



UNITED STATES MARINE CORPS  
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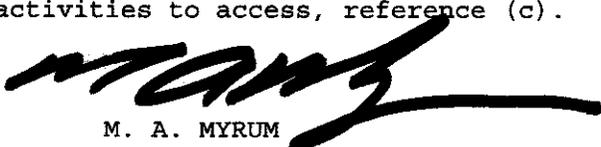
From: Deputy, Assistant Chief of Staff G-4  
To: Military Personnel, Civilian Employees, and Contractors (incorporated by reference into contract performance requirements)

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL

Ref: (a) MCO P5090.2A  
(b) CCO 5090.8\_  
(c) <https://wpt.29palms.usmc.mil/dirs/inl/nrea/documents.asp>

Encl: (1) MCAGCC EMS Manual

1. Marine Corps Air Ground Combat Center (MCAGCC) conducts live-fire combined arms training to promote operating force military readiness. MCAGCC provides facilities, services, and support to the resident units, Marines, Sailors, and their families. We must operate in an environmentally-sound manner and comply with applicable environmental and land use laws and regulations.
2. Per reference (a), Marine Corps installations and bases are responsible for establishing policy, procedures, and guidelines for the management of the Combat Center's EMS.
3. Per the reference (b), the Assistant Chief of Staff G-4 is responsible to ensure that the Commanding General's policy, procedures, and guidelines for the EMS are met.
4. In accordance with reference (b) military personnel, civilian employees, and contractors (incorporated by reference into contract performance requirements) operating aboard the Combat Center shall comply with enclosure (1).
5. The EMS Manual will be reviewed annually to ensure compliance with the references and is available for activities to access, reference (c).

  
M. A. MYRUM

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA

ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

December 2012

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DOCUMENT REVISIONS

The Environmental Management System (EMS) Manual is a living document. It will be revised as MCAGCC's EMS evolves and improves. This manual is therefore subject to the document management procedures described in Environmental Management Procedure (EMP) EMP-09, Control of Documents, and EMP-15, Control of Records (Attachment A). All previous revisions of this document are obsolete. Subsequent revisions will be recorded in the following table, adding appropriate information.

Revision	Date	Revisions Summary
Revision 1.0	August 5, 2005	Updated to reflect USMC Conformance Criteria and revisions to MAGTFTC, MCAGCC's EMS.
Revision 2.0	October 2006	Updated to reflect management review of the EMS Manual and those requirements as outlined in the EMS Implementation Order
Revision 2.1	May 2007	Update to reflect Environmental Compliance Evaluation (ECE)/HQMC EMS Audit comments
Revision 2.2	October 2009	Updates to reflect annual EMS audit/conformance status for HQMC And Executive Order 13514
Revision 3.0	October 2012	Updated throughout document to conform to MCO P5090.2 Environmental Compliance and Protection Manual, and to address POA&M items

## Section 1

### Introduction

The Marine Corps Environmental Management System (EMS) enables Marine Corps units, tenants, commands, installations, and regions to achieve and maintain environmental compliance and protection while sustaining resources essential to combat training and readiness.

In 2004, the Marine Corps EMS was established to meet requirements of Executive Order 13148, "Greening the Government through Leadership in Environmental Management." In 2007, Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," established the EMS as the primary environmental management approach. In 2009, Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," specified waste reduction targets.

In 2011, the Marine Corps EMS was modified to more closely align with International Organization for Standardization's (ISO) 14001 standard. The Marine Corps EMS requirements are found in MCO P5090.2 Environmental Compliance and Protection Manual, Chapter 2.

The Marine Corps EMS brings environmental considerations and accountability into day-to-day decision-making and long-term planning throughout Marine Corps Air Ground Combat Center (MCAGCC). It is consistent with other military, Federal agency, and international standards.

USMC EMS Conformance Guide (December 2004), and USMC EMS Conformance and Self-Declaration Supplemental Guidance (March 2007) were used in the preparation of this MCAGCC EMS Manual.

## Section 2

### MCAGCC EMS Manual

The main focus of this EMS Manual is EMPs, which describe the structure by which certain activities can be carried out. There are seventeen EMPs that guide development, operation, and maintenance of each of the seventeen Marine Corps EMS elements.

Each EMP describes the corresponding element, establishes roles and responsibilities, and notes related EMPs and environmental documentation. The EMPs are presented in Attachment A of this EMS Manual to facilitate their distribution and revision. EMS requirements are a detailed series of sequential actions that, when taken, result in the successful implementation

of the EMS and in such a manner and to such a degree that the Commanding Officer's Environmental Policy is successfully realized.

The specific requirements of the EMS and related Environmental Management Procedures (EMP) are described in Attachment A.

#### Section Requirement

Environmental Policy (EMP-01)

Planning (EMP-02 through EMP-06)

Implementation (EMP-07 through EMP-14)

Checking and Preventive/Corrective Action (EMP-15 through EMP-16)

Management Review (EMP-17)

All MCAGCC personnel should use this site-specific EMS Manual to sustain environmental compliance, reduce pollution, and reduce environmental and mission risk. This EMS Manual satisfies and incorporates Environmental Compliance and Protection Standard Operating Procedure (ECPSOP) requirements found in MCO P5090.2 Environmental Compliance and Protection Manual, paragraphs 2203 and 7301(3).

The MCAGCC EMS Manual is also available and accessible electronically on the Combat Center EM Portal: <https://em.usmc.mil/sites/tp/default.aspx>

### Section 3

#### Mission and Organization of MCAGCC

MCAGCC's mission is to operate the Combat Center for live fire combined arms training that promotes readiness of operating forces and provides facilities, services, and support responsive to the needs of Marines, sailors, and their families.

The EMS Management Committee, and EMS Implementation and Maintenance Working Group are described in Attachment B (Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center Environmental Management System Team Charter), which also includes a list of major tenants and federal agencies.

Roles and Responsibilities

General EMS roles and responsibilities for MCAGCC personnel and organizations are presented in Table 1. The EMPs included in Attachment A further identify specific roles and responsibilities.

Table 1 - General EMS Roles and Responsibilities

EMS Responsibility	Commanding Officer AC/S	EMS Team	NREA Director	EMS Coordinator	NREA (Division Staff/ Env. Program Managers)	Unit/Tenant Commanders	Practice Owners
Provide EMS management support	x	x	x			x	
Establish, maintain, and review EMS policy	x	x	x	x	x		
Establish, maintain, and review environmental objectives and targets		x	x	x	x		
Track requirements		x		x	x		
Identify practices, aspects, and risks		x		x	x		
Provide EMS training & awareness		x		x			
Receive EMS training.	x	x	x	x	x	x	x
Receive specific environmental training and information through the Comprehensive Environmental Training and Education Program (CETEP).	x	x	x	x	x	x	x
Government interface			x	x	x		
Public interface	x		x	x	x		
Conduct environmental compliance evaluations			x	x	x		
Conduct local environmental compliance inspections		x			x		x
Develop/implement corrective/preventative actions		x		x	x		x
Provide information and assistance to practice owners		x		x	x		
Monitor natural/cultural resources					x		
Maintain documents and records		x	x	x	x	x	x
Undertake and participate in EMS review		x	x	x	x		
Operate in an environmentally sound manner	x	x	x	x	x	x	x

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Environmental Management Procedures (EMPs)

For each of the seventeen Marine Corps EMS elements, there is a corresponding EMP. This attachment includes detailed information for each EMP, including: statement of purpose, discussion of the EMS element, specific actions and responsibilities, and references to related MCAGCC environmental documents. The EMPs may change with MCAGCC's mission, environmental requirements, or EMS improvements. The EMPs are subject to document control procedures as specified in EMP-15, Control of Records.

Table A1 - EMS Components and EMPs

Component	EMP	Title
Policy	01	Environmental Policy
Planning	02	Practices, Aspects, Impacts, and Risk Prioritization
	03	Legal and Other Requirements
	04	Objectives, Targets, and Actions to Improve Performance
Implementation	05	Roles, Responsibilities and Resources
	06	Competence, Training, and Awareness
	07	Communication
	08	EMS Documentation
	09	Control of Documents
	10	Operational Control of Practices
	11	Emergency Preparedness and Response
Checking and Preventative or Corrective Action	12	Monitoring and Measurement
	13	Evaluation of Compliance
	14	Problem Solving
	15	Control of Records
	16	EMS Audit
Management Review	17	Management Review

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Policy - EMP-01 Environmental Policy

1.1 Purpose

EMP-01 describes how to manage and maintain the MCAGCC Commanding General's (CG) Environmental Policy Statement.

1.2 Discussion

The Environmental Policy Statement (Attachment C) documents MCAGCC's environmental direction and goals. It must be communicated to all Combat Center personnel and made available to the public. The Environmental Policy Statement is documented and signed by the CG and makes MCAGCC accountable to the following:

- Comply with relevant environmental legislation, regulations, and policies.
- Prevent pollution and conduct clean up
- Conserve natural and cultural resources
- Minimize risks to mission by considering possible environmental impacts (at work, in the field, and at home)
- Continuously improve the Environmental Management System

The Environmental Policy Statement is reviewed at least annually and updated as needed.

1.3 Actions and Responsibilities

Responsible Party	Action
Commanding General	1. Endorse the Environmental Policy Statement through signature and distribution.
White Letter Addressee	1. When applicable, publish a policy for implementing each White Letter received from the Commandant of the Marine Corps (CMC).
EMS Team	1. Annually review Environmental Policy Statement.
NREA Director	1. At least annually review and approve suggested revisions provided by environmental staff, other sources, and counsel and forward policy statement and revisions to the CG for approval and signature.
EMS Coordinator	1. Maintain CG's Environmental Policy Statement. 2. Conduct inspections (via annual internal EMS audits) to assess practice owner's awareness of the Environmental Policy Statement. 3. Arrange for distribution of the Environmental Policy Statement to installation personnel and the general public through posting on installation website, verbal communication, or other means. 4. Conduct inspections to assess awareness of the Environmental Policy Statement.
Activity/Unit/Tenant Commanders	1. Support the Environmental Policy Statement through posting on installation bulletin boards, verbal communication, or other means. 2. Ensure personnel within chain of command are aware of the Environmental Policy Statement, particularly as it pertains to their jobs.

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Responsible Party	Action
Public Affairs Office (PAO)	1. Make the Environmental Policy Statement available to the public, in coordination with the NREA Director.
All Personnel aboard MCAGCC	1. Be aware of the Environmental Policy Statement, particularly as it pertains to work performance.

Planning - EMP-02 Practices, Aspects, and Impacts and Risk Prioritization

2.1 Purpose

EMP-03 describes how to identify practices associated with military training and operations on MCAGCC, and guides personnel in analyzing practices to determine their associated aspects, and impacts.

2.2 Discussion

MCAGCC's installation-wide practice inventory, developed from Head Quarters Marine Corps' (HQMC) practice inventory, is critical in several ways:

- Comprehensively identifies and documents the installation's practices, as well as aspects, impacts, and risks associated with each practice.
- Provides a basis for planning and scheduling practice inspections (EMP-12 and EMP-13).
- Enables risk-based prioritization of practices and aspects to support decision-making and resource allocation.
- Enables assignment of environmental responsibilities and accountability to practice owners and other non-environmental staff (EMP-05 and EMP-10).
- Uses risk software, WEB Compliance Assessment and Sustainment System (WEBCASS), to document and maintain the practice inventory, aspects, and impacts; and assess associated environmental risk levels.

MCAGCC identifies all practices that can interact with the environment and determines their aspects. On a routine basis as part of the Commanding General's Inspection Program (CGIP), NREA Division Compliance Support Branch Inspectors and command/tenant/activity Environmental Compliance Coordinators (ECC) validate the practice inventory. Media managers validate practice and aspect data as necessary, and can suggest changes to the applicable database. The National Environmental Policy Act (NEPA) process and Media Manager oversight identify key environmental resources (i.e. drinking water sources, endangered species, archaeological sites, etc.) and assess vulnerability to the aspects of existing and planned practices.

The list of practices and aspects is reviewed and updated periodically, in a manner that is repeatable and defensible, and includes a schedule for periodic review and update of the prioritization results.

2.3 Actions and Responsibilities

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Responsible Party	Action
EMS Team	1. Ensure information on new or modified practices within their authority is provided to the NREA Division for inclusion in the inventory.
NREA Director	1. Ensure practice inventory is maintained and reflects new or changing practices operated on MCAGCC.
EMS Coordinator	1. Ensure that practice inventory data in Web Compliance Assessment & Sustainment System (WEBCASS) is updated and maintained. 2. Ensure risk prioritization is completed in the practice inventory data base. 3. Identify aspects and impacts of all practices operated on MCAGCC and maintain information in the practice inventory.
NREA Staff	1. Validate aspects and impacts of all practices operated on MCAGCC. 2. Ensure information on new or modified practices within their authority is provided to the EMS Coordinator for inclusion in the inventory. 3. Consult with EMS coordinator in scoring decisions. 4. Review and validate risk rankings at least annually and ensure any new or modified practices identified in the practice inventory are subjected to risk analysis.
NREA Compliance Enforcement Section	1. Ensure that Environmental Compliance Coordinators (ECCs) are identifying new or modified practices during visits to facilities, shops, and or ranges on a routine basis. 2. Coordinate with EMS Coordinator on maintaining practice inventory. 3. Ensure practice owners have access to appropriate Environmental Standard Operating Procedure (ESOP).
Activity/Unit/Tenant Commanders	1. Ensure practice owners within their chain of command provide practice inventory information to NREA when requested.
ECCs	1. Continually validate the practice inventory as it pertains to ECC's command, activity, or organization, and provide information to NREA on plans for new practices or modifications to existing practices.
Practice Owners	1. Provide information to ECCs on plans for new practices or modifications to existing practices. 2. Be aware of practices that receive high risk prioritization scores.

Planning - EMP-03 Legal and Other Environmental Requirements

3.1 Purpose

EMP-03 provides a procedure to ensure MCAGCC identifies and communicates applicable environmental regulations.

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3.2 Discussion

All personnel operating on MCAGCC must understand and comply with environmental requirements applicable to their jobs.

As required, Marine Corps West Coast Regional Environmental Coordinator (WREC), Western Area Counsel Office (WACO), and HQMC environmental personnel help NREA Division Staff identify new and changing environmental requirements. MCAGCC environmental staff must supplement this effort by learning about emerging or changing environmental regulations through:

- Communication with environmental peers and peer groups
- Written communication with regulators
- Attendance at environmental conferences and seminars
- Regulatory review periodicals (paper and electronic media)
- RegScan (a regulatory data system that contains Federal and State regulations, TEAM Guide, and State Regulatory Supplements)
- U.S. Environmental Protection Agency Federal Register notices
- Web-based regulatory review services, such as:
  - Federal Register and Code of Federal Regulations  
<http://www.gpo.gov/fdsys/>
  - Federal Facilities Environmental Stewardship & Compliance Assistance Center <http://www.fedcenter.gov/>
  - Defense Environmental Network and Information Exchange  
<https://www.denix.osd.mil/>

MCAGCC disseminates specific and pertinent information regarding environmental requirements to appropriate personnel through SOPs, which are updated as necessary to reflect current federal, state, local, DoD, DoN, Marine Corps, and MCAGCC environmental regulations.

3.3 Actions and Responsibilities

Responsible Party	Action
EMS Team	1. Review revised environmental SOPs, and incorporate new requirements into unit/activity-level SOPs.
NREA Director	1. Ensure NREA remains abreast of developments in rules and regulations affecting their areas of expertise.

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Responsible Party	Action
NREA Staff	<ol style="list-style-type: none"> <li>1. Maintain a list of environmental requirements applicable to individual media/programs and forward this list to the EMS Coordinator.</li> <li>2. Coordinate with Environmental Program Manager, and with counsel, as appropriate, for legal assistance in determining and verifying applicability of new or revised requirements to MCAGCC operations, and in coordinating MCAGCC's response.</li> <li>3. Disseminate new requirements, with guidance, to tenants and practice owners by modifying environmental SOPs, instructions, and training, as appropriate.</li> <li>4. Assist practice owners in incorporating environmental requirements into SOPs, unit-level instructions, checklists, and training, as appropriate.</li> <li>5. Follow up to ensure response from practice owners is adequate and appropriate.</li> </ol>
Counsel	<ol style="list-style-type: none"> <li>1. Coordinate with MCAGCC environmental staff to determine applicability and implications of new or changing environmental requirements.</li> <li>2. Alert MCAGCC environmental staff to emerging or changing environmental requirements.</li> </ol>
Activity/Unit/Tenant Commanders	<ol style="list-style-type: none"> <li>1. Ensure practice owners within their chain of command operate practices in accordance with all applicable environmental requirements.</li> <li>2. Ensure practice owners within their chain of command incorporate environmental requirements into unit-level instructions, SOPs, checklists, and training, as appropriate, to ensure continued regulatory compliance.</li> </ol>
Practice Owners and Contractors	<ol style="list-style-type: none"> <li>1. Read, understand, and follow notices of new or changing rules and regulations, as applicable to their practices, received from NREA Division Staff.</li> <li>2. Stay aware of implications of current environmental requirements as they pertain to their jobs and their ability to operate in an environmentally sound manner.</li> <li>3. Operate in compliance with current environmental requirements.</li> <li>4. Coordinate with NREA Division Staff to modify unit-level instructions, SOPs, checklists, and training, as appropriate, to reflect new environmental requirements.</li> </ol>

Planning - EMP-04 Objectives, Targets, and Actions to Improve Performance

4.1 Purpose

EMP-04 specifies procedures for establishing, documenting, and communicating environmental objectives and targets at MCAGCC. Additionally, it specifies a standard procedure for planning and executing projects and actions designed to achieve these objectives and targets.

4.2 Discussion

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Annually, NREA Media Managers and other installation program managers establish and document environmental objectives and targets to enhance the EMS Program and overall effectiveness of their program(s). MCAGCC's objectives and targets are:

- Developed with consideration of: operational and mission-related activities, risks to mission (determined through prioritization of aspects and practices, EMP-02), legal requirements, stakeholder interest, available technology and infrastructure, and financial resources.
- Consistent with, and supportive of, the CG's Environmental Policy Statement (EMP-01), environmental requirements, and sustainability goals.
- Measurable, achievable (within economic and technological restraints), and reviewed at least annually.

Actions are loosely defined as initiatives undertaken in response to an environmental need. Not all actions require central funding or outside assistance. Many changes in behavioral or administrative procedures or technical support can be implemented within the Commanding General's authority and budget, and may be all that is needed to successfully meet objectives and targets, or to solve problems (EMP-14).

Specific actions (specifying responsibility and timeframe) are identified for achieving each objective and target. Actions identified to be within the CO's responsibility and budget (such as behavioral and administrative actions) are implemented to achieve objectives and targets.

The EMS Coordinator and environmental staff develop behavioral or administrative actions and/or projects:

- For each established objective and target.
- To solve conformance or compliance problems identified in the Checking and Corrective Action EMS component.
- To implement EMS improvements resulting from Management Review (EMP-17).

Actions requiring external funding and/or expertise are handled through a project request submitted to HQMC for selection and funding through Status Tool for the Environmental Program (STEP) (EMP-05).

To track progress, the EMS Coordinator and media/program managers maintain a list of identified objectives and targets, and progress toward meeting them. Additionally, environmental objectives and targets (with associated actions) are entered as Plans of Action & Milestones (POA&Ms) in WEBCASS, and entered and tracked in the EM Portal. The results are reviewed and presented annually as part of the Management Review (EMP-17).

4.3 Actions and Responsibilities

Responsible Party	Action
AC/S	1. Support implementation of all proposed actions designed to achieve MCAGCC objectives and targets. Recommend changes if necessary. 2. Support use of resources to achieve EMS objectives and targets.

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Responsible Party	Action
EMS Team	<ol style="list-style-type: none"> <li>1. Ensure personnel within their chain of command participate in efforts to achieve objectives and targets.</li> <li>2. Facilitate development or revision of Combat Center Orders and SOPs to aid achievement of goals and targets.</li> <li>3. Develop and provide recommendations for actions to achieve EMS objectives and targets.</li> </ol>
NREA Director and EMS Coordinator	<ol style="list-style-type: none"> <li>1. Review objectives and targets developed by NREA Division Staff.</li> <li>2. Ensure NREA Division Staff progress in meeting objectives and targets. When necessary, suggest new objectives and targets, or revise existing objectives and targets.</li> <li>3. Review and approve Planning of Action and Milestones (POA&amp;Ms) for achieving objectives and targets, ensuring POA&amp;Ms identify: actions, responsible personnel or organizations, and completion dates.</li> <li>4. Present POA&amp;Ms for achieving objectives and targets to ECRB to ensure active participation and "buy-in."</li> <li>5. Ensure funding requests are submitted and tracked for projects developed to achieve objectives and targets.</li> <li>6. Coordinate with Department Managers to ensure POA&amp;Ms for achieving objectives and targets are successfully implemented.</li> </ol>
NREA Staff	<ol style="list-style-type: none"> <li>1. In coordination with the EMS Team, review high-risk practices or aspects (EMP-02) and develop objectives and targets that reduce or eliminate associated risks.</li> <li>2. Determine progress in meeting objectives and targets.</li> <li>3. Provide to the EMS Coordinator and NREA Director the results of these efforts (suggested new or revised objectives and targets, and progress determination).</li> <li>4. Develop POA&amp;Ms to achieve measurable objectives and targets that identify: actions, responsible personnel or organizations, and completion dates.</li> <li>5. Develop and submit funding requests for projects developed to achieve objectives and targets.</li> <li>6. Execute actions to achieve objectives and targets as assigned, and document implementation, results, and follow-up evaluation.</li> </ol>
Activity/Unit/Tenant Commanders	<ol style="list-style-type: none"> <li>1. Ensure training and other resources, as applicable, are provided to personnel as needed to achieve objectives and targets.</li> <li>2. Ensure personnel within their chain of command actively participate in and support POA&amp;M development, and the actions planned and implemented to achieve MCAGCC objectives and targets.</li> </ol>
Practice Owners	<ol style="list-style-type: none"> <li>1. Assist NREA Division Staff in accomplishing tasks necessary to meet objectives and directives.</li> <li>2. Execute actions to achieve objectives and targets as assigned, and document implementation, results, and assist NREA with follow-up evaluation.</li> </ol>

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Implementation - EMP-05 Roles, Responsibilities, and Resources

5.1 Purpose

EMP-05 describes EMS roles and responsibilities and describes funding procedures.

5.2 Discussion

a. Roles and Responsibilities

Below is a list of MCAGCC EMS roles, responsibilities, and authorities for EMS Implementation and Maintenance:

- AC/S G-4. The AC/S has overall responsibility for implementing and sustaining the EMS, and has delegated authority to the EMS Coordinator to implement and sustain the EMS.
- ECRB. ECRB is an executive body that meets as needed to consider current environmental compliance and protection issues. Membership includes Deputy Directors and Executive Officers from MAGTF/TC/MCAGCC directorates, commands, and tenant organizations. The ECRB is responsible for reviewing and concurring on EMS policy, procedures, and EMS Audit results prior to submittal to the AC/S.
- EMS Team. The EMS Team is appointed by the Commanding General, and provides installation-wide oversight and support to the EMS implementation/sustaining effort. Attachment B contains the MAGTF/TC, MCAGCC Team Charter policy. EMS Team members work with the EMS Coordinator and NREA Division staff to gather, organize, and disseminate information; develop procedures; and advise, coordinate, facilitate, and monitor EMS implementation and sustainment.
- EMS Coordinator. The EMS Coordinator manages and oversees EMS implementation and sustainment and arranges training, guidance, and assistance. The EMS Coordinator is a member of the EMS Team and coordinates communications and EMS implementation efforts among the EMS Team, the NREA Division, directorates and tenant organizations aboard MCAGCC.
- NREA Division. The NREA Director and staff provide technical expertise to the EMS Team, the EMS Coordinator, and practice owners to aid them in fulfilling their roles and responsibilities under the EMS. NREA continues to manage compliance, pollution prevention, installation restoration, and natural and cultural resource programs; and remains the installation's single point of contact with environmental regulatory agencies. NREA coordinates with program managers outside of NREA to ensure compliance with applicable requirements falling outside environmental oversight. Those programs and entities include, but are not limited to, PWD on asbestos and pesticide concerns, Combat Center Safety for hazardous material and lead-related issues, Twentynine Palms Naval Hospital for medical and bio-hazardous waste issues and concerns, etc. NREA and other

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program managers review and modify media programs as needed to ensure they contribute to achieving MCAGCC's policy, objectives, and targets. NREA plans and coordinates the compliance self-audit, monitors' environmental resources, and provides monitoring services to practice owners, as needed. NREA maintains an inventory of contracts that can affect MCAGCC's significant aspects. Such contracts are inventoried. Contractors' EMS responsibilities will be included in new contracts, and will be added to existing contracts when those contracts are reissued or modified.

- Practice Owners. Each installation directorate and tenant organization and their subordinate units and contractors aboard MCAGCC work with the EMS Coordinator and NREA to identify their practices, their practices' significant aspects and impacts, and personnel responsible for practice control. Practice owners participate in environmental SOP development, ensuring existing and new procedures (and associated responsibilities and frequencies) are incorporated in unit SOPs, and that new operators and supervisors are trained in the procedures. As operations change or new practices are added, practice owners coordinate with NREA to document pertinent information. Practice owners participate in problem solving as needed, and notify their superiors of environmental issues or concerns so they can be brought to the attention of their EMS Team representative for review and action.

b. Resources

NREA identifies needed environmental projects through various means. These environmental projects require external funding. Chapter 3 of MCO P5090.2 Environmental Compliance and Protection Manual establishes procedures for funding environmental compliance. MCAGCC implements and uses Status Tool for the Environmental Program (STEP) to monitor and track funding for environmental projects.

NREA and Manpower Directorate periodically evaluate manpower dedicated to environmental management and realign roles and responsibilities as indicated by the Installation's objectives and targets, and planned EMS element improvements.

5.3 Actions and Responsibilities

Responsible Party	Action
AC/S	1. Support the development and maintenance of the EMS, including implementation of all environmental management procedures.
ECRB	1. Review, endorse and forward for CG's approval: the Environmental Policy Statement, objectives and targets, and EMS Review results. 2. Participate in annual Management Reviews 3. Recommend/endorse improvements in the EMS and forward for AC/S's approval.

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Responsible Party	Action
EMS Team	<ol style="list-style-type: none"> <li>1. Incorporate actions to control processes in command instructions, SOPs, and training.</li> <li>2. Participate in environmental programs as required by assigned roles and responsibilities.</li> <li>3. Communicate concerns about environmental program issues and roles and responsibilities to NREA Division staff.</li> </ol>
Manpower Directorate	<ol style="list-style-type: none"> <li>1. Periodically evaluate manpower dedicated to environmental management.</li> </ol>
NREA Director	<ol style="list-style-type: none"> <li>1. Clearly establish roles and responsibilities of NREA Division staff in position descriptions.</li> <li>2. Conduct annual performance reviews to evaluate the performance of each media manager.</li> <li>3. Establish and maintain environmental programs to ensure compliance, and support meeting objectives and targets.</li> <li>1. Annually review roles and responsibilities of NREA Division staff for supporting EMS.</li> <li>2. Support the NREA Division staff in establishing and documenting their environmental roles and responsibilities in turnover folders.</li> <li>3. Support the development and maintenance of the EMS, including implementation of all EMPs.</li> <li>4. Ensure adequate funding is planned, programmed, budgeted, and executed to meet MCAGCC's environmental requirements.</li> <li>5. Provide, via the Marine Corps Fiscal Director, MCAGCC's financial and budget exhibits in support of the HQMC, Marine Corps Installation Command (MCICOM) GF-5 submission of overall Marine Corps environmental funding information to DoN, DoD, and Congress.</li> <li>6. Ensure life-cycle economic analyses are conducted before decisions are made about options for complying with environmental requirements.</li> <li>7. Ensure implementation and use of STEP to monitor and track environmental requirements and costs.</li> <li>8. Provide written notification to HQMC, Marine Corps Installation Command (MCICOM) GF-5 requesting concurrence if the reprogramming of CMEP-funded environmental projects is required.</li> <li>9. Ensure implementation and use of Standard Accounting, Budget and Reporting System to monitor and track execution of funds.</li> <li>10. If environmental funding is reallocated for non-environmental initiatives, brief the AC/S on impacts.</li> <li>11. Conduct an annual manpower review to evaluate manpower dedicated to environmental management. Adjust roles and responsibilities as required.</li> </ol>

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Responsible Party	Action
EMS Coordinator	<ol style="list-style-type: none"> <li>1. Support the development and maintenance of the EMS, including implementation of all EMPs.</li> <li>2. Assume primary responsibility for EMS planning and implementation.</li> </ol>
NREA	<ol style="list-style-type: none"> <li>1. Coordinate with practice owners to establish and document environmental roles and responsibilities for practice controls.</li> <li>2. Manage environmental media programs as assigned.</li> <li>3. Maintain environmental media program management plans, as appropriate.</li> <li>4. Develop and maintain turnover folders for the responsibilities cited in their position descriptions for approval by the NREA Director.</li> <li>5. Support the development and maintenance of the EMS, including implementation of all EMPs.</li> <li>6. Provide technical and management support to the EMS Coordinator in planning and implementing MAGFTC, MCAGCC's EMS.</li> <li>7. Identify environmental requirements and costs, and enter them into STEP.</li> <li>8. Conduct life-cycle economic analysis before decisions are made about options for complying with environmental requirements.</li> <li>9. Use STEP to monitor and track environmental requirements and costs.</li> </ol>
Activity/Unit/Tenant Commanders	<ol style="list-style-type: none"> <li>1. In coordination with the EMS Coordinator, appoint one or more command representatives as members of the EMS Team.</li> <li>2. Ensure that environmental requirements and best management practices are incorporated into the operations of their respective commands.</li> <li>3. Recommend EMS changes to the EMS Coordinator that will improve environmental performance and reduce risks to mission.</li> <li>4. Support the development and maintenance of the EMS, including implementation of all EMPs.</li> </ol>
Practice Owners	<ol style="list-style-type: none"> <li>1. Incorporate actions to control processes in command instructions, SOPs, and training.</li> <li>2. Participate in environmental programs as required by assigned roles and responsibilities, regulations, and policy.</li> <li>3. Communicate concerns about environmental program issues, along with roles and responsibilities to the NREA Division staff.</li> </ol>

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Implementation - EMP-06 Competence, Training, and Awareness

6.1 Purpose

EMP-06 provides a standard procedure to ensure environmental competence, training, and awareness for MCAGCC units/tenant activities and personnel.

6.2 Discussion

Training is an integral element of the EMS, and Comprehensive Environmental Training and Education Program (CETEP) is the training element of the USMC EMS framework. MCAGCC's CETEP Plan was developed to identify, provide, and document training and instruction needed to ensure:

- Compliance with regulations,
- Appropriate personnel understand their responsibilities in implementing the EMS, and
- Practice owners understand procedures for controlling their practices and are competent to operate practices in an environmentally-sound manner.

Per the CGIP, all commands and tenants aboard the Combat Center will maintain complete and accurate records for every individual involved in environmental practices. These records include job title, job description, and documentation of completed training.

To further ensure understanding and compliance with the Environmental Standard Operating Procedures (ESOPs), NREA Division Staff provide informal training during Technical Assist Visits (TAVs), and Formal Audit Visits (FAVs) as part of the CGIP.

6.3 Actions and Responsibilities

Responsible Party	Action
AC/S and ECRB	<ol style="list-style-type: none"> <li>1. Obtain general environmental and EMS awareness training.</li> <li>2. Obtain training and periodic updates appropriate to environmental issues faced by MCAGCC.</li> <li>3. Ensure availability of funding to provide needed training.</li> </ol>
EMS Team	<ol style="list-style-type: none"> <li>1. Receive general environmental awareness training (including EMS awareness).</li> <li>2. Receive general environmental training and periodic updates appropriate to issues faced by MCAGCC.</li> <li>3. Ensure appropriate personnel understand their responsibilities for implementing the MCAGCC EMS.</li> <li>4. Ensure practice owners understand procedures for controlling their practices.</li> </ol>
EMS Auditor	<ol style="list-style-type: none"> <li>1. Receive "Lead Auditor" training or refresher training within three years immediately preceding any EMS audit.</li> </ol>
NREA Director	<ol style="list-style-type: none"> <li>1. Receive detailed EMS planning and implementation training.</li> <li>2. Approve revision to MCAGCC CETEP Plan.</li> <li>3. Execute responsibilities assigned in CETEP Plan.</li> </ol>

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Responsible Party	Action
CETEP Coordinator	<ol style="list-style-type: none"> <li>1. Revise MCAGCC CETEP Plan as needed.</li> <li>2. Oversee operation and maintenance of MCAGCC CETEP.</li> <li>3. Ensure environmental awareness materials are current and adequate to support the goals of the MCAGCC EMS.</li> <li>4. Maintain environmental training records as required by regulations, ESOPs of this EMP, and the CETEP Plan.</li> <li>5. Ensure Practice Owners are aware of training needs, and make training resources available to them.</li> </ol>
NREA Division Staff	<ol style="list-style-type: none"> <li>1. Receive detailed EMS planning and implementation training.</li> <li>2. Provide on-the-job environmental training to practice owners in accordance with responsibilities documented in the CETEP Plan.</li> <li>3. Include assessment of training requirements in ESOPs.</li> <li>4. Collect information on number of supervisors and workers involved in each practice as part of the Commanding General's Inspection Program.</li> </ol>
ECCs	<ol style="list-style-type: none"> <li>1. Comply with the training-related requirements described in the CGIP, including identifying individuals who require training and maintaining training documentation.</li> </ol>
Practice Owners	<ol style="list-style-type: none"> <li>1. Receive all job-appropriate environmental training, as required by environmental requirements, ESOPs, and the CETEP Plan.</li> <li>2. Maintain personnel training records in accordance with requirements, the CGIP, ESOPs, and the CETEP Plan.</li> <li>3. From NREA, receive on-the-job environmental training pertinent to environmentally-sound operation of practices.</li> <li>4. Be aware of and understand procedures for controlling practices.</li> </ol>
Personnel Operating aboard MCAGCC	<ol style="list-style-type: none"> <li>1. Receive basic environmental awareness training.</li> </ol>
Visiting Units	<ol style="list-style-type: none"> <li>1. Receive environmental awareness briefing.</li> </ol>

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Implementation - EMP-07 Communication

7.1 Purpose

EMP-07 provides guidance for MCAGCC personnel in communicating environmental information within the Marine Corps, as well as with interested external groups.

7.2 Discussion

Effective communication of environmental information is essential to a successful EMS.

a. Internal Communication

Internal communication can occur between almost any personnel and organizations at MCAGCC. Each EMP in this EMS Manual includes an "Actions and Responsibilities" table that identifies the appropriate means (personnel, format, frequency, etc.) for communicating specific EMS-related information. Communication is often required to coordinate EMS-related actions across MCAGCC staff and organizational functional lines of responsibility, or with tenant or visiting unit leadership. In some situations, direct communication between organizations occurs verbally, via telephone, or email. Other issues may require formal discussion in an appropriate forum, such as the EMS Team or ECRB. The MCAGCC intranet also facilitates transfer of information within the agency.

NREA Division Staff communicate with practice owners and operators to ensure effective implementation of environmental media programs and the EMS as a whole. TAVs, FAVs conducted pursuant to the CGIP, and monthly Environmental Compliance Coordinators (ECC) meetings are examples of opportunities for internal communication of environmental issues.

b. External Communication

Open communication with external stakeholders (e.g., regulators, the public) will increase their trust in MCAGCC's ability to operate in an environmentally-sound manner. External communication may occur through participation in environmental committees, workgroups, or initiatives sponsored by those communities; via telephone or email; or by working jointly with representatives of other organizations.

NREA, with advice of counsel when necessary, represent MCAGCC and its tenant commands when coordinating with environmental regulatory agencies. NREA maintains records of all regulatory communications (incoming and outgoing). Outgoing correspondence to regulatory agencies is tracked as official serialized letters. Incoming written correspondence from regulatory agencies is maintained as environmental records. Telephone conversations with regulatory agencies are documented through email.

Communication with the public occurs predominantly through the PAO, which addresses outreach and public inquiries.

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7.3 Actions and Responsibilities

Responsible Party	Action
ECRB	1. Provide forums for discussion of cross-functional implications of environmental issues.
EMS Team	1. Facilitate communication between the NREA Division and practice owners by reviewing and revising policies, procedures, and instructions. 2. Communicate environmental issues with NREA Division Staff.
NREA Director	1. Communicate EMS and environmental programs' status and issues with the ECRB. 2. Coordinate actions associated with environmental programs and the EMS with managers of non-environmental functions through direct communication or through participation in the ECRB. 3. Coordinate with the PAO on environmental communication with the public or other external stakeholders, as appropriate. 4. Remain apprised of, and coordinate with NREA Division Staff on, regular visits and interest in MCAGCC operations.
NREA	1. Communicate status and issues of environmental programs with the NREA Director, and with practice owners as appropriate. 2. Host a monthly Environmental Compliance Coordinators meeting. 3. Participate in USMC or DoD environmental committees, workgroups, or forums pertinent to area(s) of expertise, as assigned. Communicate results or developments with appropriate MCAGCC personnel. 4. Participate in USMC, DoD, or industry conferences and symposia pertinent to area(s) of expertise, as assigned. Communicate knowledge or developments with appropriate MCAGCC personnel. 5. Document all communication with regulatory agencies.
Activity/Unit/Tenant Commanders	1. Coordinate actions associated with EMS and environmental programs through direct communication with the NREA Director and the EMS Coordinator. 2. Ensure personnel within their chain of command are informed of the status and issues associated with EMS and environmental programs.
ECCs	1. Attend monthly mandatory Environmental Compliance Coordinators Meetings held by the NREA Division. 2. Communicate environmental issues with NREA Division Staff.
Practice Owners	1. Communicate environmental issues with unit/activity ECC. 2. Defer communication with environmental regulatory officials and representatives of the general public to NREA personnel.
All Personnel aboard MCAGCC	1. Communicate environmental issues with their unit/activity ECC.

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Implementation - EMP-08 EMS Documentation

8.1 Purpose

Environmental Management Procedure (EMP)-08 specifies how NREA maintain and use the EMS Manual to ensure it supports MCAGCC's mission, includes an Environmental Policy Statement, specifies objectives and targets, and describes EMS elements.

8.2 Discussion

This EMS Manual is central to implementing and maintaining the EMS. As the EMS evolves, this Manual may need updates or revisions. Annual review, compliance evaluations, and problem solving reviews will identify opportunities to improve the EMS. Additionally, any department or tenant command participating in MCAGCC's EMS may suggest improvements to the EMS and the EMS Manual. The EMS Coordinator will receive and record suggestions, make the ECRB aware of suggestions, and maintain the EMS Manual as a controlled document. The EMS Coordinator is responsible for ensuring revisions to this EMS Manual are consistent with improvements to the EMS. The Manual shall not be released to any non-MCAGCC personnel without permission from the NREA Director.

The MCAGCC website, USMC's EM Portal, and WEBCASS data application are used to maintain EMS documentation, as well as to provide EMS participants and stakeholders access to guidance documents and EMS resources.

8.3 Actions and Responsibilities

Responsible Party	Action
AC/S and ECRB	1. Review as applicable revisions of the EMS Manual, as appropriate.
EMS Team	1. Support the EMS Coordinator in the annual review and revision of the EMS Manual, as appropriate.
NREA Director	1. Ensure this EMS Manual is reviewed and updated at least annually during the Management Review (EMP-17).
EMS Coordinator	1. Coordinate revisions of this EMS Manual with NREA Division staff and the ECRB. 2. Receive, record, and develop suggestions for improvement of the EMS and this EMS Manual to reflect changes in mission, improvements to the EMS, and current Marine Corps policy and guidance.
NREA Division Staff & Environmental Program Managers	1. Develop suggested revisions to this EMS Manual based on experience in implementing the EMS. 2. Communicate suggested changes to this EMS Manual to the EMS Coordinator.
Activity/Unit/Tenant Commanders	1. Ensure personnel within their respective chains of command have access to and are aware of pertinent sections of this EMS Manual.

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Implementation - EMP-09 Control of Documents

9.1 Purpose

EMP-09 guides MCAGCC personnel in managing pertinent environmental documents.

9.2 Discussion

Documents are information (stored on paper, electronic, or other media) that describes the organization, its goals or intent, or its procedures. Documents are subject to change over time. Document management includes an inventory of all documents appropriate to environmental programs and practices, and identification of documents essential to efficient EMS operation. NREA annually update the environmental document inventory (Table 9-1).

All environmental documents are maintained so they can be located, reviewed and updated, protected from damage, and removed for archiving when obsolete. The following environmental document control procedures apply:

- All documents subject to revision shall be clearly marked with a version number. Each revision shall be issued a new sequential version number.
- Electronic versions of all documents and records identified in the document inventory are considered to be the current versions. Paper copies are uncontrolled, obsolete documents by default, unless specifically identified as a controlled version.
- Paper documents shall be identified as obsolete and removed and replaced with current versions immediately upon issue of the new version.
- Training shall be provided and required of all MCAGCC staff that develop or manage environmental documents to ensure that they are aware of the document control process.
- Sign-out procedures shall be implemented to ensure control over paper versions of documents removed from their storage or archive locations.
- NREA shall ensure that these document control provisions are met.

To maintain environmental documents, NREA uses the SharePoint Administrative Record Keeper database management system, and will transition to using the USMC's EM Portal. Additionally, NREA is required to prepare and maintain turnover folders or desktop procedures in accordance with MCO P5090.2 Environmental Compliance and Protection Manual requirements.

Table 9-1 Environmental Documents

Environmental Document	Document Owner	Location
Environmental Policy Statement	NREA	NREA / Intranet
EMS Manual	NREA	Intranet
Practice Inventory	Practice Owner	Practice Owner
ESOPs	NREA	Intranet
EMPs	NREA	Intranet
PDs for Environmental Billets	NREA	NREA

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Environmental Document	Document Owner	Location
Turnover Folders/Desk-top Procedures for Environmental Billets	NREA	NREA
CCO 5090.1D, Environmental Protection	NREA	Intranet
CCO 5090.4C, National Environmental Policy Act (NEPA)	NREA	Intranet
CCO 5090.5B Integrated Contingency and Operations Plan (ICOP)	NREA	Intranet
CCO 5090.8A, Environmental Management System (EMS) Plan	NREA	Intranet
CCO 5090.2 Comprehensive Environmental Training and Education Program (CETEP)	NREA	Intranet
Other 5090 series CCOs under revision	NREA	Intranet
CCO P3500.4J, SOP for Range/Training Areas and Airspace, Chapter 2, Environmental Affairs	O&T	Intranet
Wastewater Management Plan (Master Water Conservation Plan)	PWD	NREA
Drinking Water Quality Management SOP (Master Water Conservation Plan)	PWD	NREA
Pollution Prevention Plan	NREA	NREA
Integrated Natural Resources Management Plan (INRMP) FY2012-2016	NREA, NRCB	NREA
United States Fish and Wildlife Service's Biological Opinion, 7 March 2002	NREA	NREA
'Biological Opinion for the Combined Arms Military Operations in Urban Terrain Training Facility (1-8-05-F-31) 20 January 2006	NREA	NREA
Integrated Cultural Resources Management Plan (ICRMP) FY2012-2016	NREA, NCRB	NREA
Programmatic Agreement for Cultural Resources Management (PA), 17 April 2007	NREA	NREA
SOP for Lead Analysis	PWD	NREA
NEPA Documentation	NREA	NREA
SOP for Asbestos Abatement	PWD	NREA
Solid Waste Management SOP	NREA	NREA
QRP Management SOP	NREA	NREA
Storm Water Pollution Prevention Plan	Industrial and Construction Activity	NREA
Drinking Water Quality Monitoring Plan	Drinking Water Supply and Distribution	NREA
CCO 6280.2D Base Smog Order	NREA	NREA
Air Installation Compatible Use Zones (AICUZ)	PWD	PWD
Range Compatible Use Zones (RCUZ)	G3	Intranet
MAGTFTC MCAGCC Pesticide Management Plan	PWD	NREA
MCAGCC Solid Waste Joint Technical Document (JTD)	NREA	NREA
Business Emergency and Contingency Plan (BECF) MCAGCC	NREA	NREA
Spill Prevention, Control and Countermeasures Plan (SPCC)	NREA	NREA

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9.3 Actions and Responsibilities

Responsible Party	Action
NREA Director	<ol style="list-style-type: none"> <li>1. Prepare and maintain a turnover folder for the billet.</li> <li>2. Annually review and revise the inventory presented in Table 9-1.</li> <li>3. Ensure all EMS documents are current and available to appropriate MCAGCC personnel.</li> <li>4. Ensure obsolete documents are removed from circulation and replaced with current versions.</li> </ol>
NREA Division Staff	<ol style="list-style-type: none"> <li>1. Prepare and maintain turnover folders and/or desktop procedures for their billets.</li> <li>2. Maintain EMS documents in accordance with applicable requirements described in this EMP.</li> <li>3. Support revision of environmental management plans and renewal of permits at required intervals.</li> <li>4. Identify and maintain environmental documents in accordance with applicable requirements described in this EMP.</li> </ol>
Practice Owners	<ol style="list-style-type: none"> <li>1. Maintain access to current versions of the EMS Manual and other EMS documents pertinent to their work.</li> </ol>

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Implementation - EMP-10 Operational Control of Practices

10.1 Purpose

EMP-10 specifies operational control of significant practices.

10.2 Discussion

NREA will identify significant practices at MCAGCC to ensure those practices are controlled to sufficiently minimize risk to mission and impacts to the environment, as well as to comply with all applicable regulations and policy. WEBCASS and the EM Portal are used to manage MCAGCC Practice, Impact, and Aspect inventories.

Practice owners and operators (of significant practices) have procedures for proper practice control and for reduction of environmental risk.

Combat Center Orders are periodically reviewed for the potential to cause significant environmental impact, and to ensure environmental control requirements are incorporated or referenced as needed.

Practice owners and operators maintain current practice control procedures in the workplace and procedures are addressed in employee training.

When control of a significant practice is not addressed in an order, plan, manual, or SOP, either the document will be updated to include the significant practice controls, or a practice-specific ESOP will be developed. To develop ESOPs, NREA, Environmental Program Managers, and Practice Owners:

- Identify required and necessary practice controls
- Translate requirements into actions that can be implemented
- Determine responsibilities and frequencies, as appropriate
- Identify applicable training requirements

Each ESOP includes a point-of-use checklist based on regulatory requirements, which will provide a basis against which to evaluate compliance. ESOPs include applicable instructions for operational control, internal communication, emergency preparedness and response, inspection and corrective action, and training and awareness. When operation of a practice is guided by instructions or technical manuals outside the Practice Owner's control, the ESOPs complement existing technical procedures.

New or revised ESOPs are distributed via the monthly ECC meeting, posted electronically on the EM Portal/MCAGCC website, or distributed electronically to the assigned ECCs.

All ESOPs will be reviewed and revised as necessary on an annual basis by Environmental Program Managers.

10.3 Actions and Responsibilities

Responsible Party	Action
EMS Team	1. Monitor completion of revisions to instructions and ESOPs by their commands and subordinate units.
NREA Director	1. Ensure NREA Division staff is available and prepared to assist Environmental Program Managers and practice owners in incorporating practice controls into instructions and ESOPs.

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Responsible Party	Action
CETEP Coordinator	<ol style="list-style-type: none"> <li>1. Ensure ESOP procedures are included in environmental training.</li> <li>2. Oversee development and revision of applicable ESOPs.</li> </ol>
NREA	<ol style="list-style-type: none"> <li>1. Collaborate with practice owners to identify practice controls and translate requirements into procedures and checklists.</li> <li>2. Review practice owners' revised instructions and ESOPs for accuracy, as requested.</li> <li>3. Periodically review Combat Center Orders for the potential to cause significant environmental impact, and to ensure appropriate environmental control requirements are incorporated or referenced.</li> </ol>
ECCs	<ol style="list-style-type: none"> <li>1. Obtain current ESOPs from NREA for all practices that occur within their activity, command, or unit.</li> <li>2. Ensure each practice owner within their unit or activity is provided with current ESOPs applicable to the practices they operate.</li> <li>3. Ensure ESOPs are understood and implemented.</li> <li>4. Ensure procedures described in the ESOPs are included in unit-level training.</li> <li>5. Provide feedback to NREA to revise and update instructions and SOPs as necessary.</li> </ol>
Practice Owners	<ol style="list-style-type: none"> <li>1. Collaborate with NREA to identify significant practice controls, and translate requirements into procedures and checklist questions.</li> <li>2. Assign responsibilities and determine schedules for practice controls.</li> <li>3. Incorporate practice controls into unit instructions and SOPs.</li> <li>4. Maintain current practice control procedures in the workplace.</li> </ol>

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Implementation - EMP-11 Emergency Preparedness and Response

11.1 Purpose

EMP-11 guides personnel in emergency response.

11.2 Discussion

MCAGCC is subject to numerous federal, state, and local laws and regulations that govern the release of hazardous substances to the environment, many of which specify emergency planning and response requirements. MCAGCC has several documents that specify procedures for identifying and responding to accidents and emergencies and for mitigating possible environmental impacts. These include:

- Business Emergency and Contingency Plan (BECP)
- Hazardous Waste Management Plan (HWMP)
- Spill Prevention, Control, and Countermeasure (SPCC) Plan
- G-7 Mission Assurance emergency/hazard plans

MCAGCC reviews and revises these plans as well as emergency preparedness and response ESOPs when new practices are initiated, after accidents or emergencies, or as required by regulation or policy.

Emergency preparedness and response procedures are incorporated into instructions, SOPs, and training to ensure MCAGCC personnel are aware of appropriate procedures in the event of an accident or emergency.

11.3 Actions and Responsibilities

Responsible Party	Action
NREA	<ol style="list-style-type: none"> <li>1. Distribute emergency preparedness and response information from the BECP, HWMP, and SPCC to the appropriate practice owners.</li> <li>2. Conduct post-incident reviews with practice owners to determine causes and implement corrective and preventative actions (EMP-14).</li> <li>3. Work with practice owners to develop emergency preparedness and response measures for new and modified processes.</li> </ol>
Activity/Unit/Tenant Commanders	<ol style="list-style-type: none"> <li>1. Ensure applicable personnel within their chain of command obtain required spill response training and participate in scheduled exercises as necessary.</li> <li>2. Ensure as necessary spill response materials and equipment are available to command personnel.</li> </ol>
ECCs	<ol style="list-style-type: none"> <li>1. Ensure relevant sections of the BECP, HWMP, and SPCC are distributed to and understood by practice owners.</li> </ol>
Practice Owners	<ol style="list-style-type: none"> <li>1. Incorporate responsibilities for emergency preparedness and response relative to their processes into instructions, SOPs, and training.</li> <li>2. Notify NREA Division staff of new or modified processes and determine jointly the needed emergency response measures.</li> </ol>

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Checking and Corrective Action - EMP-12 Monitoring and Measurement

12.1 Purpose

EMP-12 addresses monitoring and measuring MCAGCC's progress toward meeting objectives and targets.

12.2 Discussion

NREA and Environmental Program Managers identify appropriate metrics or measurements to track progress toward meeting environmental objectives and targets. When appropriate, procedures to collect data and track metrics or measurements are included in ESOPs.

NREA monitors potentially-impacted resources, sustainability efforts, and practices that may have a significant impact on the environment.

12.3 Actions and Responsibilities

Responsible Party	Action
ECRB	1. Review results of monitoring and measurement initiatives provided by NREA to support the EMS Audit (EMP-16) and Management Review (EMP-17).
NREA Director	1. Ensure required resource-monitoring activities are conducted, and that appropriate reports are provided to interested parties aboard MCAGCC. 2. Provide results of monitoring and measurement efforts to the EMS Team to support the EMS Audit (EMP-16) and Management Review (EMP-17).
NREA	1. Conduct practice-specific inspections in accordance with ESOPs. 2. Identify appropriate metrics or measurements to assess progress toward meeting environmental objectives and targets (EMP-04). Where appropriate, ensure procedures collection and tracking procedures are included in ESOPs. 3. Ensure required sampling and analysis is conducted and that test equipment, instruments, and software are properly calibrated. 4. Provide results of monitoring and measurement efforts to the EMS Coordinator to support the EMS Audit (EMP-16), and Management Review (EMP-17).
Activity/Unit/Tenant Commanders	1. Ensure personnel within their chain of command participate in monitoring and measurement activities.
Practice Owners	1. Participate in monitoring and measurement activities relevant to their practices.

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Checking and Corrective Action - EMP-13 Evaluation of Compliance

13.1 Purpose

EMP-13 discusses the need for a self-audit plan and other evaluations.

13.2 Discussion

NREA prepare and implement a compliance self-audit plan, which describes MCAGCC's compliance self-audit program.

Through the following efforts, all commands, units, and tenants are evaluated for compliance with applicable environmental laws, regulations, and directives:

- Routine Practice-Specific Compliance Inspections,
- ESOPs' Inspection Programs,
- Annual EMS Self Audit (EMP-16), and
- Triennial Headquarters Marine Corps Environmental Compliance Evaluation.

13.3 Actions and Responsibilities

Responsible Party	Action
EMS Team	1. Review monitoring and measurement data, and support NREA in performing the self audit (EMP-16).
NREA Director	1. Ensure annual self audits (EMP-16) are conducted in accordance with MCO P5090.2 Environmental Compliance and Protection Manual and the CGIP.
NREA Division Staff & Environmental Program Managers	1. Develop and implement annually a self-audit plan in accordance with MCO P5090.2 Environmental Compliance and Protection Manual, the CGIP, and EMP-16. 2. Use results of monitoring and measuring environmental objectives and targets to support the self audit. 3. At least annually, evaluate all commands, units, and tenants for compliance with applicable environmental laws, regulations, and directives. 4. Ensure all other MCAGCC activities comply with applicable environmental laws, regulations, and directives.

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Checking and Corrective Action - EMP-14 Problem Solving

14.1 Purpose

EMP-14 describes how MCAGCC finds and addresses compliance problems.

14.2 Discussion

Once an environmental compliance problem has been identified, the following is MCAGCC's structured problem solving process:

- Define problem and the desired end-state
- Analyze contributing and root causes
- Develop alternative corrective or preventative actions
- Select, develop, and implement corrective or preventative action
- Follow up by monitoring implemented solution to ensure:
  - solution is appropriately implemented
  - solution is effective (that it achieves desired results)
  - conditions prevent future occurrence of problem

This problem solving process is used to address deficiencies in environmental compliance at MCAGCC. All problem-solving efforts are documented. Solutions may require ECRB approval, cross-functional coordination, or external funding. The results of problem solving should be forwarded to Senior Management to support Management Review (EMP-17) and improvement of the EMS.

14.3 Actions and Responsibilities

Responsible Party	Action
ECRB	1. Review/approve developed solutions affecting personnel or practices within their chain of command.
EMS Team	1. Review problem solving results and suggested corrective and preventative actions during the EMS Audit (EMP-16) and Management Review (EMP-17).
NREA Director	1. Review results of problem solving efforts, including suggested corrective/preventative actions, and provide them to the EMS Team.
NREA	1. Conduct problem solving on widespread or recurring deficiencies with environmental programs or practice controls. 2. Provide problem solving results, including suggested corrective/preventative actions, to the EMS Coordinator and NREA Director.
Activity/Unit/Tenant Commanders	1. Ensure staff within their chain of command collaborates with NREA Division Staff and ECRB members to conduct problem-solving activities as they relate to their processes.
Practice Owners	1. Support NREA Division Staff in conducting problem solving activities relating to their practices.

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Checking and Corrective Action - EMP-15 Control of Records

15.1 Purpose

EMP-15 guides MCAGCC personnel in managing pertinent EMS records.

15.2 Discussion

Records are information (stored on paper, electronic, or other media) that states results achieved or provides evidence of activities performed. Records are not subject to change and, once created, cannot be modified.

NREA will inventory all records appropriate to the EMS, including all records relating to:

- Practice monitoring
- Objectives and targets tracking
- Compliance evaluations
- EMS audits
- Management reviews

The inventory should include for each item: the record name, associated practices, record retention time, and record location.

To maintain environmental records, NREA use the SharePoint Administrative Record Keeper database management system, and will transition to using the USMC's EM Portal. All environmental records are maintained so they can be located, are protected from alteration or damage, are available when and where needed, and are removed for archiving when obsolete.

15.3 Actions and Responsibilities

Responsible Party	Action
NREA Director	1. Ensure environmental records are maintained in accordance with applicable requirements and EMS goals.
NREA	1. Identify and maintain environmental records in accordance with applicable requirements. 2. Train Practice Owners, as appropriate, in procedures for environmental records management.
Practice Owners	1. Identify and maintain environmental records in accordance with applicable requirements.

Checking and Corrective Action - EMP-16 EMS Audit

16.1 Purpose

EMP-16 describes MCAGCC's EMS audit process.

16.2 Discussion

The purpose of an EMS Audit is to determine conformance with USMC EMS criteria. The results of an audit will also give some indication as to whether or not MCAGCC's EMS is implemented effectively. MCAGCC performs a self audit at least annually (except in years which an external EMS audit has occurred or is scheduled to occur as part of a Benchmark Environmental Compliance Evaluation). Following is the self audit procedure for MCAGCC:

- Evaluate the MCAGCC EMS against the criteria listed in MCO P5090.2 Environmental Compliance and Protection Manual,
- Document the Self-Audit results, and any resulting corrective action, in the WEBCASS auditing software, and
- Report the signed EMS Audit and conformance status results to HQMC by 30 September each year via .pdf upload to EM Portal's document library.

To determine conformance with MCO P5090.2 Environmental Compliance and Protection Manual, the EMS Coordinator compiles, and the ECRB assesses, at least the following:

- Results and recommendations of the EMS Management Review (EMP-17) regarding MCAGCC's progress in meeting objectives and targets (EMP-12 and EMP-13).
- Results of internal assessments and related problem solving for identified deficiencies (EMP-14).
- Results from the CGIP
- Results of HQMC Environmental Compliance Evaluations and the preceding annual EMS Audit and conformance review
- Corrective and preventative action implemented to resolve compliance deficiencies
- Progress in responding to previous Management Reviews
- Any other information regarding MCAGCC's environmental performance
- Recommendations for improvement

The final EMS Audit submitted to HQMC will include a submittal cover letter with the subject line: "USMC ANNUAL EMS CONFORMANCE SUMMARY." Additionally, it will include the following enclosures:

- Enclosure 1: Summary, organized by Element, of MCAGCC's EMS conformance
- Enclosure 2: Signed copy of meeting minutes from MCAGCC's most recent annual management review
- Enclosure 3: Copy of each EMS auditor's EMS Lead Auditor Training certificate

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16.3 Actions and Responsibilities

Responsible Party	Action
HQMC, MCICOM GF-5	1. Conduct a review of MCAGCC's EMS at least once every three years.
AC/S and ECRB	1. Review and endorse results of internal and external EMS Audits. 2. Submit results from annual Self Audits to HQMC by 30 September each year (except years when an external audit occurs).
EMS Team	1. Participate in EMS Audits by responding to inquiries from HQMC and MCAGCC auditors. 2. Work with the EMS Coordinator to develop corrective actions to address nonconformance and to identify and implement changes to improve MCAGCC's EMS.
EMS Coordinator	1. Plan and supervise annual EMS Audits conducted by MCAGCC personnel. 2. Ensure personnel who have completed an EMS Lead Auditor Training Course are available to conduct annual internal EMS Audits. 3. Supervise preparation of EMS Audit reports. 4. Brief the EMS Team on EMS Audit results.
NREA	1. Participate in EMS Audits by responding to inquiries from HQMC and NREA Division auditors. 2. As directed by the NREA Director, attend and complete EMS Lead Auditor Training. 3. As designated by the NREA Director, conduct EMS Audits of MCAGCC's EMS in accordance with the procedures described in this EMP.
Practice Owners	1. Participate in EMS Audits by responding to inquiries from HQMC and NREA Division auditors.

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Management Review - EMP-17 Management Review

17.1 Purpose

EMP-17 includes a procedure for the annual EMS Management Review.

17.2 Discussion

The Management Review element supports the EMS principle of continuous improvement. Environmental performance is indicated by progress in meeting internally-set goals and metrics (EMP-04). With support from NREA, the ECRB annually audits EMS performance. The Management Review ensures senior management EMS awareness and involvement. Each Management Review includes the following:

- Results of the annual EMS Self Audit and conformance status
- Results of the external EMS Audit (if conducted that year)
- Progress executing POA&Ms to correct identified nonconformance
- Status in meeting objectives and targets
- Results of regulatory inspections that year
- Any other pertinent indicators of environmental conformance
- Requests for senior management support to promote continued performance improvement, as required

Management Reviews are documented and posted to the EM Portal. Documentation by way of meeting minutes, includes: an attendee list, dates, a copy of the agenda, a summary of discussions (i.e. problems encountered the previous year, status of existing objectives and targets, recommendations for the next year's objectives and targets, etc.), and action items.

17.3 Actions and Responsibilities

Responsible Party	Action
AC/S	<ol style="list-style-type: none"> <li>1. Endorse the annual Management Review of MCAGCC's EMS and environmental performance.</li> <li>2. Review and approve, as appropriate, suggested revisions to the EMS.</li> </ol>
ECRB	<ol style="list-style-type: none"> <li>1. Participate in the annual Management Review of MCAGCC's EMS and environmental performance.</li> <li>2. Evaluate, endorse, and forward to AC/S, as appropriate, suggested revisions to the EMS.</li> </ol>
NREA Director	<ol style="list-style-type: none"> <li>1. Provide the AC/S, EMS Coordinator, and the ECRB with information pertinent to MCAGCC's environmental performance.</li> <li>2. Provide the AC/S, EMS Coordinator, and the ECRB with recommendations for EMS improvements.</li> <li>3. Implement EMS improvements, as appropriate, as approved by the AC/S.</li> </ol>

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Responsible Party	Action
EMS Coordinator	<ol style="list-style-type: none"> <li>1. Review information developed by NREA Division Staff that is pertinent to the status of MCAGCC's environmental performance, and provide it to the NREA Director.</li> <li>2. Review proposed EMS improvements.</li> <li>3. Implement EMS improvements, as appropriate, approved by the AC/S and the ECRB.</li> <li>4. Document the annual Management Review as specified in this EMP, and post it to the EM Portal.</li> <li>5. Ensure EMS improvements are included in EMPs, ESOPs, and other EMS documentation.</li> </ol>
NREA Division Staff	<ol style="list-style-type: none"> <li>1. Develop, collect, and analyze information pertinent to MCAGCC's environmental performance.</li> <li>2. Provide the EMS Coordinator with information pertinent to the status of MCAGCC's environmental performance.</li> <li>3. Develop proposed EMS improvements, and provide them to the EMS Coordinator.</li> <li>4. Implement EMS improvements approved by the AC/S.</li> <li>5. Document EMS improvements in EMPs, ESOPs, and other EMS documentation.</li> </ol>
Activity/Unit/Tenant Commanders	<ol style="list-style-type: none"> <li>1. Ensure personnel within their chain of command implement EMS improvements approved during the Management Review.</li> </ol>
Practice Owners	<ol style="list-style-type: none"> <li>1. Participate with EMS Team and the NREA Division Staff in developing performance measurement data.</li> <li>2. Provide the ECCs with suggested EMS improvements.</li> <li>3. Implement EMS improvements approved by the AC/S.</li> </ol>

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Marine Air Ground Task Force Training Command (MAGTFC),  
Marine Corps Air Ground Combat Center (MCAGCC)  
Environmental Management System (EMS) Team Charter

Purpose

The EMS Team represents the interests of all installation directorates, commands, and tenant organization in the planning, implementation, and maintenance of EMS. The EMS Team provides installation-wide oversight and support of the EMS implementation and sustaining effort; ensures appropriate participation of all directorates, commands and tenants in EMS; and ensures sustained conformance with the implementation.

The EMS Team is comprised of two tiers:

- The EMS Management Committee that reviews and oversees EMS planning and implementation and sustaining efforts.
- The EMS Implementation/Maintenance Working Group that ensures effective execution, communications, and coordination among all participating organizations.

2.0 Actions and Responsibilities

MAGTFTC, MCAGCC EMS Management Committee

- Provides oversight and review for EMS policies, objects and targets, and procedures, to ensure that EMS initiatives reduce risk-to-mission within their respective directorates, commands; and tenant organizations.
- Conducts the annual EMS Review by evaluating environmental performance results compiled by the EMS Coordinator, NREA, and the ECCs. Results of the EMS Review are provided to the Commanding Officer (CO), via the ECRB. Specific responsibilities of EMS Management Committee members include:
  - o Ensure the active participation of their directorates, commands, or tenant organizations within the EMS.
  - o Coordinate with ECCs within their respective chains of command, who participate on the EMS Implementation/Maintenance workgroup.
  - o Provides a forum for communication and coordination of EMS initiatives affecting their directorates, commands, or tenant organizations, or MAGTFTC, MCAGCC as a whole.
  - o Receives EMS training.
  - o Reviews the MAGTFTC, MCAGCC EMS policy (and any revisions) prior to submission for command approval.
  - o Reviews objectives and targets and associated POA&Ms developed by the EMS Coordinator, NREA, and the EMS Implementation/Maintenance Working Group.
  - o Reviews/comments on the ECPSOP/EMS Manual and EMPs developed by the EMS Coordinator.
  - o Conducts the EMS review, and submit results and recommend EMS enhancements to command via the ECRB.

MAGTFTC, MCAGCC's EMS Implementation and Maintenance Working Group (MWG)

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- Primary liaison between the EMS Coordinator and their organizations for communication and coordination of MWG implementation and maintenance initiatives.
- Works with the EMS Coordinator and NREA to gather, organize, and disseminate the EMS information.
- Provides input to practice-specific ESOPs and other EMS documentation.
- Reviews EMS documentation; and advise, coordinate, facilitate, and monitor EMS implementation.
- Specific responsibilities of the Implementation and Maintenance Working Group members include the following:
  - Serves as primary liaisons between the EMS Coordinator and practice owners within their respective organizations.
  - Coordinates planning and implementation of EMS initiatives within their chains of command, as appropriate.
  - Receives EMS training.
  - Participates, with the EMS Coordinator and NREA, in developing the practice inventory, providing information on practices operated by their organizations.
  - Participates, with the EMS Coordinator and NREA, in analyzing and prioritizing risks-to-mission associated with practices operated within their organizations.
  - Supports the EMS Coordinator and NREA in developing objectives and targets.
  - Represents the interests of their organizations in the development of plans of actions and milestones to meet defined objectives and targets.
  - Supports, the EMS Coordinator and NREA, in identifying projects for external funding either as actions to achieve objectives and targets or as corrective/preventive measures identified through the EMS checking and corrective action component.
  - Coordinates, within their chains of commands, initiatives to incorporate established environmental responsibilities into unit SOPs and training plans.
  - Ensures effective execution of environmental SOPs within their organizations.
  - Ensures practice owners within their organizations receive practice-specific, point-of-use training.
  - Supports the EMS Coordinator in compiling an inventory of environmental documents and records used within their respective organizations as applicable.
  - Supports the EMS Coordinator in developing roles and responsibilities sections within the EMPs.
  - Provides liaison between NREA and practice owners within their respective organizations to facilitate quarterly Commanding General's Environmental Inspection Program inspections.
  - Supports the EMS Coordinator and NREA in the annual collection of environmental performance information, including status in meeting

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objectives and targets, to facilitate monitoring and measurement component initiatives.

### 3.0 Membership

The Director of NREA chairs the EMS Management Committee, and the EMS Coordinator chairs the EMS Implementation and Maintenance Working Group.

From the following MAGTF/TC, MCAGCC directorates, commands, and tenant organizations, Deputy Directors and Executive Officers are EMS Management Committee members, while Environmental Compliance Coordinators are EMS Implementation and Working Group members:

- Command Inspector General;
- AC/S G-1
  - Adjutant Office
  - Center Personnel Office
  - Installation Personnel Administration Center
  - Security
- AC/S G-3
  - Explosive Ordnance Disposal Section
  - Exercise Plans Office
  - OPSO
  - Range Training and Maintenance
  - Stability and Support Operations Facility
  - ANTECH
  - Combat Visual Information Center
  - Range Operations Section/Range Control
  - Joint IED-Defeat Organization
  - Battle Simulation Center
  - Mistc Inc.
  - Exercise Support Division
- AC/S G-4
  - Bachelor Billeting Division
  - Family Housing/Public Private Venture
  - NREA
  - PWD
  - Center Logistics Division (CLD)
    - Consolidated Material Support Center
    - Center Magazine Area
    - Traffic Management Office

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- Base Food Services
- CLD Operations and Purchasing & Contracting
- o Defense Reutilization and Marketing Service Office
- o Contractor Owned, Contractor Operated Fuel Facility
- o Southwest Region Fleet Transportation
- o Resident Officer In Charge Construction, Contract Lay-Down Sites
- o Defense Commissary Agency
- AC/S G-5
  - o PAO
- AC/S G-6
  - o Communications and Information Systems
- AC/S G-7
  - Antiterrorism Office
  - Chemical, Biological, Radiological, Nuclear, Explosive Office
  - Critical Infrastructure Program
  - Provost Marshal's Office
  - Safety
  - Fire Department
- AC/S G-8
  - o Comptroller Directorate
- Headquarters Battalion
  - o Sergeant's Course
  - o Marksmanship Training Unit
- Advisory Training Group
- Religious Ministries Directorate
- Business Performance Office
- Human Resources Office
- Command Inspector General's Directorate
- Staff Judge Advocate
- Tactical Training & Exercise Control Group
- Naval Criminal Investigative Service
- Mojave Viper Support Detachment
- Marine Corps Community Services Directorate
- 1st Marine Division
  - o 1st Tank Battalion, 1st Marine Division
  - o 3d Light Armored Reconnaissance Battalion, 1st Marine Division

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- o 3d Battalion, 11th Marines, 1st Marine Division
- o Delta Company, 3d Assault Amphibian Battalion, 1st Marine Division
- o Headquarters, 7th Marine Regiment
  - 1st Battalion, 7th Marine Regiment
  - 2d Battalion, 7th Marine Regiment
  - 3d Battalion, 7th Marine Regiment
  - 3d Battalion, 4th Marine Regiment
- 3D Marine Aircraft Wing
  - o Marine Wing Support Squadron 374
  - o Marine Unmanned Aerial Vehicle Squadron 1
  - o Marine Unmanned Aerial Vehicle Squadron 3
- Combat Logistics Battalion 7, 1st Marine Logistics Group
- Robert E. Bush Naval Hospital
- Veterinary Services
- Marine Corps Communications Electronics School
- 3rd Combat Engineer Battalion
- D Co, 4th Tanks BN
- 23d Dental Company, 1st Marine Logistics Group
- Marine Corps Tactics and Operations Group
- ASYMCA
- Navy Personnel Office

#### 4.0 Meetings

The Management Committee communicates primarily through e-mail to review and approve EMS documentation. Meetings may be scheduled between all or part of the committee on an as-needed basis.

#### 5.0 Duration

This EMS Team is in effect until superseded or revoked by the Commanding Officer.

The EMS Team will evaluate the continuing effectiveness of the Charter, including Team membership and responsibilities, during each EMS Review.

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Attachment C

Commanding General's  
Environmental Policy Statement

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Acronyms, Abbreviations, and Glossary

<b>Acronyms, Abbreviations, and Glossary</b>	
<b>Term/Acronym</b>	<b>Definition</b>
Actions	Any initiative undertaken to improve environmental performance or meet an environmental need. Within the EMS, there are two general types of actions: projects, and behavioral/administrative actions. These include: <u>Projects</u> —Actions that require external funding requested through STEP or other Planning, Programming and Budgeting System mechanisms. Examples of projects include P2 investments, infrastructure investments, and externally funded studies or plan development. <u>Behavioral/Administrative Actions</u> —Actions planned and implemented within the installation CO's means, such as realigning existing roles and responsibilities, developing EMS procedures, and providing training.
Aspect	A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental or other resource. Each practice may have several aspects.
AC/S	Assistant Chiefs of Staff
CCO	Combat Center Order
CETEP	Comprehensive Environmental Training and Education Program
CG	Commanding General
CGIP	Commanding General's Inspection Program
CO	Commanding Officer
Compliance	Adherence to Federal, state, local, DoD, Marine Corps and other applicable legal, regulatory, or policy requirements.
Conformance	Adherence to Marine Corps EMS criteria. A facility is in conformance with established EMS criteria when it meets all applicable EMS requirements, has conducted an internal EMS audit, and self-declares conformance (MCO P5090.2 Environmental Compliance and Protection Manual paragraph 2216). HQMC-sponsored external audits validate the self-declaration. A facility may be considered to be in conformance with Marine Corps EMS criteria if it has one or more minor nonconformances, as long as it establishes and implements a Plan of Action and Milestones (POA&M) to correct each nonconformance.
DENIX	Defense Environmental Network and Information Exchange
Document	Information (stored on paper, electronic, or other media) that describes the organization, its goals or intent, or its procedures. Documents are subject to change over time. Examples of documents include the EMS Manual and procedures, the Environmental Policy Statement, practice inventory and risk data, objectives and targets, installation plans, and regulatory permits.
DoD	Department of Defense

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<b>Acronyms, Abbreviations, and Glossary</b>	
<b>Term/Acronym</b>	<b>Definition</b>
ECC	Environmental Compliance Coordinator
ECPSOP	Environmental Compliance and Protection Standard Operating Procedure
ECRB	Environmental Compliance Review Board
EMP	Environmental Management Procedure
EMS	Environmental Management System
EMS Audit	A systematic and documented verification process that objectively obtains and evaluates evidence to determine whether an installation's EMS conforms to the USMC EMS conformance criteria and is effectively implemented.
EPA	Environmental Protection Agency
ESOP	Environmental Standard Operating Procedure
External Communication	Communication of environmental information between MAGTFTC, MCAGCC personnel and external interested persons or groups, such as component services, local community groups, or local, state, and federal environmental agencies.
HM	Hazardous Material
HQMC MCICOM GF-5	Environmental Management Section, Facilities & Services Division, Headquarters, United States Marine Corps
HW	Hazardous Waste
ICOP	Integrated Contingency and Operations Plan
Impact	An effect of a practice's aspect on an environmental or other resource. Each practice may have several impacts
Internal Communication	Communication of environmental information between personnel operating on MAGTFTC, MCAGCC, or with other U.S. Marine Corps personnel. Internal communication occurs between personnel and organizations at numerous levels within MAGTFTC, MCAGCC's organization, including: <ul style="list-style-type: none"> <li>• NREA Division staff and practice owners.</li> <li>• NREA Division staff and managers of other MAGTFTC, MCAGCC Departments, tenants, and contractors.</li> <li>• Practice owners and their chains of command.</li> <li>• NREA Director and the Commanding General, the ECRB, and the EMS Coordinator.</li> <li>• MAGTFTC, MCAGCC environmental personnel and Marine Corps HQ.</li> </ul>
ISO	The International Organization for Standardization
MAGTFTC	Marine Air Ground Task Force Training Command,
MCAGCC	Marine Corps Air Ground Combat Center
NREA	Natural Resources and Environmental Affairs
Objective	A statement that defines an end-state, supporting goals of the Environmental Policy Statement. Objectives must be achievable and measureable, and should be quantifiable when practicable.
P2	Pollution Prevention
PAO	Public Affairs Office

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<b>Acronyms, Abbreviations, and Glossary</b>	
<b>Term/Acronym</b>	<b>Definition</b>
POA&M	Plan of Actions and Milestones
Practice	Mission-supporting unit processes conducted at the installation that, in normal or abnormal operating conditions, could interact with the environment or other resources.
Practice Controls	<p>Procedures, with designated responsibilities and frequencies, implemented to control a practice's methods or aspects or to prevent or mitigate the impacts of those practices or aspects. Practice control is achieved through effective:</p> <ul style="list-style-type: none"> <li>• Training and awareness (EMP-06),</li> <li>• Internal communication (EMP-07),</li> <li>• Operational control (including replacing, changing, or eliminating the practice as well as following prescribed operation instructions),</li> <li>• Emergency preparedness and response (EMP-11)</li> <li>• Compliance inspection and sampling and analysis (EMP-12), and</li> <li>• Document and record control (EMP-09).</li> </ul> <p>Some practice controls are required by regulation or policy. Many others are not "required," but are judged by an installation to be necessary to achieve the above purposes or to otherwise minimize risks to mission.</p>
Practice Owner	The command, unit, or office responsible for day-to-day use of a practice. Practice owners are generally not the installation's environmental management staff.
Problem	Generally, a deviation from expected results.
Problem Solving	Application of a structured approach to identify environmental problems and their root causes and to develop and implement cost-effective, permanent solutions.
Procedure	A specified way to perform an activity.
Projects	Actions that require external funding requested through existing Planning, Programming, and Budgeting System mechanisms.
Record	Information (stored on paper, electronic, or other media) that states results achieved or provides evidence of activities performed. Records are not subject to change, and once created, cannot be modified. Examples of records include regulatory monitoring records, routine inspection records, results of past EMS audits, etc.
Requirement	Legislation, regulation, or policy issued by an Executive, Federal, state, local, DoD, DoN, or Marine Corps authority that addresses environmental considerations and requires action by Marine Corps personnel.
Resources (Environmental)	Sensitive environmental receptors (e.g., air, water, natural resources, etc.) or cultural or historic assets aboard MAGTFTC, MCAGCC or in the surrounding community that can be impacted by the operation of practices.

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<b>Acronyms, Abbreviations, and Glossary</b>	
<b>Term/Acronym</b>	<b>Definition</b>
Resources (Other Resources)	Other assets that may be impacted by MAGTFTC, MCAGCC practices, such as personnel health and safety, real property, financial resources, public relations status, and mission capability.
Significant Aspect	An aspect determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes aspect risk scores into account.
Significant Practice	A practice determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes practice risk scores into account.
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SOP	Standard Operating Procedure
STEP	Status Tool for the Environmental Program
Target	A detailed performance requirement that sets a limit, usually a quantity and/or a time frame, for the achievement of objectives. An objective may have more than one target.
WEBCASS	Web-Based Compliance Assistance and Sustainment Software

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References and Websites

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US Marine Corps, CMC letter 5090 Ser L/S-041201 of 29 Dec 2004 "USMC EMS Conformance and Self-Declaration Policy and Guidance."

US Marine Corps, CMC letter 5090 Ser LFL/GG779 of 19 MAR 2007 "Marine Corps EMS Conformance and Self-Declaration Supplemental Guidance"

US Marine Corps, MCO P5090.2 "Environmental Compliance and Protection Manual"

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Websites

"Fed Center" (Federal Facilities Environmental Stewardship & Compliance Assistance Center) <http://www.fedcenter.gov/programs/EMS/>

Federal Register and Code of Federal Regulations <http://www.gpo.gov/fdsys/>

ISO 14000 Essentials

[http://www.iso.org/iso/iso\\_catalogue/management\\_standards/iso\\_9000\\_iso\\_14000/iso\\_14000\\_essentials.htm#](http://www.iso.org/iso/iso_catalogue/management_standards/iso_9000_iso_14000/iso_14000_essentials.htm#)

U.S. Marine Corps, HQ USMC Environmental Portal (EM Portal),  
<https://em.usmc.mil/Pages/default.aspx>

MAGTFTC, MCAGCC Twentynine Palms Environmental Portal (EM Portal),  
<http://em.usmc.mil/sites/tp/default.aspx>

Marine Corps Air Ground Combat Center Website,  
<http://www.marines.mil/unit/29palms/pages/default.aspx>

Marine Corps Air Ground Combat Center Green Council Website,  
<http://www.green29.org/default.aspx>

Marine Corps Installations West (MCI West) Learning Management Portal,  
<https://mcbenvpnd102.nmci.usmc.mil/ELMS/login.aspx?ReturnUrl=%2felms%2fDefault.aspx>

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<http://www.nrea29.org/>

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