



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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From: Natural Resources and Environmental Affairs (NREA) Compliance Support
To: Environmental Compliance Coordinators

Subj: FISCAL YEAR ENVIRONMENTAL COMPLIANCE EVALUATION (ECE) SELF-AUDIT PROGRAM

Ref: (a) MCO P5090.2A
(b) CCO 5090.8B
(c) CCO 5040.5N
(d) JAGINST 5800.7E

Encl: (1) Definitions and Discussion
(2) Commands and Directorates
(3) List of Environmental Practices Inventoried and Evaluated
(4) ECE Self-Audit Program Inspection Schedule

1. Situation. The ECE Self-Audit Program provides the Commanding General, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), a tool to assess the installation's environmental compliance status. Reference (a) indicates the ECE Self-Audit Program will be incorporated into the Commanding General's Inspection Program (CGIP). The installation's commands, to include resident units, have the responsibility to support the installation commander's ECE Self-Audit Program. Within this document, the term, "ECE Self-Audit Program," will be used, but implies and includes the environmental portion of the CGIP.

2. Mission. Establish ECE Self-Audit Program responsibilities and publish the FY16 inspection schedule.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MAGTFTC, MCAGCC units, to include resident units, will participate in the ECE Self-Audit Program.

(2) Concept of Operations

(a) Per reference (b), Natural Resources and Environmental Affairs (NREA) Division is responsible for conducting the ECE Self-Audit Program. The ECE Self-Audit Program will be executed as Technical Assistance Visits (TAVs) and Formal Audit Visits (FAVs). The FAV will serve as the formal CGIP inspection.

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(b) Enclosure (1) provides definitions and procedures used in this Bulletin.

(c) Commands and Directorates listed in enclosure (2) will undergo a TAV and/or FAV during the fiscal year. Enclosures (3) and (4) apply. The exception is Base Housing, where NREA will randomly select and inventory ten percent of the homes in each housing area for solid waste management practices.

(d) Commands and Directorates listed in enclosure (2) will undergo one FAV during the fiscal year. Results of the FAV and the Corrective Action Report (CAR) will become the official file copy for the CGIP.

b. Subordinate Elements Mission

(1) Combat Inspector General. Provide overall staff responsibility for the conduct of the CGIP, per reference (c).

(2) Assistant Chief of Staff, G-4. Provide the resources necessary for NREA Division to execute the ECE Self-Audit Program.

(3) Head, NREA Division

(a) Coordinate, supervise, and conduct the ECE Self-Audit Program.

(b) Provide the FAV results and CAR to the Combat Center Inspector's office.

(4) Commanders, Officers-in-Charge, and Directors

(a) Appoint, in writing, an Environmental Compliance Coordinator.

(b) Provide a copy of the appointment letter to NREA Division.

(c) Ensure the Environmental Compliance Coordinator participates in appropriate training provided by NREA Division.

(d) Ensure your Environmental Compliance Coordinator coordinates and integrates the environmental protection efforts of your command or directorate.

(e) Ensure any civilian Environmental Compliance Coordinator responsibilities and duties are assigned through a letter of delegation, as appropriate.

(f) Ensure that the Environmental Compliance Coordinator attends NREA's monthly Environmental Compliance Coordinators meetings.

(g) Retain on file, for a period of not less than five years, environmental records and documents.

(h) Allow inspectors reasonable access to conduct TAVs and FAVs.

(i) Ensure prompt action is taken to correct deficiencies identified during TAVs and FAVs.

(j) Submit a CAR to NREA with a copy to the Combat Center Inspector's office within ten working days of receipt of a completed FAV.

(k) Submit a CAR to NREA within ten working days of receipt of a completed TAV.

(l) Per reference (d), request the appointment of an investigating officer through MAGTFTC, MCAGCC Staff Judge Advocate when an environmental related incident occurs that results in significant property loss, may cause significant damage to the environment, or may involve individual misconduct.

(m) Provide NREA suggestions for checklist use, and improving TAVs, and FAVs.

(5) Environmental Compliance Coordinators

(a) Act as your unit or organization's point of contact for environmental matters.

(b) Maintain applicable environmental directives and copies of current FAVs and CARs.

(c) Coordinate TAV and FAV schedules with NREA.

(d) Coordinate attendance of CO, XO, Director, or Division Heads for FAV in-briefs and debriefs.

(e) Remain available as the point of contact during TAVs and FAVs.

(f) Maintain complete and accurate records of each member involved in your unit's or organization's environmental practices documenting:

1. Job title
2. Job description, to include duties and requisite skills, education, or other qualifications
3. Introductory, continuing, and completed training.

Definitions and Discussion

1. Environmental Compliance Evaluation (ECE) Program. The Program consists of both triennial, HQMC-sponsored ECEs, and a continuous Self-Audit Program. It provides Commanders with an assessment of the command's environmental compliance status. It is an evaluation similar to an Inspector General of the Marine Corps (IGMC). The ECE is a systematic, official, independent, and objective examination of an installation's environmental management programs. ECE's are highly formalized reviews, performed in accordance with generally accepted inspection/evaluation standards by professionally qualified auditors. The ECE covers a broad spectrum of environmental laws and policies. The evaluation is conducted in accordance with Marine Corps Inspection and Commanding General's Inspection Program (CGIP) guidelines. The G-4 Directorate, Natural Resources Environmental Affairs (NREA) Division, Compliance Support Branch (CSB), conducts Self-ECE's annually for MCAGCC.

2. Self-Audit Program. An internal plan for Commanders to assess compliance within their areas of responsibility. It consists of internal evaluations in the form of technical assistance visits (TAVs) and formal audit visits (FAVs) aboard MCAGCC, and it is integrated into the CGIP. The program focuses on activities' environmental practices which normally include several media areas, such as hazardous material/waste, air quality, water quality, storage tanks, National Environmental Policy Act (NEPA) compliance, and solid waste management. The goal of the program is to assess compliance by visiting every permitted site and source, every process which generates a waste or may be considered as potential source, every command/unit, tenant, and every other activity potentially subject to an environmental requirement.

3. Technical Assistance Visit (TAV). An unofficial evaluation of a unit, command, or activity designed to mirror a formal assist visit. It is a very useful tool to gauge environmental compliance progress and serve as a training tool for maintaining a quality compliance program. TAVs are scheduled annually for each activity or can be requested by the Commanding Officer, Officer-in-Charge, Director, or Environmental Coordinator. The results are provided only to the Commanding Officer, Officer-in-Charge, Director, or Environmental Coordinator of the visited unit or activity. No formal report is submitted unless asked for by the inspected activity. The inspected activity will ensure that prompt action is taken to correct deficiencies identified during inspections, and will submit a corrective action report via email to NREA Division, Compliance Support Branch (CSB), no later than ten (10) days after receipt of inspection report.

4. Formal Assist Visit (FAV). An official evaluation of a unit, command, or activity. The inspector conducting the inspection can provide a completed copy of the checklist to the Commanding Officer or department head during the formal out brief. Commanders or department heads will ensure that prompt action is taken to correct deficiencies identified during inspections and will submit corrective action report to the Director of G-4 Directorate, signed by their command. Attention: NREA Division, CSB, via the appropriate chain of command no later than ten (10) days after receipt of inspection report. The inspection checklist and written inspection report will form the basis for any required corrective action and/or refinement to achieve successful compliance.

5. Environmental Recordkeeping. Commands are responsible for recordkeeping. During compliance inspections, inspectors will review all pertinent environmental records to ensure that proper documentation of environmental programs and required training are being conducted. Inspectors will also provide appropriate comments and suggestions to correct discrepancies.
6. Commanding General Inspection Program (CGIP) Inspection Staff. In order to conduct environmental compliance inspections and ECEs, the Assistant Chief of Staff, G-4 will establish a CGIP inspection staff to support the MAGTFTC, MCAGCC, CGIP.
7. Command Investigation. An investigation that functions to gather, analyze, and record relevant information about an incident or event of primary interest to command authorities. Command investigations may not be used to inquire into incidents that have potential for causing significant damage to the environment for which a litigation report or JAGMAN investigation should be conducted.
8. Corrective Action Report (CAR). The CAR is completed by the inspected unit and will address each deficiency listed on the CGIP report. This report shall be submitted to the Director of NREA, no later than ten (10) working days after receipt of the inspection report.
9. Multimedia Environmental Compliance Checklists. Inspection checklists are used to conduct environmental inspections in a variety of media.
10. Environmental Compliance Coordinator. Each command or department head will appoint an Environmental Compliance Coordinator. Commands or department heads will submit the name of the coordinator, in writing, to the Assistant Chief of Staff, G-4, attention NREA Division, CSB & CETEP. Commands or department heads shall resubmit names anytime there is a change. The Environmental Compliance Coordinator shall coordinate and integrate the environmental protection efforts of all command activities.

Commands and Directorates

1. Command Inspector General
2. G-1
3. G-3
4. G-4
5. G-5
6. G-6
7. G-7
8. G-8
9. Marine Corps Community Services (MCCS) Directorate
10. Business Performance Office (BPO)
11. 23rd Dental Company 1st Dental Battalion, 1st Marine Logistics Group
12. Human Resources Office (HRO)
13. Staff Judge Advocate (SJA)
14. Legal Support Services Team (LSST)
15. Tactical Training & Exercise Control Group (TTECG)
16. Marine Corps Tactics and Operations Group (MCTOG)
17. Headquarters, 7th Marine Regiment
18. 1st Battalion 7th Marine Regiment
19. 2nd Battalion 7th Marine Regiment
20. 3rd Battalion 7th Marine Regiment
21. 3rd Battalion 4th Marine Regiment
22. 1st Tank Battalion
23. 4th Tank Battalion
24. 3rd Light Armored Reconnaissance Battalion
25. 3rd Battalion 11th Marines
26. Delta Company, 3rd Assault Amphibian Battalion
27. Headquarters Battalion, MCAGCC
28. Marine Wing Support Squadron 374
29. Marine Unmanned Aerial Vehicle Squadron 1 (VMU-1)
30. Combat Logistics Battalion 7 (CLB-7)

31. Combat Logistics Company 13 (CLC-13)
32. Robert E. Bush Naval Hospital Twentynine Palms (NHTP)
33. Marine Corps Communication-Electronics School (MCCES)
34. Naval Criminal Investigative Service (NCIS)
35. Lion Protects
36. Navy Marine Corp Relief
37. WARTEC
38. Marine Corps Logistics Operations Group (MCLOG)
39. Exercise Logistics Coordination Center (ELCC)
40. Veterinary Services
41. Marine Air Control Squadron-1

**Due to the current operational requirement for the Infantry Battalions within 7th Marine Regiment, each activity will receive an inspection during an operational cycle. A Technical Assist Visit will be conducted upon returning to the installation and assignment of unit buildings. An additional inspection shall be conducted prior to deployment during the transfer of facilities from a battalion to 7th Marine Regiment.

Environmental Practices

Practice	Practice Code
Abatement	ABA
Aircraft Washing	AWA
Aircraft/Helicopter Fueling	AHF
Annual Environmental Training Plan	AET
Battery Recharging Non-Vehicle Comm Electric	BRE
Battery Replacement	BAR
Burn Pit Operations	BPO
Degreasing	DGR
Desktop and Turnover Procedures	DTR
Environmental Compliance Coordinator	ECC
Facilities Maintenance & Repair (Local)	FMR
Fuel Storage - Above Ground Tanks	FSA
Fuel Storage - Underground Tanks	FSU
Grease Traps	GRT
Greening Through Procurement	GTP
Hazardous Consolidation Point (HCP) Ops.	CRO
Hazardous Material Storage	HMS
Hazardous Waste Accumulation Area	HWA
Hazardous Waste Recycling	HWR
Hazardous Waste Satellite Accumulation Area	HWS
Hazardous Waste Transportation	HWT
Industrial Storm Water Channels	ISW
Lithium Battery Storage	LIT
Meals Ready to Eat (MRE) Heaters	MRE
Medical Waste Operations	MWO
NEPA Documentation	NEP
Non-Potable Water - General (Recycled Water)	NPD
Oil-Water Separator	OWS
PCB Items Disposal	PCB
Pest/Herbicide - General	PHG
Pumping Station - Force Main	PSF
Range Residue Processing Center	RRR
Refrigerant Halon Operations and Management	HAS
Soil Excavation/Grading	SEG
Soldering Operations	SOP
Solid Waste Collection/Transportation	SWC
Solid Waste Recycling Collection Local	SAL
Solid Waste Recycling Facility	SRF
Stump/Brush Removal	SBR
Urban Wildlife Management	UWM
Used Oil/Antifreeze Accumulation	UAO

Vehicle/Equipment Parts Replacement	VEO
Vehicle Refueling (Tactical and Commercial)	VER
Vehicle Wash Rack	VEW
Vehicle Equipment Fluid Change	VCC
Waste Tire Operations	WTO
Waste Water Treatment - Chemical Toilets	WTC
Weapons Cleaning	WEC

Fiscal Year 2016 Inspection Schedule

Activity	CGIP Inspector	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Command Inspector General	Garcia	Oct 5-6	Jan 11-12	Apr 7-8	Jul 11-12
G-1	Buckles	Dec 7-9	Mar 7-9		
G-3	Buckles	Oct 19-21	Feb 22-24	April 4-6	
G-4	Perkins	Dec 10-11			Sept 16
Bachelor Billeting Division	Buckles	Nov 23-24	Mar 21-22		July 25-27
Exercise Support Division	Perkins	Dec 1-4	Feb 24-26	June 7-10	Sept 13-14
Family Housing Division	Perkins	Nov 23-24	Feb 22-	May 31	
Natural Resources & Environmental Affairs Division	Garcia	Oct 27-28	Feb 4-5	Apr 28-29	Aug 2-3
Public Works Division	Buckles	Oct 5-8	Jan 4-7		July 18-21
Logistics Division	Buckles	Nov 16-19	Feb 29-Mar3		Aug 22-25
Consolidated Material & Support Center	Buckles	Nov 16-19	Feb 29-Mar3		Aug 22-25
Operations / Purchasing & Contracting	Buckles	Nov 16-19	Feb 29-Mar3		Aug 22-25
Center Magazine Area	Buckles	Nov 16-19	Feb 29-Mar3		Aug 22-25
Distribution Management Office	Buckles	Nov 16-19	Feb 29-Mar3		Aug 22-25
Food Services	Buckles	Nov 16-19	Feb 29-Mar3		Aug 22-25
Defense Commissary Agency (DECA)	Buckles	Nov 12-13		May 9-11	Sept 6-7
Contracted Owned, Contractor Operated (COCO) Fuel Facility	Buckles	Nov 16-19	Feb 29-Mar3		Aug 22-25
Southwest Regional Fleet Transportation	Buckles	Nov 3-4	Feb 8-10		July 11-13
Resident Officer in Charge of Construction	Buckles	Oct 26-29	Feb 1-4	April 11-13	
G-5	Buckles			April 25-27	Aug 16-17
G-6	Buckles	Nov 9-10		May 2-4	Sept 19-21
Navy Personnel	Garcia	Oct 22-23	Feb 2-3	Apr 26-27	Jul 28-29
G-7 CBRNS / CIP	Garcia	Oct 7-8	Jan 13-14	Apr 12-13	Jul 14-15
Center Safety	Garcia	Oct 13-14	Jan 20-21	Apr 14-15	Jul 19-20
Provost Marshal	Garcia	Dec 17-18	Mar 29	Jun 22-23	Sep 22-23
Fire Department	Garcia	Dec 10-11	Mar 21-22	Jun 13-14	Sep 15-16

G-8	Buckles	Oct 1-2	Jan 11-12		
Marine Corps Community Services (MCCS) Directorate	Buckles	Dec 1-3	Mar 28-30	June 6-9	
Business Performance Office	Garcia	Nov 5-6	Feb 17-18	May 10-11	Aug 11-12
23 rd Dental 1 st Dental Battalion, 1 st Marine Logistics Group	Perkins	Nov 16-17	Feb 16-17	May 24-25	
Human Resources Office	Perkins	Nov 10-11	Feb 10-11		
Staff Judge Advocate	Perkins	Nov 2	Feb 5		
LSST	Perkins	Nov 5-6	Feb 1-2	May 3-4	
Tactical Training & Exercise Control Group	Perkins	Oct 29-30	Jan 29	Apr 28	
Marine Wing Support Squadron 374 / Marine Air Control Squadron-1	Perkins	Oct 19-23	Jan 25-28	Apr 18-22	July 26-29
Marine Unmanned Aerial Vehicle Squadron 1	Perkins	Oct 14-15	Jan 19-20	Apr 19-20	
Combat Logistics Battalion 7	Perkins	Oct 8-9	Jan 11-12	Apr 12-13	July 12-13
Combat Logistics Company 13	Garcia	Dec 14-15	Mar 24-25	Jun 16-17	Sep 19-20
Robert E. Bush Naval Hospital Twentynine Palms	Garcia	Oct 15-16	Jan 25-26	Apr 18-19	Jul 21-22
Veterinary Services	Garcia	Oct 20-21	Jan 28-29	Apr 21-22	Jul 25-26
Marine Corps Communication-Electronics School	Buckles	Dec 14-17	Mar 14-16		Sept 12-14
Navy Marine Corps Relief	Perkins	Oct 1-2			July 6-7
Naval Criminal Investigative Service	Buckles	Oct 14-15	Jan 13-14		
Headquarters, 7th Marine Regiment	Garcia	Dec 3-4	Mar 10-11	Jun 1-2	Sep 7-8
1st Battalion, 7th Marine Regiment	Garcia	Nov 30 Dec 1	Mar 7-8	May 25-26	Aug 31 Sep 1
2d Battalion, 7th Marine Regiment	Garcia	Oct 29-30	Feb 8-9	May 2-3	Aug 4-5
3d Battalion, 7th Marine Regiment	Garcia	Nov 12-13	Feb 22-23	May 12-13	Aug 17-18
3d Battalion, 4th Marine Regiment	Garcia		Jan 6-7	Apr 4-5	Jul 6-7
1st Tank Battalion	Garcia	Nov 19-20	Mar 2-3	May 19-20	Aug 25-26
4th Tank Battalion	Garcia	Dec 8-9	Mar 15-16	Jun 8-9	Sep 13-14
3d Light Armored Reconnaissance Battalion	Garcia	Nov 16-17	Feb 25-26	May 16-17	Aug 22-23
3d Battalion, 11th Marines	Garcia	Dec 28-29	Mar 30-31	Jun 28-29	Sep 28-29
Delta Company, 3d Assault Amphibian Battalion	Garcia	Nov 2-3	Feb 10-11	May 5-6	Aug 8-9

HQBN / Sgt Course / Religious Ministries	Perkins	Nov 24-25	Mar 26-29		
Marine Corps Tactics and Operations Group	Perkins	Nov 30	Mar 23		
Armed Services YMCA	Buckles	Dec 28-30	Mar 23-24		
Exercise Logistic Coordination Center	Perkins	Dec 21-22	Mar 17-18		Sept 28-29
Lion Protects	Buckles		Jan 19-20	April 18-20	
WARTEC	Perkins	Dec 28			Sept 23
Marine Corps Logistics Operation Group	Perkins	Dec 30			Sept 20

Note: Formal Inspection dates are illustrated in bold.