



WASHINGTON MILITARY DEPARTMENT
JOINT FORCES HEADQUARTERS
Washington National Guard
Camp Murray, Tacoma, Washington 98430-5000

NGWA-JCoS

18 December 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Washington Military Department (WMD) Environmental Quality Control Committee (EQCC) Charter

WMD-EQCC Guidance

The WMD-EQCC will:

- Assist in the planning, execution, and monitoring of actions and programs with direct or indirect environmental implications.
- Identify issues, suggest recommendations, and advise the WMD-EQCC Chairperson and the WMD's Adjutant General (TAG) of environmental conditions and environmental performance.
- Develop policies and strategies to sustain environmental excellence and to promote the health and well-being of all WMD personnel.
- Assist in resolving environmental concerns and issues.
- Assist in the development of policies and practices to ensure full compliance with applicable federal, state, and regional laws and regulations.
- Establish and recommend programs to continuously educate and train WMD personnel, support contractors/vendors, and promote a sense of environmental awareness.
- Establish and recommend programs that sustain environmental performance and support actions for continuous improvement.

1. Executive Summary

- In November of 2015 and under the directives of the WMD TAG, the former EQCC on the federal side and the Joint Environmental Steering Committee (JESC) on the state side were merged into one agency-wide environmental committee known as the as the WMD Joint Installation Sustainability Board (WMD-JISB). In December of 2020, the WMD-JISB committee voted to change the name of the board to the WMD-EQCC.
- In accordance with Army Regulation 200-1; the WMD-EQCC functions as the environmental advisory board and has the responsibility to provide assistance to the WMD for developing, implementing, and managing of the agency's environmental programs.
- The establishment of the WMD-EQCC complies with the requirements found in AR 200-1 for installation environmental councils and summarily retains the same authorities and responsibilities afforded the EQCC.
- The WMD-EQCC is responsible for collecting, reviewing and providing recommendations of environmental information to the WMD's Executive Staff (TAG) for additional input and suggestions.
- In accordance with WMD-TAG administrative directives and those within this WMD-EQCC

Charter, the voting members of the WMD-EQCC, having been established, are required to review, and update the WMD-EQCC Charter annually. At that time, any updates or changes to the Charter are to be presented to the WMD-EQCC for discussion and approval(s). Once approved by a majority of the voting members, the annotations will be made to the Charter and noted.

2. Purpose

The intent of this Charter is to establish the operational guidelines of the WMD's EQCC. As the agency's environmental advisory board, the WMD-EQCC is tasked to help with planning, implementing, and monitoring all environmental actions and practices that have, or may have, environmental implications. The WMD-EQCC will also manage programs that continue to promote environmental awareness and personnel safety. The WMD-EQCC is expected to work directly with the agency's stakeholders and promote environmental efforts that provide for continuous environmental improvement and sustain compliance.

3. References

- Army Regulation (AR) 200-1; "Environmental Protection and Enhancement", DEC-2007
- ISO 14001:2004(e); International Standards-Environmental Management System (EMS) Guidance
- ISO 14001:2015(e); International Standards-EMS Guidance

4. Scope

In accordance with AR 200-1 and TAG directives, the WMD is required to establish, implement, and manage an environmental leadership group (WMD-EQCC) that oversees military and state environmental interests. The approval and acceptance of this Charter applies to all members of the WMD, to include those activities on Joint Base Lewis-McChord (JBLM), Yakima Training Center (YTC), and Fairchild Air Force Base. This Charter, and applicable references, further extends to all contractors, sub-contractors, and vendors who work for or work with elements of the WMD.

5. WMD-EQCC Membership (Refer to Appendix A of this document)

To achieve the requirements established for this environmental board the WMD-EQCC must have vital agency personnel serving as board members. Therefore, by order of WMD TAG, and through elements contained within this Charter, the following staff sections are hereby appointed as members of the WMD-EQCC. In accordance with AR 200-1 the following are appointed as members of the WMD-EQCC. They will be required to perform their duties and responsibilities by serving as members of this committee until they have been officially released.

To ensure sustainment of the WMD-EQCC and all its activities, the WMD-EQCC reserves the right to invite guests and other key personnel to quarterly meetings. Official notices of "invite" will be distributed to participants and noted in official meeting transcripts.

When necessary, the WMD-EQCC may elect to establish sub-committees or working groups from the WMD-EQCC members or task non-board members to help with and assist WMD personnel in addressing environmental concerns.

6. WMD-EQCC Duties, Responsibilities, and Authorities

- **TAG**
 - Establishes and organizes the agency's environmental advisory board (WMD-EQCC).
 - Appoints in writing the following:
 - A representative to serve as the WMD-EQCC Chairperson.
 - A representative to serve as the WMD-EQCC Co-chairperson
 - A representative to serve as the WMD-EQCC State Representative.
 - Members of the WMD-EQCC (through approval of this Charter).
 - Promotes environmental awareness and compliance (TAG Environmental Policy).

- o Ensures environmental programs are established and are properly implemented.
- **Joint Chief-of-Staff**
 - o As appointed by TAG, serves as the WMD-EQCC chairperson.
 - o Facilitates WMD-EQCC meetings, when available.
 - o Recommends a WMD-EQCC state representative.
 - o Collects, reviews, and submits environmental reports to TAG, as needed.
 - o Under TAG, maintains signature authority for WMD-EQCC documents.
 - o Coordinates with WMD-EMS Manager to schedule WMD-EQCC meetings.
- **Army Chief-of-Staff**
 - o As appointed by WMD-TAG, will serves as the WMD-EQCC Co-chairperson.
 - o In the absence of the WMD-EQCC Chairperson, will conduct WMD-EQCC meetings
 - o Responsible for ensuring all environmental information is provided to WA-guard units.
- **State Representative**
 - o Serves as state liaison for non-federal WMD-EQCC members and state activities.
 - o Assists WMD-EMS Manager with conducting scheduled meetings.
- **EMS Manager**
 - o Prepares WMD-EQCC meeting agenda, slides, notes, and other WMD-EQCC information.
 - o Coordinates with WMD-EQCC chairperson for dates and times for WMD-EQCC meetings.
 - o Organizes meeting locations once dates and times are confirmed.
 - o Maintains WMD-EQCC documents and records.
 - o Posts information on appropriate federal and state SharePoint sites.
 - o Prepares and provides WMD-EQCC information to WMD-EQCC board members.
 - Installation Corrective Action Plan (ICAP) updates.
 - Presents Environmental aspects and impact for committee reviews.
 - Presents Environmental targets and objectives for committee reviews.
 - Presents EMS annual management reviews.
 - o Serves as facilitator for all WMD-EQCC meetings and conferences.
 - o Maintains up to date WMD-EQCC member's email and contact information.
- **Major Subordinate Command (MSC)**
 - o Designates and appoints a representative to the WMD-EQCC.
 - o Provides feedback and recommendations to WMD-EQCC for environmental improvements.
 - o Ensures WMD-EQCC and environmental programs are communicated to all agency personnel.
 - o Attends scheduled and special WMD-EQCC meetings.
- **WMD-EQCC Members**
 - o Provide feedback and recommendations to WMD-EQCC for environmental considerations.
 - o Prepare for and attend all scheduled WMD-EQCC meetings and conferences.
 - o Conduct necessary reviews of WMD-EQCC and environmental documents.
 - o Ensure WMD-EQCC information is communicated to all agency personnel.
 - o Review and recommend corrective actions resulting from ICAP audits and assessments.

7. WMD-EQCC Conduct of Business

- Meeting Schedule:
 - In accordance with AR 200-1, the approved environmental committee is required to schedule and conduct a minimum of four meetings annually. The WMD meetings are generally scheduled quarterly during the third week of the third month of each quarter (March, June, Sept, & Dec).
 - Scheduled meetings may be changed to ensure that there are no conflicts that would impact or delay WMD operations or missions.
 - When the WMD can anticipate or expect delays or impacts to their scheduled meetings all efforts will be made to reschedule, or if necessary, postpone the meeting until such time as the WMD-EQCC Chairperson determines appropriate.
 - Additional meetings may be needed and scheduled to complete or address environmental concerns. Special WMD-EQCC meetings will be coordinated through the WMD-EQCC chairperson or scheduled under the directives of TAG. Announcements of these special WMD-EQCC meetings will be made and sent out to all WMD-EQCC members.
 - The WMD-EQCC members will receive any read-ahead materials that are determined important to the next scheduled meeting. This will include any documents that require reviews, tentative agenda(s), or is part of the responsibilities of the board members.
 - Cancellations of the scheduled WMD-EQCC meetings will be announced in advance and a "Memorandum of Record" will be completed and entered into the WMD-EQCC records.

- Meeting Activities
 - The WMD-EQCC facilitator is to document and record all WMD-EQCC meeting activities, in accordance with WMD-EMS guidelines and as part of EMS records management. This documentation includes all sign-in sheets, agendas, slides, and notes.
 - The WMD-EQCC will comply with AR 200-1. This includes recommended board membership, agendas, records management, and administrative functions. Other references may be used to supplement the WMD-EQCC's meeting requirements.
 - All comments, recommendations, and suggestions proposed by WMD-EQCC members for meeting topics will be collected, reviewed by the Board, and are to be presented during the WMD-EQCC meeting, as time allows. If information is relevant to the WMD-EQCC and is not presented during the meeting, it will be disseminated to board members through email and SharePoint posting. Members are to have the opportunity to respond to all postings in a timely manner and to address concerns.
 - To ensure consistency in the program, attendance by WMD-EQCC members at all scheduled meetings is mandatory. Only the WMD-EQCC or TAG may excuse board members.
 - If a board member is not able to attend, they may elect to send a delegated representative in their place. This representative will have NO voting privileges and is merely in attendance for the purposes of gathering information.
 - The meeting's designated administrator is to ensure all WMD-EQCC members, or their designated representatives, are present and/or accounted for. This is confirmed by the meeting's sign-in roster or virtual meeting record.
 - The WMD-EQCC Chairperson, or delegated representative for the meeting, will make a determination to see if a sufficient number of board members are in attendance to make a quorum and if the meeting can continue. Under the directions of the WMD-EQCC Chairperson, or their delegated representative, the meeting cannot be conducted without the WMD-EQCC chairperson, or delegated representative's approval to proceed. Although scheduled, the meeting may be determined as being "non-official" (no approvals or votes taken) but count toward the minimum meeting standards.

- o Under the directions of the WMD-EQCC Chairperson, or delegated representative, the meeting will begin on time and will follow the prescribed agenda that was forwarded to all board members as part of the read-ahead materials. Last minute changes to the agenda must have the approval of the WMD-EQCC Chairperson or delegated representative. These last-minute changes will be entered into the WMD-EQCC records.
 - o The meeting will be conducted following the WMD-EQCC Chairperson's, or delegated representative's directions. Unless otherwise directed, the meeting will begin with the announcement of WMD-EQCC administrative notes. It will be followed by opening comments made by the WMD-EQCC Chairperson (or designee).
 - o If necessary, the co-chairperson and WMD-EQCC state representative may make additional opening comments. If the co-chairperson or WMD-EQCC state representative are not present during the scheduled meeting, this portion of the meeting will be skipped, and their absence(s) noted for the WMD-EQCC record.
 - o All attempts will be made to follow the agenda as close as possible. Board Members may make additional comments that are relevant to the topics being presented and with approval of the WMD-EQCC Chairperson or acting chairperson.
 - o Meetings will conclude with a summary of the information previously presented and by addressing any new information. Tasks that were discussed during the meeting along with any additional information will be addressed at this point in the meeting.
 - o Any outstanding tasks or "action items" will be reconfirmed by the Board Members and assigned to the appropriate individual(s) or sections. If necessary, progress reports will be presented in future WMD-EQCC meetings.
 - o The WMD-EQCC Chairperson, or designee, after making any last-minute notes, will close the meeting, approve the slides and notes as official, and confirm the next WMD-EQCC meeting.
 - o Upon conclusion of the meeting, the WMD-EQCC EMS Coordinator is responsible for collecting all WMD-EQCC information from the meeting and disseminating the information to all WMD-EQCC Board Members. In addition, the WMD-EQCC EMS Coordinator is responsible for fielding questions or comments and processing them for the WMD-EQCC Chairperson's review and feedback.
- Communications
 - o Dates and times for WMD-EQCC meetings are to be posted via "MS-Outlook Email" using the meeting calendar feature. For this reason, it is important that the email notification list or WMD-EQCC distribution list remains current.
 - o WMD-EQCC Board Members are responsible for notifying the WMD-EMS Coordinator of any changes made to their email address or if the WMD-EQCC Board Member is no longer serving as a board member.
 - o Information on WMD-EQCC activities is to be disseminated to all members through appropriate media. This includes email, SharePoint postings, phone conversations, or one-on-one meetings.
 - o Information collected is to be posted on appropriate WMD-EQCC SharePoint sites. This includes meeting slides, agendas, notes, and any other information deemed essential to the WMD-EQCC Members.
 - Reviews & Management
 - o As a condition of being on the WMD-EQCC, members are to schedule and conduct annual EMS reviews. This is part of an inspection item and as such must be documented and recorded. Due to the extensive nature of the management reviews, the review process is conducted throughout the year.
 - o Members of the WMD-EQCC are to review, at a minimum, certain significant environmental documents. A portion of these documents are:

- TAG Environmental Policy Statement
- WMD-EQCC Charter (review and update annually)
- Installation Corrective Action Plans (ICAP) (review and update as needed)
- WMD Aspects & Significant Impacts (review and update annually)
- WMD Targets & Objectives (review and update annually)
- WMD-EMS guidance (review and update annually)

8. WMD-EQCC Charter Controls

- The WMD-EQCC Charter is to be posted on the appropriate agency SharePoint sites.
- The WMD-EQCC Charter is to be reviewed and updated annually by all WMD-EQCC Members.
- The WMD-EQCC Charter must be approved and accepted by current board members.
- The WMD-EQCC Chairperson or TAG may approve without Board approval.

9. Administrative: Point of contact for this document is the Environmental Management System Coordinator or the Environmental Program Manager 253-242-0486 . Any changes, recommendations, or suggestions relevant to this Charter are to be forwarded to this office for further review and approval.

DANIEL N. BREWER
COL, WAARNG
Joint Chief-of-Staff, Washington Military Department

Appendix A: WMD-EQCC Membership

WMD-EQCC Voting Members:

WMD Joint Chief-of-Staff (Delegated as WMD-EQCC Chairperson by the WMD's TAG)
WMD Army Chief-of-Staff (Appointed as Co-Chairperson)
WMD Deputy Chief-of-Staff Personnel (DCSPER)-G1 WMD
Deputy Chief-of-Staff Operations (DCSOPS)---G3WMD
Deputy Chief-of-Staff Logistics (DCSLOG)---G4 WMD
Logistics-Maintenance-G4M
WMD Deputy Chief-of-Staff Information Management (DCSDOIM}---G6
United States Property & Fiscal Office (USP&FO) Director
USP&FO- Environmental Controls
USP&FO- Materials Management
State Army Aviation Office (SAAO)
Construction, Facility, & Maintenance Office (CFMO) Director
Safety Office (SO)
WMD Energy Program Manager (this position was voted in by the EQCC on Dec 18, 2020)
Joint Forces HQ-MEDCOM
Public Affairs Office (PAO)
Judge Advocate General (JAG)
Major Subordinate Commands
 81st Brigade Command
 66th Aviation Command
 96 Troop Command
 205th Regimental Command
State of Washington representatives
o Senior State Advisor (Delegated as WMD-EQCC State Representative)
o Emergency Management Division (EMD) representative
o Washington Youth Academy representative
o Budget and Financial Office representative
o State Maintenance representative
o Program and Policy representative

Non-voting members:

- o Washington Air National Guard
- o Environmental Administrative Supervisor or representative
 - Environmental Management System Coordinator
 - Environmental Administrative representative
 - Select Environmental Staff

NOTE: Those attending in lieu of a representative to the board will have no voting privileges.