



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

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SUBJECT: ARS Environmental Management System
Duty Statement and Performance Element

TO: Area Directors

FROM: James H. Bradley
Deputy Administrator

Over the past 6 to 12 months, many of our employees have been working diligently to establish Environmental Management Systems (EMS) in conjunction with Executive Order (E.O.) 13148, "Greening the Government through Leadership in Environmental Management." One of the requirements of the E.O. is for Federal agencies to incorporate environmental management duties into position descriptions and performance evaluations.

The Agency has embraced this initiative and incorporated it into the Agricultural Research Service EMS Policy Statement as one of our major objectives, i.e., "making personnel aware of their environmental roles and responsibilities, providing appropriate training, and holding employees accountable for their performance and actions, including recognizing them for outstanding performance." To this end, personnel who have been assigned collateral duties as a Coordinator or Committee Member must have an addendum attached to their position description describing EMS duties and a non-critical element added to their performance plan describing EMS performance expectations.

To streamline implementation efforts, the Human Resources Division and the Facilities Division (FD) have collaborated to develop a generic EMS Collateral Duty Statement and Performance Element, at Enclosures 1 and 2, respectively. Personnel who serve in a collateral duty position for both the safety and health function and the environmental function should have two collateral duty statements attached to their position description; the performance elements for these functions may be combined. Personnel who serve in full-time safety, health, and/or environmental positions will not require changes to their performance plans.

Please share this communication with the appropriate staff in your Area. Please work with your servicing Human Resources Specialist to have the duty statement attached to each affected employee's position description; and, to add the non-critical performance element to their FY 2006 performance plans. Supervisors should discuss the EMS duty statement and performance element with employees and provide them with a copy of both documents.

Administrative and Financial Management
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We greatly appreciate your commitment and support as we continue to make systematic environmental management an integral part of our day-to-day decision-making and operational processes. This important step will further enhance the effective use of our human resources.

If you have any questions regarding implementation of duty statements, please contact your servicing Human Resources Specialist. Questions regarding performance elements should be directed to Theresa Bailey, Human Resources Specialist, on 301-504-1452. Questions regarding EMS' should be directed to your Area Safety and Health Manager, or you may contact Terry L. Roark, Chief, Safety, Health, and Environmental Management Branch, FD, on 301-504-1248.

2 Enclosures

cc:

E. Knipling, OA

Associate Area Directors, w/encls.

Deputy Area Directors, w/encls.

Area Safety and Health Managers, w/encls.

K. Brownell, HRD, w/encls.

D. Love, HRD, w/encls.

HRD Branch Chiefs, w/encls.

H. Saylor, HRD, w/encls.

**Collateral Duty Statement
Environmental Management Program**

Duties and Responsibilities:

For up to 20 percent of official duty time, performs the following environmental-related collateral duty assignment. This assignment is not grade controlling or a primary duty. Specifically, the employee will:

1. Develop, implement, coordinate, and oversee the environmental management program by ensuring the location protects human health and environmental needs and meets or exceeds Federal, state, local laws, regulations, codes, guidelines, and ARS policy. Implement a sustainable pollution prevention program that will reduce the generation of waste and conserve resources.
2. Conduct environmental management inspections. Identify potential environmental issues relating to policy, planning, purchasing, and operating decisions. For example:
 - Measure the effectiveness of existing programs.
 - Prepare reports of findings and recommend solutions to location management.
 - Follow up to ensure appropriate action has been taken.
3. Organize, participate, and/or chair the location Environmental Management System (EMS) Committee. Prepare committee meeting minutes and report findings and recommendations.
4. Develop, arrange, and/or conduct environmental-related training for EMS committee members and awareness orientation for all employees.
5. Identify and prioritize annual environmental management goals and objectives to include budget requirements in conjunction with the Budget Officer or Research Leader.
6. Communicate and report environmental-related matters both internally (management officials) and externally (regulatory agencies, public, etc.). Collect data and assist in the preparation of location reports.

Guidance Received:

Receives technical guidance from the Area Safety and Health Manager, Cluster Environmental Protection Specialist(s), or Headquarters staff employees.

**Collateral Duty Performance Element – Non-Critical
Environmental Management Program**

Promptly apprizes location management of issues which may be controversial, precedent setting, or politically sensitive. Impacts of pending legislation, changes in laws, rules, and regulations are promptly reported to location management along with recommendations and implementation plans. Provides routine feedback as to the status of projects, assignments, committee meetings, etc.

Conducts periodic location inspections, audits, and/or reviews. These activities effectively determine the extent to which (1) programs are being implemented and (2) appropriate operational results are being achieved to ensure compliance.

Serves as liaison between management and external organizations, ensuring that day-to-day functions continue without disruption (e.g., permit issuance; regulatory compliance, operating procedures, etc.) Recognizes when coordination is required and assures that all parties are kept informed.

Develops and implements annual goals and objectives with projected milestones and results. Staff work is complete, concise, thorough, accurate, and timely.

Prepares reports and other correspondence requested by the Environmental Protection Agency, State and local regulatory authorities, and Agency personnel using data from the various projects and assignments. Records and documentation are clear, complete, and accurate.