



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
BOX 110100
BARSTOW, CALIFORNIA 92311-0100

BO 5090.3B
B520
OCT 27 2022

BASE ORDER 5090.3B

From: Commanding Officer, Marine Corps Logistics Base Barstow
To: Distribution List

Subj: COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION
PROGRAM

Ref: (a) MCO 5090.2
(b) MCIWest-MCB CAMPEN ORDER 5090.3B

Encl: (1) Example Environmental Compliance Coordinator Appointment Letter
(2) Environmental Compliance Coordinator (ECC) Responsibilities

1. Situation. To establish the Comprehensive Environmental Training and Education Program (CETEP) for Marine Corps Logistics Base (MCLB) Barstow as directed by the references.

2. Cancellation. BO 5030.A.

3. Mission. MCLB Barstow establishes a CETEP to address environmental training challenges aboard the Base in order to fulfill the training requirements of the Marine Corps Environmental Management System (EMS) outlined in the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers, Department Directors, Special Staff Officers, Heads of Tenant Activities, and Contractors operating and training aboard MCLB Barstow shall comply with the provisions of this Order.

(2) Concept of Operations

(a) The CETEP Coordinator is responsible for developing and overseeing the CETEP aboard MCLB Barstow. This includes the development of a base CETEP plan and providing environmental training and education for MCLB Barstow and tenant commands aboard the Base.

(b) Contractors that do business aboard MCLB Barstow ensures their employees receive training and perform their work in accordance with base-specific environmental requirements.

(c) Environmental training requirements are defined by federal, state, and local laws and regulations, as well as Marine Corps Orders, and promulgated through the CETEP.

b. Subordinate Element Missions

(1) Department Directors, Commanding Officer, Headquarters Battalion, Special Staff Offices, and Heads of Tenant Activities

(a) Comply with federal, state, and local statutory and regulatory requirements pertaining to environmental training and education and this Order.

(b) Appoint, in writing, an individual to serve as your organization's ECC utilizing enclosure (1). Forward a copy of the appointment letter to the Environmental Division, S-F Facilities Department. The ECC should be an E-5 or above or other individual with sufficient authority to oversee your organization's environmental requirements. Ensure the individual can remain in the position for at least one year. The ECC shall attend monthly ECC meetings in accordance with responsibilities listed in enclosure (2).

(c) Ensure all personnel receive annual general environmental awareness training and other environmental training required by Marine Corps policy and federal, state, and local regulatory agencies in accordance with the references.

(d) Ensure personnel are sufficiently trained to safely, responsibly, and legally carry out their assigned environmental duties in accordance with the references.

(e) Organizations must maintain complete and accurate records to document all environmental instruction. Training records must be retained for five years after personnel last worked at the site, and training logs must be retained for five years following the training session.

(2) Head, Environmental Division

(a) Ensure the program remains compliant with applicable laws, regulations, and Marine Corps policy.

(b) Appoint, in writing, an individual to serve as the CETEP Coordinator.

(c) Ensure development and oversee the environmental awareness program.

(d) Host Headquarters Marine Corps-sponsored environmental training.

(3) CETEP Coordinator

(a) Develop and maintain CETEP implementation plan.

(b) Develop, document, track, and schedule environmental training.

(c) Ensure base environmental training programs are structured to identify and address EMS, local training, and requirements mandated by federal, state, and local regulations.

(d) Oversee the base ECC program.

c. Coordinating Instructions

(1) Almost all environmental laws and regulations require environmental training either by mandate or implication. The references provides guidance and procedures for compliance with training program requirements established by federal, state, and local laws, regulations, and Marine Corps policy.

(2) The CETEP contains the following components:

(a) General Awareness Component. This component is designed to ensure all personnel aboard the Base understand their environmental responsibilities and can support environmental policies and programs.

(b) Job-Specific Component. This component ensures personnel assigned environmental responsibilities or functions which may have a significant impact on the environment, as identified through the base EMS and compliance requirements, receive appropriate environmental training. No Marine or civilian employee will be assigned responsibilities subjecting them to environmental training requirements without offering the appropriate training which must be identified in advance of designing work. These environmental training requirements should include:

1. Explicit Training. This training is expressly required by applicable laws and regulations and Marine Corps policy. It applies to personnel based on the nature of their work assignments and job functions and/or specific licensing or certification requirements. Failure to provide this type of training is a compliance violation; therefore, these requirements should be documented in the position requirements. Examples of such training are courses for the hazardous waste handler, emergency responder, and underground storage tank manager. EMS identifies explicit training requirements to address practices with significant environmental risk. The base's prioritized practices/aspect/impact list will be used to determine which job functions require EMS practice training. High risk practices shall receive priority.

2. Implicit Training. Implicit training ensures personnel understand and are able to perform their job functions in an environmentally sound manner. Implicit training requirements should be identified in turnover folders and in standard operating procedures (SOPs) for each practice. This training is often provided informally at the unit or shop and is also referred to as point-of-use training.

3. Leadership Education Component. Training is billet-specific. This component ensures senior Marine Corps, civilians, and military leadership understand their environmental program responsibilities. Billet Levels:

- a CO/XO/Directors.
- b S-3/S-4/Civilian Equivalent/ECCs and Tenants.
- c Enlisted Military, Civilian Workers, and Contractors.

(c) Several modes of environmental training are available. Two modes of highly utilized training are classroom-based training and distance learning, including online learning. Online training sources include:

1. Total Workforce Management Services (TWMS) at <https://twms.navy.mil/selfservice/login.asp>.

2. MarineNet Distance Learning Home at <https://www.marinenet.usmc.mil/MarineNet/Home.aspx>.

(d) The TWMS and MarineNet determine available training for users based on their duties (required or recommended, explicit or implicit) and tracks their completion of specified training. The TWMS and MarineNet delivers, tracks, and manages online and classroom-based training. Other training tools include environmental SOPs.

(e) Environmental Training is also available through ECC Meetings, Unit Training Coordinators, Staff Meetings, and Environmental Library Training Videos.

5. Administration and Logistics

a. Directives issued by this Command are published and distributed electronically. Electronic versions of this Order can be found at: https://usmc.sharepoint-mil.us/sites/mciwest_mclbb/ASD/Directives/Forms/Standard.aspx.

b. Logistics. None.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities which operate aboard MCLB Barstow.

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


G.B. PACE

DISTRIBUTION: A

Example Environmental Compliance Coordinator Appointment Letter



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
BOX 110100
BARSTOW, CALIFORNIA 92311-0100

IN REPLY REFER TO:
5090
B520
Date

From: (Director/Org or CO/Unit)
To: (Named Designee)

Subj: APPOINTMENT AS ENVIRONMENTAL COMPLIANCE COORDINATOR

Ref: (a) MCO 5090.2
(b) BO 5090.3B

1. Per the references, you are hereby appointed as the Environmental Compliance Coordinator for (Org/Unit Name).
2. As the Environmental Compliance Coordinator, you will be the environmental liaison for our unit/organization and will communicate environmental requirements to your chain of command. Other duties include:
 - a. Coordinate with installation environmental representatives as required to ensure all environmental requirements at for our organization/unit are being sufficiently addressed.
 - b. Serve as the primary point of contact for installation Environmental Compliance Evaluation Program lead auditors before, during and after environmental compliance inspections.
 - c. Ensure military and civilians in our unit/organization receive all required environmental training.
 - d. Coordinate with the S-F Facilities Department, Environmental Division to schedule environmental training and report training status.
 - e. Complete applicable unit environmental checklists to ensure environmental compliance requirements are satisfied and reporting problems up the chain of command.
 - f. Maintain our unit/organization environmental records to include training rosters, desktop procedures/turnover folders, and environmental standard operating procedures.
 - g. Attend monthly Environmental Compliance Coordinator meetings.

I. M. DIRECTOR

B520
Date

FIRST ENDORSEMENT

From: (Appointee)
To: (Director/Org or CO/Unit)

I. I have thoroughly familiarized myself with the references and hereby assume the duties as an Environmental Compliance Coordinator for (Unit/Org).

I. M. MARINE

Environmental Compliance Coordinator (ECC) Responsibilities

1. Complete the environmental training plan for ECC's listed in enclosure (2). The Environmental Compliance Coordinator course must be completed prior to being assigned ECC duties; the course may be taken on MarineNet or CD. Provide copies of ECC appointment letters and ECC course completion certificates to the MCLB Barstow CETEP Coordinator. Maintain training completion certificates and this Order, with enclosures, in the ECC turnover folder.
2. Attend ECC meetings held monthly as determined by CETEP Coordinator.
3. Ensure overall environmental compliance for assigned area of responsibility (e.g., unit, cantonment area) IAW reference (a) Chapter 1 Section 1305(4), Chapter 2 Section 2205(2)(g), and Chapter 5 Section 5304.
4. Coordinate with installation environmental representatives as required to ensure all environmental requirements at the unit are being sufficiently addressed. Complete applicable unit environmental checklists to ensure environmental compliance requirements are satisfied; report problems up the chain of command.
5. Ensure personnel with environmental training requirements receive training. Maintain unit environmental training records, and report unit environmental training compliance status to Environmental Training Coordinators or Supervisors (Training) as required during unit training needs assessments IAW reference (a) Chapter 5 Section 5304(3).
6. Ensure the following training, identified in the Unit's Hazardous Materials Business Plan, is provided at least annually to all personnel that use hazardous materials or generate a hazardous waste.
 - a. Procedures for handling hazardous materials, including hazardous substances.
 - b. Procedures for coordination with emergency response agencies.
 - c. Use of emergency response equipment and materials under the organization's control.
 - d. Emergency response plan implementation.
7. Ensure at least two personnel with the 8056 MOS (Hazardous Material/ Hazardous Waste Marine) or Certified Hazardous Waste/Hazardous Materials Personnel are present to properly manage hazardous materials and hazardous waste for the unit.
8. Submit unit requests for the 8056 MOS to the Department/Division Environmental Training Coordinators or Supervisors (Training) for approval.
9. Ensure that all military and civilian personnel receive command-specific MCLB Barstow General Environmental Awareness training upon check-in or at new employee orientations; maintain training rosters onsite.
10. Include command specific or MCLB Barstow General Environmental Awareness training at least annually during unit briefs (e.g., stand-down training, etc.).
11. Provide a list of hazardous waste handlers to CETEP/Environmental (Training) quarterly.