

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
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## EMS 003 PERSONNEL PERFORMANCE STANDARDS

### 1. PURPOSE

To ensure personnel performance standards are established and personnel are assessed in line with their EMS responsibilities, commitment to NOAA vision and goals and the environmental policy. To ensure federal employee liabilities for environmental law violations are understood and communicated.

### 2. SCOPE

This procedure applies to NOAA line functions that have implemented an Environmental Management System (EMS).

### 3. METHODOLOGY

3.1 Personnel Performance Standards are specifically referenced in these NOAA and Executive Order documents. Each facility must ensure these aspects of personnel performance are addressed.

3.1.1 **EO 13423** and **NOAA Memo of 11/09/95** identifies the importance of integrating environmental performance into personnel assessments. Areas of assessment shall include aspects of:

- Pollution prevention
- Community awareness
- Environmental management

3.1.2 **NOAA Memo (11/09/95)** references specific environmental performance requirements associated with these responsibilities:

- Management or handling hazardous materials
- Significant environmental compliance responsibilities

### 3.2 Federal Employee Liability

3.2.1 The Federal Facilities Compliance Act establishes the basis for personal liability. Facilities must ensure employees are aware of liabilities and understand the implications of this in association with their assigned responsibilities.

3.2.2 A guidance document describing the liability for federal employees for environmental law violations has been developed by NOAA General Counsel. Personal liability has been established and criminal and civil penalties apply. DOC guidance documents cover these topics:

- **Liability for Federal Employees for Environmental Law Violations**
- **Employee Liability under CERCLA**

3.2.3 **NOAA MEMO of 11/09/95** addresses liability as well as NOAA personnel performance standards required in annual performance ratings.

3.2.4 Facilities must ensure employees are fully aware of personal liabilities as it applies to their roles, responsibilities and authorities.

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#### **4. FACILITY REQUIREMENTS AND RESPONSIBILITIES FOR IMPLEMENTATION**

NOAA NCCOS should take the following step to implement and maintain an EMS that conforms to NOAA's EMS requirements and E.O.13423.

1. Top Management should ensure that environmental roles and responsibilities are appropriately intergraded into employee performance standards.

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