



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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Canc: Sep 2024

CCBul 5090

EA 12D  
OCT 19 2023

COMBAT CENTER BULLETIN 5090

From: Commanding General

To: Distribution List

Subj: FISCAL YEAR 2024 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) Environmental and Administrative Practices  
(4) Fiscal Year 2024 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) apply to all units, organizations, and tenant activities aboard MCAGCC.

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 2024 (FY24).

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 FY. Enclosures (3) and (4) apply.

(d) 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 (CO), Assistant Chiefs of Staff (ACs/S), Officers-in-Charge (OICs), 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 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 ECCs 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 the ECC attends EA's ECC meetings quarterly or as required.

(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. 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 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 EA suggestions for checklists used and improving FAVs.

(2) AC/S G-4, Installation Support Directorate

(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 Environmental Compliance Management System (ECMS) or suitable replacement.

c. Coordinating Instructions

(1) ECCs and AECCs

(a) Serve 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.

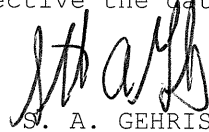
(2) If you have questions or concerns with the Self Audit Program, contact the Compliance Support Branch (CSB) Supervisor at (760) 830-7688.

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/Resource-Management-Directorate/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.



S. A. GEHRIS  
Chief of Staff

DISTRIBUTION: A

### 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. ECEs 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 CSB conducts the ECE Self Audit Program annually for MAGTF/TC, MCAGCC.

The self-audit program is an internal plan for the CG, 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 and 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 and conformance by visiting every parent command, tenants, and contractors that generate a waste that may have a negative impact to the environment.

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. 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. Examples of specific evidence are pertinent photographs, hazardous waste manifests, DD 1348-1A Issue Release/Receipt Document, bills of lading, logbook 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 EA, CSB under the direction of the Director of EA, no later than 30 days after receipt of the Self Audit Report.

6. Environmental Standard Operating Procedures and relevant checklists.

ESOPs and checklists can be found at <https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/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.

7. 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. Inspector General
  - d. Religious Ministries Division
  - e. Staff Judge Advocate
  - f. Protocol
2. AC/S G-6 Information 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 G-4 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. Facilities Engineering
    - (1) Additive Manufacturing
    - (2) Facilities Engineering Acquisitions Division

- (3) Facilities Maintenance Division
- (4) Utilities
- 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) Retail and Services
  - (2) Food, Beverage, and Community
  - (3) Marine and Family Programs
  - (4) Semper Fit
  - (5) Marketing
  - (6) Support Operations
  - (7) Management Analysis and Control
  - (8) Finance
- e. Mission Assurance
  - (1) Combat Center Fire Department
  - (2) Base Safety Office
  - (3) Mission Assurance
  - (4) Provost Marshal Office
- 4. AC/S G-3/G-5/G-7 MAGTF Training Directorate
  - a. Exercise Logistics Coordination Center
  - b. Exercise Support Division
  - c. Explosive Ordnance Disposal



- d. Marksmanship Training Unit
- e. Battle Simulation Center
- f. Range Operations
- g. Training
- 5. AC/S G-1/G-8/HRO 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 Personal
    - (3) Installation Personal Administration Center
  - d. Performance and Innovation Office
- 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. 3d Light Armored Reconnaissance Battalion
- 13. 23rd Dental, 1st Dental Battalion, 1st Marine Logistics Group
- 14. Armed Services Young Men's Christian Association
- 15. Combat Logistics Battalion 7
- 16. Reserve Support Site Group
- 17. Contracted Owned, Contractor Operated Fuel Facility

18. Defense Commissary Agency
19. Headquarters Battalion
20. Cherokee Federal
21. Marine Corps Communication - Electronics School
  - (a) Headquarters
  - (b) Communication Training Battalion
  - (c) Air Control Training Squadron
22. Marine Corps Logistics Operations Group
23. Marine Corps Tactics and Operations Group
24. Aviation Ground Support Detachment
25. Naval Criminal Investigative Service
26. Naval Hospital 29 Palms
27. Navy and Marine Corps Relief Society
28. Navy Personnel
29. Southwest Regional Fleet Transportation
30. Tactical Training Exercise Control Group
31. United Arab Emirates
32. Veterinary Services
33. Western Area Research, Test and Evaluation Center
34. NuGate Group LLC
35. Vantex

Environmental Practices

Abatement Procedures	Solid Waste Recycling Facility
Above Ground Storage Tank	Stormwater Channels
Aircraft Washing	Vegetation Maintenance and Removal
Battery Recharging Non-vehicle, Comm, Electric	Underground Storage Tanks
Battery Replacement/Recharging Vehicle	Used Oil and Antifreeze Accumulation
Central Accumulation Area, Portable Containers	Vehicle/Aircraft Fueling
Degreasing	Vehicle/Equipment Fluid Change
Facilities Construction Repair Demolition (Contract)	Vehicle Washrack
Facilities Maintenance and Repair (local)	Waste Tire Operations
Grease Traps	WW Treatment- Chemical Toilets
Hazardous Consolidation Point Operations	Weapons Cleaning
Hazardous Waste Accumulation Area	Wildlife Handling
Hazardous Waste Recycling	
Hazardous Waste Satellite Accumulation Area	
Hazardous Waste Transportation	
Landfill Operations	
Lithium Battery Storage	
Meals Ready to Eat	
Medical Waste Operations	
Oil/Water Separators	
PCB Item Disposal	
Pesticide/Herbicide - General	
Range Residue Processing	
Soil Excavation and Grading	
Soldering Operations	
Solid Waste Collection and Transportation	
Solid Waste Recycling Collection Local	

Administrative Practices

Environmental Compliance Coordinator
Sustainable Procurement
National Environmental Policy Act Documentation

Fiscal Year 2024 Formal Assist Visit Schedule

Activity	First Quarter Oct-Dec	Second Quarter Jan-Mar	Third Quarter Apr-Jun	Fourth Quarter Jul-Sep
AC/S G-3/G-5/G-7 MAGTF Training Directorate		X		
Exercise Support Division		X		
Exercise Logistics Coordination Center	X			
AC/S G-1/G-8/HRO Resource Management Directorate	X			
Aviation Ground Support Detachment				X
AC/S G-4 Installation Support Directorate				X
Logistics			X	
Marine Corps Community Services		X		
Mission Assurance				X
Provost Marshal Office		X		
Combat Center Fire Department				X
Base Safety Office				X
Facilities Engineering		X		
Facilities Engineering Acquisition Division		X		
Environmental Affairs			X	
AC/S G-6 Information 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
3d Light Armored Reconnaissance Battalion				X
23rd Dental 1st Dental Battalion 1st Marine Logistics Group	X			
Combat Logistics Battalion 7		X		
Defense Commissary Agency	X			
Headquarters Battalion				X
Marine Corps Communication-Electronics School	X			
Marine Corps Logistics Operations Group			X	
Marine Corps Tactics and Operations Group				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		
Cherokee Federal		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		
Transient Housing Directorate	X			
Vantex				X

Corrective Action Report Template

5090.4

**\*SSIC\***

**\*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 5040.5S  
(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:  
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