DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

S: 30 September 1999

2 1 SEP 1999

REPLY TO
ATTENTION OF:
CECW-OA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Compliance Training Task Force - Request for Environmental Compliance Coordinator Participation

1. On 21-22 June 1999 the Headquarters and Division Environmental Compliance Coordinators (ECCs) Workshop was held. The workshop included a worksession on Enhancing Environmental Compliance Training, which addressed establishing training standards for ECCs. The worksession recommendation was to establish a training task force comprised of district ECCs to assist the Headquarters Environmental Compliance Branch with the development of ECC training standards.

2. The task force charter is to develop an Environmental Compliance Training Guide. The training guide will include ECC training standards for regulatory mandated and non-regulatory mandated training. A copy of the charter is enclosed.

3. The Headquarters Environmental Compliance Branch is requesting the following individuals to participate on this task force. These highly motivated and capable individuals previously indicated their willingness to work on this effort.

Carol Hewes, CENWS-OD-TS-NR (Chairperson)
Jim Lloyd, CEMVM-CO-E
Valerie Krenicky, CESAS-OP-SR
David LeCureux, CESPK-CO-O

4. There are no centralized funds available to fund travel, per diem, or salaries. The task force will conduct its business via telephone conferencing and electronic mail transfer of related documents. Your professional and financial support for this effort is appreciated.

5. Please review the list above and provide verification of participant availability. If for some reason the listed individual is no longer available for this important task force, please contact Janice Smith at (202) 761-1152, with the name of an alternate with a similar background. You are requested to provide an e-mail response not later than 22 September 1999.

FOR THE COMMANDER:

Encl

CHARLES M. HESS
Chief, Operations Division
Directorate of Civil Works

DISTRIBUTION:
(See page 2)

CECW-OA
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CAROL HEWES, CENWS-OD-TS-NR
VALERIE KRENICKY, CESAS-OP-SR
DAVID LECUREUX, CESPK-CO-O

CECW-OA 14 September 1999

CHARTER
ENVIRONMENTAL COMPLIANCE TRAINING TASK FORCE
TO DEVELOP CORPS WIDE (CIVIL WORKS)
ENVIRONMENTAL COMPLIANCE COORDINATOR TRAINING STANDARDS

1. BACKGROUND – On 21-22 June 1999 the Headquarters & Division Environmental Compliance Coordinators Workshop was held. The workshop included a worksession on Enhancing Environmental Compliance Training. The worksession addressed establishing training standards for Environmental Compliance Coordinators (ECCs). A recommendation was made to establish a training task force comprised of district ECCs to assist the Headquarters Environmental Compliance Branch with the development of ECC training standards.

2. ENVIRONMENTAL COMPLIANCE TRAINING GUIDE - The Corps needs to develop standards for Environmental Compliance Coordinator training. The standards will help to ensure uniform training levels Corps-wide. The standards will include regulatory mandated training and non-regulatory mandated training (e.g. Prospect). The standards will assist in programming, planning and budgeting for training at divisions and districts. The training guide will be used as the basis for a Legacy Program for Environmental Compliance.

3. PURPOSE OF TASK FORCE - To assist the Headquarters Environmental Compliance Branch in the development of standards for Corps-wide (Civil Works) Environmental Compliance Coordinator training. To undertake this effort the task force will conduct its business via telephone conferencing and electronic mail transfer of related documents. A meeting of the task force may be called to convene in 2000, if all members agree it is needed.

4. OBJECTIVE - To incorporate requisite training requirements into a practical training guide for environmental compliance coordinators.

5. REQUIREMENTS - Carol Hewes, Seattle District, will be the task force chairperson. Task force members will be Jim Lloyd, Memphis District and Valerie Krenicky, Savannah District. CECW-OA will have final approval on draft material produced by the task force.

a. Develop implementation plan and schedule which identifies priorities, required sequences, and responsible parties. The total time projected for product completion is 6 months.

b. Collect related documents and provide copies to task force members.
   - Training Guide for Seattle District
   - Prospect Course Training Handbook (The Purple Book)
   - Other related materials to be determined by the task force

c. Review and analyze collected documents.

d. Develop draft training guide.

e. Coordinate review of draft training guide through CECW-OA. Division and District ECCs and the Career Development Group shall be given an opportunity to review the draft.

f. Consolidate all review comments and prepare a final draft training guide for approval by CECW-OA.

g. The task force chairperson shall arrange an orientation session via telephone conference. Task force members and CECW-OA will participate.

h. An in-progress review will be held by way of a telephone conference prior to submittal of the preliminary draft training guide. Task force members and CECW-OA will participate.

i. The task force shall coordinate its work with the Career Development Group.

Keep in mind that the training guide must have Corp wide application.

6. PRODUCTS - The task force will produce an environmental compliance training guide. A preliminary draft shall be submitted for review and comment by the environmental compliance community. A final draft suitable for presentation and reproduction, incorporating all comments received, shall be submitted for CECW-OA action. The preliminary draft shall be ready for distribution by the first in-progress review.

7. RESOURCES - The task force will consist of field participants from the Operations, Environmental Compliance functions. Meetings will be conducted by telephone conference and documents will be exchanged via electronic mail. No additional resources are identified at this time.