



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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COMBAT CENTER BULLETIN 5090

From: Commanding General
To: Distribution List

Subj: FISCAL YEAR 2021 ENVIRONMENTAL COMPLIANCE EVALUATION SELF AUDIT PROGRAM

Ref: (a) MCO 5090.2
(b) CCO 5090.8C
(c) JAGINST 5800.7F

Encl: (1) Definitions and Discussion
(2) Commands and Directorates
(3) List of Environmental and Administrative Practices
(4) Fiscal Year 2021 Formal Assist Visit Schedule
(5) Corrective Action Report Template

1. Situation. The Environmental Compliance Evaluation (ECE) Self Audit Program provides the Commanding General (CG), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), a tool to establish environmental controls and procedures to assess the installation's environmental compliance status. The ECE Self Audit Program includes: Formal Assist Visit (FAV); Technical Assist Visit (TAV); CG's Inspection Program (CGIP); Headquarters Marine Corps ECE; and Environmental Compliance Inspection (ECI). This bulletin and references (a) through (c) applies to all units, organizations, and tenant activities aboard the Combat Center.

2. Mission. Per reference (a), MAGTFTC, MCAGCC, through Environmental Affairs (EA), will establish and publish ECE Self Audit Program responsibilities and audit schedule for Fiscal Year 2021.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MAGTFTC, MCAGCC units, organizations, and tenant activities will participate in the ECE Self Audit Program.

(2) Concept of Operations

(a) Per reference (b), EA is responsible for conducting the ECE Self Audit Program. The ECE Self Audit Program will be executed as FAVs and when TAVs are requested.

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(b) Enclosure (1) provides definitions and discussion used in this bulletin.

(c) Commands and Directorates listed in enclosure (2) will undergo a FAV during the fiscal year. Enclosures (3) and (4) apply.

(d) For Lincoln Military Housing and Vista Del Sol Housing, EA will randomly select and inventory 10 percent of the homes in each housing area for solid waste management practices.

(e) Results of the FAV and the Corrective Action Report (CAR) will become the official file copy for the ECE Self Audit Program.

b. Subordinate Element Missions

(1) Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Officers-in-Charge (OIC), Division Directors (DivDirs), and Special Staff

(a) Appoint in writing, a unit Environmental Compliance Coordinator (ECC) and alternate (AECC), E-5 or above or other individual (civilian) with sufficient authority to implement environmental requirements within the unit, to ensure unit environmental training and environmental compliance requirements are met, and to coordinate with EA environmental staff, as required. The ECC and AECC will serve as the unit's environmental subject matter expert for environmental policy and procedures aboard the Combat Center. Ensure the ECC's can remain in the position for at least one year.

(b) Provide a copy of the appointment letter to EA Comprehensive Environmental Training Education Program.

(c) Ensure the ECC participates in appropriate training provided by EA.

(d) Ensure the ECC coordinates and integrates the environmental protection efforts of the command or directorate.

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

(f) Ensure that the ECC attends EA's quarterly ECC meetings.

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

(h) Allow evaluators reasonable access to conduct FAVs, TAVs, CGIPs, ECEs, and ECIs.

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

(j) Submit a CAR to EA within 30 days of receipt of a completed FAV. CARs will include corrective action taken to remedy the findings that coincide with those listed in the inspection report. Specific evidence that the finding has been corrected as well as any subsequent training and/or changes to the specific practice/procedure in question to ensure this finding

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does not re-occur during future inspections should also be included in this report. Examples of specific evidence are pertinent photographs, hazardous waste manifests, DD 1348-1A Issue Release/Receipt Document, bills of lading, log book entries, training certificates or attendance rosters, sampling reports, monitoring and inspection reports, etc. (Note: Any photographs that are provided must contain the name of the photographer, the date of the photograph, the location of the photograph, and a description of the scene photographed). See enclosure (5) for CAR Template.

(k) Upon completion of items (i) through (j), EA will make a follow up visit as required.

(l) Per reference (c), request the appointment of an investigating officer through MAGTF/TC, 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 EA suggestions for checklists used, and improving FAVs.

(2) AC/S Installation Support Directorate (ISD)

(a) Provide the resources necessary for EA to execute the ECE Self Audit Program.

(b) EA

1. Coordinate, supervise, and conduct the ECE Self Audit Program.

2. Provide the FAV results and CAR to the Command Inspector General's office.

3. Input all findings and corrective actions into the Marine Corps Environmental Compliance and Management System (MCEC&MS) or suitable replacement.

c. Coordinating Instructions

(1) ECC's and AECC's

(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 FAV schedules with EA.

(d) Coordinate attendance of COs, OICs, Executive Officers, ACs/S, DivDirs, and Special Staff for FAV in-briefs and debriefs.

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

(f) Maintain complete and accurate records of each member involved in your unit 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.

(2) If you have questions or concerns with the Self Audit Program, contact the Compliance Support Branch (CSB) Supervisor at (760) 830-4183.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Bulletins/>.

5. Command and Signal

a. Command. This Bulletin is applicable to all command organizations, units, and activities aboard the Combat Center.

b. Signal. This Bulletin is effective the date signed.



D. A. SUGGS
Chief of Staff

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Definitions and Discussion

1. ECE Self Audit 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. The ECE is a systematic, official, independent, and objective examination of the installation's environmental management programs. ECE's are highly formalized reviews, performed in accordance with generally accepted audit/evaluation standards by professionally qualified evaluators. The ECE covers a broad spectrum of environmental laws and policies. The evaluation is conducted in accordance with reference (a) and (b) of this Bulletin. The AC/S ISD, EA, CSB, conducts the ECE Self Audit Program annually for MAGTF/TC, MCAGCC.

The self-audit program is an internal plan for the COs, ACs/S, DivDirs, and Special Staff Officers to assess compliance within their areas of responsibility. It consists of internal evaluations in the form of FAVs, TAVs, CGIPs, ECEs and ECIs. The program focuses on activities' environmental practices which normally include several media areas, such as natural & cultural resources, hazardous waste, air quality, water quality, storage tanks, National Environmental Policy Act, 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 that may have an impact to the environment, or may be considered as a potential source. Every command and or unit, tenant, and every other activity potentially subject to an environmental requirement.

2. TAV. An unofficial evaluation of a unit, command, or activity designed to mirror a FAV. 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 conducted upon request by the unit, CO, AC/S, OIC, DivDir, Special Staff Officer, or ECC. The results are provided only to the CO, AC/S, OIC, DivDir, Special Staff Officer, or ECC of the visited unit or activity. No formal report is submitted unless asked for by the unit/activity, or if a major issue has been discovered.

3. FAV. An official evaluation of a unit, command, or activity. The evaluator conducting the FAV can provide a completed copy of the checklist to the CO, AC/S, OIC, DivDir, or Special Staff Officer during the formal out brief. Commanders, ACs/S, DivDirs, or Special Staff Officers will ensure that prompt action is taken to correct deficiencies identified during audit and will submit CAR to the AC/S ISD, signed by their command.

4. Environmental Recordkeeping. Commands are responsible for recordkeeping. During the compliance evaluation, evaluators will review all pertinent environmental records to ensure that proper documentation of environmental programs and required training are being conducted. Evaluators will also provide appropriate comments and suggestions to correct discrepancies.

5. ECE Self Audit Staff. In order to conduct environmental compliance audits and ECEs, the AC/S ISD, EA, CSB, will establish the ECE Audit Team to support the MAGTF/TC, MCAGCC Self-ECE's annually for MCAGCC.

6. 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 Judge Advocate General Manual investigation should be conducted.

7. CAR. The CAR is completed by the evaluated unit and will address each deficiency listed on the Self Audit Report and provide specific evidence that the finding has been corrected as well as any subsequent training and/or changes to the specific practice/procedure in question to ensure this finding does not re-occur during future inspections should also be included in this report. Examples of specific evidence are pertinent photographs, hazardous waste manifests, DD 1348-1A Issue Release/Receipt Document, bills of lading, log book entries, training certificates or attendance rosters, sampling reports, monitoring and inspection reports, etc. (Note: Any photographs that are provided must contain the name of the photographer, the date of the photograph, the location of the photograph, and a description of the scene photographed). This report shall be submitted to the CG, MAGTF/TC, MCAGCC via Environmental Affairs, Compliance Support Branch under the direction of the Director of EA, no later than 30 days after receipt of the Self Audit Report.

8. Environmental Standard Operating Procedures and relevant checklists. ESOP's and checklists can be found at <https://www.29palms.marines.mil/Staff-Offices/Environmental-Affairs/Environmental-SOP/>. Audit checklists are used to conduct environmental audits in a variety of media. The checklists are based on reference (a) and (b) of this Bulletin.

9. ECC and AECC. Each command or department head will appoint an ECC and AECC. Commands or department heads will submit the name of the coordinator, in writing, to the AC/S ISD, Attention: EA, CSB. Commands or department heads shall resubmit names anytime there is a change. The ECC shall coordinate and integrate the environmental protection efforts of all command activities.

Commands and Directorates

1. Special Staff
 - a. Government and External Affairs
 - b. Family Readiness Officer
 - c. Command Inspector General
 - d. Religious Ministries Division
 - e. Staff Judge Advocate
 - f. Protocol

2. AC/S Communications Directorate
 - a. Command Support Division
 - b. Cybersecurity Division
 - c. Data Division
 - d. Ground Electronics Maintenance Division
 - e. Special Security Officer/Sensitive Compartmented Information
 - f. Facility Division
 - g. Tactical Communications Division
 - h. Voice Division

3. AC/S Installation Support Directorate
 - a. Environmental Affairs
 - (1) Compliance Support Branch
 - (2) Conservation Law Enforcement Officers
 - (3) National Environmental Policy Act
 - (4) Conservation Branch
 - (5) Pollution Prevention
 - (6) Total Waste Management

 - b. Public Works Division
 - (1) Project Development Branch
 - (2) Asset Management Branch

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- (3) Facilities Engineering Acquisitions Division
- (4) Facilities Maintenance Branch
- (5) Utilities Branch
- (6) Resource Management Branch
- c. Logistics
 - (1) Bachelor Billeting
 - (2) Center Magazine Area
 - (3) Consolidated Material Support Center
 - (4) Distribution Management Office
 - (5) Food Service Office
 - (6) Family Housing
 - (7) Regional Contracting Office
- d. Marine Corps Community Services
 - (1) Business Operations
 - (2) Marine and Family Programs
 - (3) Semper Fit
 - (4) Support
 - (5) Transient Quarters
- e. Mission Assurance
 - (1) Combat Center Fire Department
 - (2) Safety Office
 - (3) Mission Assurance
 - (4) Provost Marshal Office
- 4. AC/S Marine Air Ground Task Force Training Directorate
 - a. Exercise Logistics Coordination Center
 - b. Exercise Support Division
 - c. Explosive Ordnance Disposal
 - d. Operations Support. Marksmanship Training Unit

- e. Plans. Battle Simulation Center
 - f. Range Operations
 - g. Training
5. AC/S Resource Management Directorate
- a. Comptroller
 - (1) Accounting
 - (2) Combat Center Budget
 - (3) Training Center Budget
 - b. Human Resources Office
 - c. Manpower
 - (1) Adjutant
 - (2) Center Personnel Office
 - (3) Installation Personnel Administration Center
6. 7th Marine Regiment
7. 1st Battalion, 7th Marines
8. 2d Battalion, 7th Marines
9. 3d Battalion, 4th Marines
10. 3d Battalion, 7th Marines
11. 3d Battalion, 11th Marines
12. 1st Tank Battalion
13. 3d Light Armored Reconnaissance Battalion
14. 23rd Dental 1st Dental Battalion 1st Marine Logistics Group
15. Armed Services Young Men's Christian Association
16. Combat Logistics Battalion 7
17. Company D, 3d Assault Amphibian Battalion
18. Company D, 4th Tank Battalion
19. Contracted Owned, Contractor Operated Fuel Facility

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20. Defense Commissary Agency
21. Headquarters Battalion
22. Lion Protects
23. Lincoln Military Housing
24. Marine Corps Communication Electronics School
25. Marine Corps Logistics Operations Group
26. Marine Corps Tactics Operations Group
27. Marine Wing Support Squadron 374
28. Naval Criminal Investigative Service
29. Naval Hospital 29 Palms
30. Navy and Marine Corps Relief Society
31. Navy Personnel
32. Nugate Group
33. Southwest Regional Fleet Transportation
34. Tactical Training Exercise Control Group
35. United Arab Emirates
36. Veterinary Services
37. Western Area Research, Test and Evaluation Center
38. Vantex

Environmental Practices

Abatement Procedures	Meals Ready To Eat Heaters
Aircraft Operations	Medical Operations
Asbestos	Non Potable Water General Distribution
Backflow Prevention	Oil Water Separator
Battery Operations	Open Burning/Open Detonation
Boiler Operations	Painting Operations
Combat Construction Training	PCB Operations
Degreasing Operations	Pesticide Herbicide Operations
Diesel Power Generation	Potable Water General
Drinking Water Management	Pumping Station Force Main
Emergency Generators	Radioactive Material Storage
Encampment	Range Residue Operations
Engine Testing Operations	Recreational Facilities Operations
EOD Operations	Refrigerant Recovery Replacement
Erosion/Runoff Control	Rock Crushing Operations
Facilities Construction Repair Demolition (Contractor)	Sodium Hypochlorite Filtration System
Facilities Maintenance and Repair (local)	Soil Excavation Grading
Field Mess	Soldering Operations
Fire Training Facility	Solid Waste Operations
Flare and Smoke Usage	Storage Tank Management
Freon Halon System Operations	Stormwater Collection Conveyance System
Fuel Storage Operations	Stump Brush Removal
Grease Traps	Turbine Generation
Habitat Management	Universal Waste Storage/Collection
Hazardous Materials Operations	Urban Wildlife Management
Hazardous Waste Operations	UXO EOD Operations
Industrial Storm Water Channel	Vehicle Operations
Infantry Training	Waste Water Treatment Operations
Laundry (red rag program)	Water Heater Operations Maintenance
Lithium Battery Operations	Weapons Cleaning
Live Fire Range Operations	Wood Working

Administrative Practices

Environmental Compliance Coordinator
Sustainable Procurement
National Environmental Policy Act Documentation

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Fiscal Year 2021 Formal Assist Visit Schedule

Activity	First Quarter Oct-Dec	Second Quarter Jan-Mar	Third Quarter Apr-Jun	Fourth Quarter Jul-Sep
AC/S, MAGTF Training Directorate		X		
Exercise Support Division		X		
Exercise Logistics Coordination Center	X			
AC/S, Resource Management Directorate	X			
AC/S, Installation Support Directorate				X
Logistics				X
Marine Corps Community Services		X		
Mission Assurance			X	
Provost Marshals Office			X	
Combat Center Fire Department				X
Combat Center Safety			X	
Facilities Engineering		X		
Facilities Engineering Acquisition Division			X	
Environmental Affairs			X	
AC/S, Communications Directorate			X	
7th Marine Regiment		X		
1st Battalion, 7th Marines			X	
2d Battalion, 7th Marines		X		
3d Battalion, 4th Marines				X
3d Battalion, 7th Marines		X		
3d Battalion, 11th Marines			X	
1st Tank Battalion		X		
3d Light Armored Reconnaissance Battalion			X	
23rd Dental 1st Dental Battalion	X			
1st Marine Logistics Group				
Combat Logistics Battalion 7		X		
Company D, 3d Assault Amphibian Battalion				X
Company D, 4th Tank Battalion				X
Defense Commissary Agency	X			
Headquarters Battalion				X

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Lincoln Military Housing			X	
Marine Corps Communication- Electronics School	X			
Marine Corps Logistics Operations Group			X	
Marine Corps Tactics and Operations Group				X
Marine Wing Support Squadron 374			X	
Naval Hospital 29 Palms				X
Southwest Regional Fleet Transportation		X		
Tactical Training Exercise Control Group	X			
Government and External Affairs		X		
Inspector General				X
Staff Judge Advocate		X		
Religious Ministries				X
Armed Services Young Men's Christian Association		X		
Lion Protects		X		
Naval Criminal Investigative Service		X		
Navy and Marine Corps Relief Society				X
Navy Personnel				X
Veterinarian Services				X
Western Area Research, Test and Evaluation Center		X		
Nugate Group		X		
United Arab Emirates				X
Emergency Air		X		
FAB Lab			X	
Transient Housing Directorate	X			
Vantex				X

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Corrective Action Report Template

5090.4

Originator Code***Date***

From: ***Commanding Officer/Director*, *Unit Name***
To: Commanding General, Marine Corps Air Ground Task Force Training
Command, Marine Corps Air Ground Combat Center

Subj: ENVIRONMENTAL FORMAL ASSIST VISIT CORRECTIVE ACTION REPORT

Ref: (a) MCO 5090.2
(b) CCO 5040.5R
(c) CCO 5090.8C
(d) CCB 5090

Encl: (1) Corrective Action Report

1. Per the references, this report documents corrective actions taken in response to findings identified in the Environmental Formal Assist Visit (FAV) dated (**list the date on the report**). This report also indicates subsequent training conducted and/or changes to the specific practice/procedure in question to prevent finding(s) from re-occurring during future inspections.

2. A written response providing the corrective action taken to remedy the findings that coincide with those listed in the inspection report is included within the enclosure. Specific evidence that the finding has been corrected as well as any subsequent training and/or changes to the specific practice/procedure in question to ensure this finding does not re-occur during future inspections is included. **Examples of specific evidence are pertinent photographs, hazardous waste manifests, DD 1348-1A Issue Release/Receipt Document, bills of lading, log book entries, training certificates or attendance rosters, sampling reports, monitoring and inspection reports, etc. (Note: Any photographs that are provided must contain the name of the photographer, the date of the photograph, the location of the photograph, and a description of the scene photographed.)**

3. Point of contact is ***Name of ECC/Email/Phone Number***.

Commanding Officer/Director

Copy to:
EA

Enclosure (5)