DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 6240.1
PM/
09 NOV 1999

NAVENVIRHLTHCEN INSTRUCTION 6240.1

Subj: NAVY ENVIRONMENTAL HEALTH BOARD

Encl: (1) Policies and Procedures

1. Purpose. To provide policy, procedures, and guidance for the Navy Environmental Health Board (NEHB).

2. Background. Effective Navy-wide environmental health activities must have well-defined long-term goals. Specific environmental health issues must be analyzed using the population based approach and prioritized for action.

3. Policy. The NEHB shall provide and promote environmental health guidance for disease prevention and health promotion issues for the United States Navy and Marine Corps.

4. Functions. The NEHB is an advisory body to the Commanding Officer, Navy Environmental Health Center (NAVENVIRHLTHCEN). Subject to the approval of the Commanding Officer, the NEHB's responsibilities include developing policy and doctrine recommendations, prioritizing activities, and when appropriate, endorsing and/or approving specific projects. Functions include, but are not limited to the following:

a. Develop long-range goals for Navy environmental health.

b. Develop, enhance, integrate, and critique surveillance strategies.

c. Review issues and make recommendations relating to environmental health contingencies and readiness, including material, personnel, training, and doctrine.

d. Identify needs and recommend research strategies to meet long-range environmental health goals.

e. Define career pathways with appropriate field and operational experiences for Navy environmental health officers (EHOs).

5. Organization and Management

a. The NEHB will conduct its business according to the policies and procedures specified in enclosure (1).

b. In addition, the Board will periodically review its operations and develop new procedural rules, as necessary, to accomplish its mission.

6. Responsibilities

a. Commanding Officer, NAVENVIRHLTHCEN.

(1) Appoint as a member of the NEHB one uniformed staff EHO assigned to the Preventive Medicine Directorate.

(2) Appoint six members-at-large.

(3) Appoint an EHO from Navy Environmental and Preventive Medicine Units, TWO and FIVE, as standing members.

(4) Appoint an EHO from MARFORLANT as a standing member.

(5) Appoint a Secretary.

b. Officers-in-Charge at Navy Environmental and Preventive Medicine Units Two and Five.

(1) Nominate a uniformed staff EHO for appointment to membership by the Commanding Officer, NAVENVIRHLTHCEN.

(2) Nominate an alternate for the primary member, authorized to participate in all NEHB business in the absence of the primary member.

(3) Ensure assigned EHOs serve as direct representatives for NEPMUs SIX and SEVEN.

c. Director for Resources and Support, NAVENVIRHLTHCEN. Provide administrative and logistic support for the NEHB.

d. NEHB Office holders and Members. Carry out responsibilities as identified in enclosure (1).

RL Buck
R. L. BUCK

Distribution: (NAVENVIRHLTHCENINST 5215.2N)
List I (Directors and Deputies)
VI (NAVENPVNTMEDUs)

POLICIES AND PROCEDURES

1. Purpose. To establish standard policies and procedures for operating the Navy Environmental Health Board (NEHB).

2. Organization

a. The NEHB functions as an advisory body to the Commanding Officer, Navy Environmental Health Center (NAVENVIRHLTHCEN) and is an organizational part of the office.

b. The NEHB will be composed of 10 members appointed by the Commanding Officer, NAVENVIRHLTHCEN. The EHO specialty Leader, the senior EHO in the NAVENVIRHLTHCEN Preventive Medicine Directorate's EH Department, and an EHO from NEPMUs TWO and FIVE are standing members. The remaining six members are at-large appointments. The members, chairman, vice chairman, and secretary are selected by the Board subject to the approval and appointment by the Commanding Officer, NAVENVIRHLTHCEN. All appointments may be terminated by the Commanding Officer, NAVENVIRHLTHCEN. Members are appointed for two years and may be re-appointed for a second but not consecutive, two year term (except for the chairman as indicated in paragraph 2.d. below). Appointments will terminate automatically upon a member's detachment from NAVENVIRHLTHCEN or NEPMU, or duty as Specialty Leader.

(1) Limitations and Exclusions

(a) No individual may serve simultaneously in more than one position on the NEHB.

(b) Members will be active duty military or reserve personnel.

c. Consultants and Guests. The NEHB may invite special consultants and guests. Invitations will be extended by the Chairman on behalf of the NEHB, or by the Commanding Officer, NAVENVIRHLTHCEN. Certain individuals wishing to attend a meeting may do so as a self-invited guest. This privilege includes Commanding Officers, Officers in Charge, Headquarters United States Marine Corps staff, and Bureau of Medicine and Surgery staff.

d. Office Holders. The NEHB will elect from among its members a Chairman, and Secretary to serve for a period of two years. Incumbents may be re-elected to serve a total of two consecutive two year terms.

e. Committees. NEHB members will be selected to:

(1) Standing committees that consider recurring topics or issues. They will be formed or dissolved by the chairman upon recommendation of the Board. The chairman will appoint from among committee members a committee chairman and vice-chairman. Members will serve on no more than two standing committees simultaneously.

(2) Ad hoc committees, formed or dissolved by the Chairman, either upon NEHB recommendation or at the Chairman's discretion, consider and make recommendations on relevant issues of a nonrecurring nature.

(3) Subcommittees within committees formed or dissolved at the discretion of the committee Chairman that address specific issues of interest to the committee.

3. Procedures

a. Board Meetings

(1) The NEHB will meet at the call of the Chairman. There will be no fewer than two Board meetings per year. Time, location and dates will be determined by the Secretary and approved by the Chairman and CO, NAVENVIRHLTHCEN. Members, alternates and other attendees will be notified of Board meetings by the secretary at least 30 calendar days prior to each meeting.

(2) All formal meetings will be conducted according to an order of business appropriate to the NEHB's effective functioning.

(3) Meeting minutes will consist of a summarized written record of all decisions or actions. Minutes will be submitted by the Secretary and approved by the Chairman and Commanding Officer. Minutes shall be distributed to members, alternate members, and to others on the approval of the chairman and secretary.

b. Board Protocols

(1) The Board will review all inquiries or topics referred for its consideration.

(2) Issues for Board consideration should be submitted to the Secretary in the format provided by Appendix (A).

(3) A simple majority of the voting members or alternates of the Board will constitute a quorum authorized to transact any business of the Board.

c. Committee Organization

(1) Committee reports will be presented by the committee Chairperson, or in the Chairperson's absence, by the Vice-Chairperson.

Committee deliberations are to be summarized, but all recommendations to the Board must be presented in their entirety.

(2) Committees and subcommittees meeting during the course of a regularly scheduled Board meeting will provide a brief written summary of the committee's deliberations, actions and recommendations to the Secretary by the adjournment of the Board. A formal written report will be forwarded to the Secretary within 14 calendar days, to be included in the minutes of the Board meeting.

(3) Committees and subcommittees meeting between regularly scheduled Board meetings will submit a formal written summary of deliberations, actions and recommendations to the Secretary no later than one month prior to the next regularly scheduled Board meeting. When appropriate, several meetings may be combined into a single summary report, provided the report includes all dates of, and attendees at, each meeting.

(4) Informal activities of committees and subcommittees (e.g., review and exchange of working documents or telephone discussions) should also be summarized in a written report by the committee or subcommittee Chairman and submitted no later than one month prior to the next regularly scheduled Board meeting.

(5) When it is not feasible to provide a written summary in advance of a regularly scheduled Board meeting, the committee Chairperson will bring the summary of activities to the Board meeting for distribution to Board members.

d. Changes to Policies and Procedures

(1) Recommended changes to these policies and procedures will be forwarded to the Commanding Officer, NAVENVIRHLTHCEN for approval.

(2) Changes to these policies and procedures will become an official part thereof when approved in accordance with paragraph 3.a.(3) above.

4. Responsibilities

a. Chairman

(1) Presides over all meetings of the Board.

(2) Ensures all actions of the Board, its committees and subcommittees follow the policies and procedures outlined in this document.

(3) Maintains the focus of the Board in consonance with the mission, vision, and guiding principles contained in Appendix (B).

b. Vice-Chairman. Serves in the absence of the chairman.

c. Secretary

(1) Functions as the administrator and manager of Board operations.

(2) Provides professional consultant services on any issue not requiring deliberation or resolution by the Board. The secretary will prepare a written summary of any such actions and present this, orally and in writing, to the Board at its next meeting.

(3) Prepares reports, minutes, recommendations and records, and maintain the official files of NEHB activities.

(4) Prepares, record and distribute all minutes, executive summaries and other proceedings to the members, advisors, alternates and others; establish meeting site locations, meeting rooms, and other logistical support for the Board and its committees as may be required; and issue notices of meetings.

(5) Initiate recognition actions for NEHB service by staff, members, advisors, alternates, and others.

d. NAVENVIRHLTHCEN EHO

(1) Assists Secretary by establishing on-site locations, meeting rooms, and logistic support for the Board and its committees as required.

(2) Administers and coordinates Board activities in accordance with this document. Maintains associated fiscal affairs to include close liaison with the Resource Directorate in development of a proposed budget. Coordinate military, civilian, and invitational travel orders as required by submitting Travel Request (TRs) to the travel section.

e. Members

(1) Attend all scheduled meetings.

(2) Serve on committees and sub-committees, as appointed.

(3) Participate on special projects as required by the Board.

(4) Serve as representatives from respective geographical areas, disseminate information, and solicit input to NEHB.

APPENDIX A

NAVY ENVIRONMENTAL HEALTH BOARD REQUEST FOR ACTION PAPER (EH-RAP)

DD HMM 9X
EH-RAP #000*

TITLE

Brief title

ISSUE/PROBLEM STATEMENT

Summarize the issue in 2-3 brief sentences.

PRIORITY

When appropriate, indicate urgency of the problem.

BACKGROUND

One or two paragraphs to establish the context of the problem and show its importance. Detailed background information, if appropriate, will be requested at a later date.

ACTION NEEDED

What should the NEHB do?

ISSUE ORIGINATOR

Point of contact who submitted the issue, with address and phone number.

PERTINENT REFERENCES

List any instructions or other relevant documents, (e.g. CDC recommendations), which should be considered.

PERTINENT PERSONNEL

List any organizations or individuals outside of NAVENVIRHLTHCEN or its Echelon 4 commands which should be involved or taken into consideration.

*To be assigned by the Secretary.

APPENDIX B

NAVY ENVIRONMENTAL HEALTH BOARD MISSION

Provide advice and recommendations to the Navy Environmental Health Center on environmental health issues and policies. Ensure Navy and Marine Corps readiness by providing guidance and direction for sustaining the optimal effectiveness and professional development of environmental health officers.

VISION

- We are dynamic, responsive, and innovative.
- We are recognized world leaders in the science of environmental health.
- We address and respond to environmental health issues impacting the Navy and Marine Corps.
- We champion environmental health specialty development.
- We empower the environmental health community.

GUIDING PRINCIPLES

COMMITMENT: We are dedicated individuals, building professional relationships and motivated by quality customer service.

READINESS: We work as a team, anticipating and maintaining the necessary resources to respond promptly to our customers' needs-first time every time.

INTEGRITY: We uncompromisingly adhere to principle, courage of conviction, and truth in all matters, professional and personal.

TRUST: We trust individuals to do the right thing

LEADERSHIP: We show the way.