental Coordinators to achieve 100% participation in this program. For questions on ESOH-TN and the EMS Awareness training contact the 377 MSG/CEANC EMS Program Manager at 846-8781.

ROBERT L.MANESS, Colonel, USAF
Commander

Attachment:

1. March 2007 Implementing Instructions for EO 13423