



REPLY TO
ATTENTION OF

TEXAS MILITARY FORCES
Joint Forces Headquarters
Adjutant General's Department
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NGTX-FE

30 May 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX I14-09) Texas Military Forces (TXMF) Environmental Management System (EMS) Team Charter

1. **Purpose.** This charter sets forth the applicability, roles, responsibilities, and membership for the TXMF EMS Team. The EMS Team is a joint service, cross-functional team that reports to the Environmental Quality Control Committee (EQCC).

2. **Applicability:** Army Regulation 200-1, Executive Orders 13423 and 13514, the Adjutant General's Environmental Policy, and Army/NGB policy mandate the implementation and maintenance of an International Organization for Standardization standard 14001 (ISO 14001) conformant EMS. The requirements include deployment of a cross-functional team, to achieve and maintain conformance. The TXMF EMS Team Works on continually improving existing systems to maintain EMS conformance. The Team Assists proponents with meeting agency strategic performance goals in accordance with the TXMF strategic plan.

3. **Responsibility:** The responsibilities of the EMS Team include all cross-functional aspects of EMS maintenance and oversight. The team facilitates EMS initiatives and monitors achievements of objectives and targets in support of the Adjutant General's vision, mission and goals. The team tracks proponent Action Plans using measurement and monitoring tools. The team works with internal and external stakeholders and Subject Matter Experts (SMEs). Internal stakeholders include all elements of TXMF that have a role or responsibility that falls within EMS initiative and programs. External stakeholders include NGB/Army/Air Force for funding and support, and federal, state and local agencies (or similar organizations) for grants, donations, rebates, partnerships, or collaborative assistance.

4. Roles and Authorities:

a. Chair:

- (1) Formally appointed by TAG as TXMF EMS Management Representative.
- (2) Facilitates/coordinates the efforts of the EMS Team. Sets the agenda, notifies members of meetings, and keeps records on TKO for audit purposes. Ensures issues, concerns, and assigned tasks are addressed.
- (3) Represents the EMS Team to the command and provides quarterly briefings to the EQCC on behalf of the team.

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b. EMS Team Members:

- (1) Act as SMEs for broad based functional areas (see Table 1)
- (2) Establish EMS measurements using existing TXMF data or create new measurement methods designed to track performance and progress.
- (3) Assist proponents with development of Action Plans with short and long-term objectives and targets per EMS requirements. Monitor achievement of objectives and conduct trend analysis.
- (4) Conduct outreach and awareness as directed by EQCC.
- (5) Oversee maintenance of EMS elements and initiatives and recommend changes when agency is not achieving established objectives or targets. Assist with implementing improvements focused on sustaining the mission while balancing environmental considerations.
- (6) Evaluate and provide input for decision by EQCC or command group on corrective actions for continual improvement. Facilitate task completion as directed by EQCC.

5. **Membership:** The EMS Team will consist of membership representation from key functional areas identified in Table 1, enclosure 1.

6. The TXMF EMS Team Charter is effective upon publication of this memorandum. Content modifications to include addition or subtraction of position-based membership will require charter revisions.

7. Point of contact for this memorandum is the EMS Management Representative at (512)782-5393.

Encl
As

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DISTRIBUTION:

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Table 1. EMS Team Membership

FUNCTIONAL POSITION/OFFICE	NAME	FUNCTIONAL AREAS COVERED
Chair – EMS Management Representative	[REDACTED]	EMS, Facilitator
USPFO	[REDACTED]	Contracting and Federal sustainable acquisition
G5 - Plans	[REDACTED]	ACOE & Organizational Excellence
J5 – Joint Domestic Ops	[REDACTED]	Plans, programming, Organizational development
Manpower Directorate	[REDACTED]	Federal/military/state Sustainability and human Resource/behavior/policy Modification issues
J6 – Joint Information Directorate	[REDACTED]	Electronic stewardship, Communications, tracking tools
Army Staff, G3	[REDACTED]	Army Operations input
Army Staff, G4	[REDACTED]	Logistics, Surface Maintenance, Supply
Army Staff, TCC	[REDACTED]	Training Sites
Army Staff, 71 st Troop Command	[REDACTED]	Preparation of soldiers for Federal mobilization and/or support to Civil Authorities
Army Staff – CFMO Energy Manager	[REDACTED]	Army Guard energy and water programs
Army Staff – CFMO Natural Resource Mgr	[REDACTED]	Agency natural resource initiatives
Army Staff –CFMO Environmental Rep	[REDACTED]	Environmental training, awareness, document and records control
Air Guard Wing Environmental Rep	[REDACTED]	Air Guard training, awareness, document and records control
Army Staff –CFMO Facilities planning	[REDACTED]	Master planning, LEED for new construction, infrastructure planning
Army Staff –CFMO, Qualified Recycling Program	[REDACTED]	Solid waste management and recycling areas