



MAGTFTC-MCAGCC 29 Palms

Environmental Standard Operating Procedure



1 October 2025

National Environmental Policy Act (NEPA)

Application and Purpose

This guidance applies to actions that have potential to impact the environment and occur at or are funded/permitted by the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, Twentynine Palms (hereafter called the “installation”).

The entity conducting or approving the action (herein referred to as the “action proponent”) must complete the National Environmental Policy Act (NEPA) environmental review process before implementing the proposed action. Noncompliance with NEPA can lead to violations of other environmental laws and may result in fines, penalties, and enforcement actions, which may impact the installation’s mission. NEPA must be completed in accordance with all applicable federal, state, and local regulations, in addition to the requirements of this environmental standard operating procedure (ESOP).

Operational Controls

Complete the NEPA environmental review process before committing to a project or conducting work.



STEP 1. Identify a proposed project.

STEP 2. Submit a Request for Environmental Impact Review (REIR) for the proposed project.

Complete and submit the REIR form along with a site map and any pertinent documents (such as design drawings, scope of work, or conceptual images) via NEPA-Process Automation and Management Support (NEPA-PAMS) (<https://nepapams.usmc.mil/>). For detailed instructions, follow the “NEPA Guidance – Submitting a REIR in NEPA-PAMS” posted on the [TECOM SharePoint NEPA page](#).

STEP 3. Environmental subject matter experts will complete the environmental review.

Once the action proponent has submitted the REIR in NEPA-PAMS, the NEPA Program Manager conducts a cursory review of the REIR and makes an initial determination regarding the level of analysis required. If the REIR package is complete, the NEPA Program Manager will then route the REIR to the environmental subject matter experts for review and input.

Environmental Impacts	Level of Analysis Required	Estimated Duration of Analysis
Insignificant	Categorical Exclusion ^[a]	30 to 90 days
Unknown	Environmental Assessment	1 Year
Significant	Environmental Impact Statement	1 to 2 Years

^[a]Most proposed actions at the installation fall under a Categorical Exclusion.

STEP 4. Environmental Affairs will issue the NEPA document.

For categorically excluded projects, Environmental Affairs will issue a Decision Memorandum that captures the environmental review and outlines environmental requirements that must be followed when conducting the proposed action.

- The action proponent must review and acknowledge the Decision Memorandum.
- Once acknowledged, the action proponent must disseminate the Decision Memorandum to personnel that will be overseeing and implementing the action (for example, contracting officers, contractors, or in-house personnel). If using a contract mechanism, the Decision Memorandum must be incorporated into the contract.

STEP 5. Conduct the proposed action.

Post-Environmental Review Requirements

After the environmental review process has been completed and a decision memorandum has been issued, the action proponent is responsible for maintaining NEPA compliance, as follows:

- Comply with the environmental requirements that are outlined in the Decision Memorandum.
- Revalidate the decision memorandum if the action has not been implemented within 2 years of issuance. This confirms that the enclosed environmental requirements are current before implementing the action, which prevents violations, unanticipated contract modifications, or project delays.
- Amend the REIR if the project scope changes (for example, new location or additional work). A new decision memorandum that covers the updated scope of work must be issued before implementing the action.

Emergency Actions

Emergency response actions may still require compliance with NEPA (per reference [b]) and other applicable environmental laws. Notify the Environmental Affairs NEPA Program Manager via phone at (760) 830-8190, the Deputy Director at (760) 830-7688, or the Director at (760) 830-5675.

Training Requirements

All affected personnel must be trained in this document and the following:

- General Environmental Awareness training
- Self-Help Projects ESOP

Recordkeeping

In accordance with reference (c), the action proponent will maintain copies of all NEPA documentation for at least 10 years. The clock starts once the NEPA environmental review process is finalized or the project is completed, whichever occurs later.

Inspections and Corrective Action

The Environmental Compliance Coordinator (ECC) will confirm unit adherence to this ESOP. The ECC will confirm that unit personnel are trained in this ESOP and maintain appropriate documentation in accordance with this ESOP. If this ESOP contains an enclosed inspection checklist, designated personnel will conduct the inspections using this ESOP as guidance and document the inspections via the enclosed checklist. If deficiencies are discovered during an inspection, the ECC will ensure immediate corrective action is taken and that all deficiencies and corrective actions are recorded on the enclosed checklist.

References

- (a) 42 *United States Code* Chapter 55
- (b) DoD NEPA Implementing Procedures (30 June 2025)
- (c) 32 *Code of Federal Regulations* Part 775
- (d) Marine Corps Order 5090.2, Volume 12, Environmental Planning and Review
- (e) *U.S. Marine Corps NEPA Manual*, Version 3.4
- (f) Commander's Guide to Environmental Management
- (g) Combat Center Order 5090.1, Environmental Protection
- (h) Combat Center Order 3500.4M, Enclosure 1, Standard Operation Procedures for Range, Training Areas and Airspace
- (i) Self-Help Projects ESOP

Use and Version Control

ESOPs are used to augment instructions contained in official orders and directives, and where necessary, provide for sufficient control of the installation's significant practices. Environmental Affairs maintains the authoritative, current version of this and other ESOPs on the installation's website: <https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/#environmental-sops>.



Frequently Asked Questions

NEPA Environmental Review Process

at MAGTFTC-MCAGCC 29 Palms

Do I need to submit a request for environmental impact review (REIR) for x, y, or z?

Most actions trigger the environmental review process. To be sure, please contact the National Environmental Policy Act (NEPA) Program Manager to confirm and provide guidance.

Common actions that are subject to the NEPA environmental review process include:

- Altering or renovating a building.
- Installing a shade structure or pull-up bar.
- Obtaining new equipment.
- Constructing or demolishing buildings (or portions of buildings).
- Expanding a range or altering airspace.

Do I need to submit a REIR for Self-help projects?

No. Self-help projects, approved via the Public Works Self-help Program, are covered and do not require additional analysis. However, self-help does not include large painting projects or intrusive activities such as flooring removal or drywall replacement. Those projects will trigger the NEPA environmental review process. Before conducting a Public Works-approved Self-help project, please consult the Self-Help Projects ESOP.

When do I initiate the NEPA environmental review process?

As soon as you identify the need and define the project. Typical review timelines range from 30 to 90 days depending on the project.

What if I don't have a solid scope of work?

We can use conservative estimates if you have a general idea of what you'd like to do.

How do I fill out the REIR?

Please contact the NEPA Program Manager with specific questions or to request a one-on-one training session.

Does the decision memorandum expire?

Unless the decision memorandum specifically states that it will no longer be valid at a certain time, there is no expiration date. However, if the decision memorandum issuance date exceeds 2 years at the time of implementation, the action proponent must revalidate the decision memorandum to confirm that environmental requirements have not changed.

How do I revalidate a NEPA document?

Please contact the NEPA Program Manager to initiate the revalidation process.

What happens if my project triggers an environmental assessment or environmental impact statement?

If this level of analysis is required, the NEPA Program Manager will communicate that to the action proponent. The action proponent will then be responsible for funding and contracting out the effort to complete the NEPA review, as well as any ancillary studies, mitigation, or monitoring requirements.

NEPA Environmental Review Process

(for Categorically Excluded actions)

