



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5090.5  
G-4 EA, D  
OCT 18 2024

COMBAT CENTER ORDER 5090.5

From: Commanding General  
To: Distribution List

Subj: FISCAL YEAR ENVIRONMENTAL COMPLIANCE EVALUATION SELF AUDIT PROGRAM

Ref: (a) MCO 5090.2  
(b) CCO 5040.5S  
(c) DivO P5100.17 W/ADMIN CH1  
(d) JAGINST 5800.7G CH2

Encl: (1) Definitions and Discussion  
(2) Commands and Directorates

1. Situation. The Environmental Compliance Evaluation (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 establish environmental controls and procedures to assess the installation's environmental compliance status. The ECE Self Audit Program includes Technical Assist Visit (TAV); Formal Assist Visit (FAV); and Headquarters Marine Corps ECE. This Order and its references (a) through (d) apply to all units, organizations, tenant activities, and contractors aboard MAGTFTC, MCAGCC.

2. Mission. Per reference (a), MAGTFTC, MCAGCC, through Environmental Affairs (EA), will establish the ECE Self Audit Team and publish the ECE Self Audit Program responsibilities and an audit schedule for each fiscal year (FY).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All MAGTFTC, MCAGCC units, organizations, tenant activities, and contractors 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 TAVs, FAVs, and Headquarters Marine Corps ECEs.

(b) Enclosure (1) provides definitions and discussion relevant to this Order.

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(c) Commands and directorates listed in enclosure (2) will undergo a TAV and FAV during the FY.

(d) Results of the TAV, 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 (OICs), Division Directors (DivDirs), and Special Staff Officers (SSOs)

(a) In accordance with reference (a), every identified unit/command will appoint in writing an Environmental Compliance Coordinator (ECC) and Alternate Environmental Compliance Coordinator (AECC). The ECC shall be a Staff Sergeant (E-6) or above or other individual with sufficient authority to implement environmental requirements at each command, and the AECC shall be a Sergeant (E-5) or above or other individual with sufficient authority to implement environmental requirements at each command. The ECC and AECC will serve as the unit's environmental point of contact and subject matter expert for environmental policy and procedures aboard the Combat Center. The ECC and AECC shall ensure unit environmental training and environmental compliance requirements are met and coordinate with installation environmental staff as required. Ensure the individual can remain in the position for at least one year. To the maximum extent practicable, use of individuals with additional military occupational specialty 8056 is encouraged when filling this billet.

(b) In accordance with reference (c), all 1st Marine Division (1st MarDiv) units shall appoint in writing an Environmental Compliance Officer (ECO), ECC, and AECC. The ECC shall be a Staff Sergeant (E-6) and shall be appointed for a minimum period of one year. The AECC shall be a Sergeant (E-5) and be appointed for a minimum period of one year. The ECC and the AECC will not have more than one other collateral duty to allow sufficient focus on environmental programs.

(c) ECO, ECC, and AECC appointment letters shall be signed by the unit CO. A PDF copy of the signed appointment letter shall be provided to the EA Comprehensive Environmental Training Education Program in TEAMS.

(d) The unit ECO, ECC, and AECC shall participate in, and complete environmental training identified and/or provided by EA.

(e) The unit ECO, ECC, and AECC shall coordinate and integrate environmental protection efforts within their command or directorate.

(f) The ECO, ECC, and AECC shall attend regularly scheduled installation ECC meetings.

(g) The ECO, ECC, and AECC shall retain on file, for a period of not less than three years, environmental records, and documents.

(h) The ECO, ECC, and AECC shall allow evaluators reasonable access to conduct TAVs, FAVs, and Headquarters Marine Corps ECEs.

(i) The ECO, ECC, and AECC shall coordinate with their respective command to ensure prompt action is taken to correct deficiencies identified during TAVs, FAVs, and Headquarters Marine Corps ECEs.

(j) Submit a CAR to EA within 14 days of receipt of a completed TAV or FAV. The CAR will include specific evidence that each finding has been corrected or a timeline for the corrective action. Include specific evidence the finding has been corrected, any subsequent training, and/or changes to the specific practice/procedure in question to ensure this finding does not occur in the future.

(k) Per reference (d), 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.

(l) Provide EA suggestions for improving the ECE Self Audit Program.

(2) Assistant Chief of Staff, G-4 Installation Support

(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 or suitable replacement.

(3) ECO, ECCs, and AECCs

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

(b) Maintain applicable environmental directives and copies of current TAVs, FAVs and CARs in the six-part binder on TEAMS.

(c) Coordinate TAV, FAV, and ECE schedules with EA.

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

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

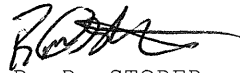
c. Coordinating Instructions. For questions or concerns with the Self Audit Program, contact your unit's Compliance Support Branch (CSB) inspector or the CSB supervisor.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Orders may be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

5. Command and Signal

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

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



R. D. STORER  
Chief of Staff

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### Definitions and Discussion

1. ECE Self Audit Program. The program consists of 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 Order. The AC/S Installation Support, EA, CSB, conducts the ECE Self Audit Program annually for MAGTFTC, MCAGCC.

The self-audit program is for the COs, ACs/S, DivDirs, and SSOs to assess compliance within their areas of responsibility. It consists of internal evaluations in the form of FAVs and TAVs. 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 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 a potential source. Every command, unit, tenant, and other activities are potentially subject to an environmental requirement.

2. TAV. An unofficial evaluation of a unit, command, or activity designed to mirror a FAV. TAVs are conducted between October and March of each FY. TAVs are a useful tool to gauge environmental compliance progress early in the fiscal year and serve as a training tool for maintaining a quality compliance program. The results are provided to the ECO, ECC, and AECC of the visited unit or activity. No formal report is submitted unless asked for by the unit/activity or a major issue has been discovered. COs, ACs/S, DivDirs, or SSOs will ensure prompt action is taken to correct deficiencies identified during an audit. ECO, ECC, and AECC shall submit a CAR to EA within 14 days.

3. FAV. An official evaluation of a unit, command, or activity. FAVs are conducted between March and August of each FY. The results are provided to the ECO, ECC, AECC, and the Commanding Officer/Director of the visited unit or activity. COs, ACs/S, DivDirs, or SSOs will ensure prompt action is taken to correct deficiencies identified during an audit. The unit, command, or activity will submit a CAR within 14 days to EA, signed by the CO/Dir.

4. Environmental Recordkeeping. Commands are responsible for recordkeeping. During the compliance evaluation, compliance inspectors will review all pertinent environmental records to ensure that proper documentation of environmental programs and required training are being conducted.

5. ECE Self Audit Team. To conduct environmental compliance audits and ECEs, EA will establish the ECE Audit Team to support the Self-ECE's for MAGTFTC, 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 TAV, FAV, or ECE Self Audit Report. The CAR will provide specific evidence that each finding has been corrected or a timeline for the corrective action. The CAR will also include any subsequent training and/or changes to the specific practice/procedure in question to ensure the finding does not re-occur. 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 shall contain the name of the photographer, the date of the photograph, the location of the photograph, and a description of the scene photographed.) The CAR shall be submitted to EA, no later than 14 days after receipt of the Self Audit Report.

8. Environmental Standard Operating Procedures and relevant checklists. ESOPs can be found at <https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/#environmental-sops>.

Commands and Directorates

1. Special Staff
  - a. Command Inspector General
  - b. Religious Ministries
  - c. Staff Judge Advocate
  - d. Protocol
  - e. Mission Assurance
  - f. Special Security Office
  - g. Marine Corps Community Services
  - h. Security Management Office
  - i. Human Resources Office
2. AC/S G-1 Manpower
3. AC/S G-3/5 MAGTF Training
4. AC/S G-4 Installation Support
  - a. Environmental Affairs
  - b. Public Works Division
  - c. Center Logistics Division
  - d. Facilities Engineering Acquisitions Division
5. AC/S G-6 Communications
6. AC/S G-7 Government and External Affairs
7. AC/S G-8 Comptroller
8. Headquarters Battalion
9. Aviation Ground Support Detachment
10. Tactical Training Exercise Control Group
11. Marine Corps Logistics Operations Group
12. Marine Corps Tactics and Operations Group
13. 7th Marine Regiment
14. 1st Battalion, 7th Marines

15. 2d Battalion, 7th Marines
16. 3d Battalion, 4th Marines
17. 3d Battalion, 7th Marines
18. 3d Battalion, 11th Marines
19. 3d Light Armored Reconnaissance Battalion
20. 23rd Dental, 1st Dental Battalion
21. Armed Services Young Men's Christian Association
22. Combat Logistics Battalion 7
23. Reserve Support Site Group
24. Contracted Owned, Contractor Operated Fuel Facility
25. Defense Commissary Agency
26. Cherokee Federal
27. Marine Corps Communication-Electronics School
28. Naval Criminal Investigative Service
29. Naval Hospital 29 Palms
30. Navy and Marine Corps Relief Society
31. Navy Personnel
32. Southwest Regional Fleet Transportation
33. Veterinary Services
34. Western Area Research, Test and Evaluation Center
35. NuGate Group LLC
36. Ron Jon
37. Adult Medical Care Center
38. J&J