

VOLUME 5

“ENVIRONMENTAL TRAINING AND EDUCATION”

SUMMARY OF VOLUME 5 CHANGES

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VOLUME 5: CHAPTER 1

“SCOPE”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 1

SCOPE

0101 PURPOSE

010101. This Volume establishes Marine Corps policy and responsibilities to ensure compliance with environmental training and education requirements and standards for developing and managing environmental training instruction.

010102. Responsibilities for environmental training and education cross many functional and operational areas. This Volume establishes:

A. Responsibilities for ensuring that relevant, high quality environmental training is provided at all levels of the Marine Corps.

B. Policies and procedures apply the Marine Corps Systems Approach to Training (SAT) to the environmental training process as developed and advanced through Comprehensive Environmental Training and Education Program (CETEP).

C. Documentation and reporting requirements integrating Marine Corps environmental training into the Environmental Management System (EMS).

D. Professional development guidance and opportunities for Marine Corps personnel who are assigned environmental responsibilities.

0102 APPLICABILITY

See paragraph 1101.

0103 BACKGROUND

010301. The Environmental Training Challenge

Environmental requirements impact nearly every Marine Corps occupational field (OCCFLD), Military Occupational Specialty (MOS), and activity. Environmental training requirements are explicitly stated or strongly implied in many environmental statutes and regulations, and training is required to provide individuals the knowledge and skills to perform jobs in an environmentally responsible manner. EMS risk-based analysis further addresses significant environmental practices and identifies specific training requirements required to reduce overall risk to the environment. As a result, the broad scope of environmental training and education requirements and the numbers of Marine Corps personnel subject to them create significant challenges. These challenges are compounded by requirements to support sustainability, professional development, public information, and environmental training tailored to local conditions.

010302. Comprehensive Environmental Training and Education Program (CETEP)

CETEP was established to address environmental training challenges, and it fulfills the training requirements of the Marine Corps EMS. CETEP supports full compliance with applicable environmental requirements, facilitates pollution prevention measures, and equips installations with training needed to achieve EMS and sustainability objectives. CETEP accomplishes this by analyzing environmental training needs and integrating general awareness, public outreach, and EMS and compliance training into environmentally responsible operational behaviors. All requirements for the environmental training component of the Marine Corps EMS are met with CETEP.

010303. Systems Approach to Training (SAT) and Comprehensive Environmental Training and Education Program (CETEP)

A. Formal SAT processes are applied at Marine Corps formal schools, training centers, and formal courses at other service schools. Locally-developed courses and training materials are more relevant and effective when developed with the SAT and its analysis of training requirements to job performance outcomes. For example, a locally-developed course that may result in the award of the 8056 MOS should be developed with applicable Individual Training Standards (ITS) and MOS Manual requirements. The course shall also be developed to explain local procedures for compliance with applicable regulatory requirements and policies.

B. All CETEP training shall incorporate, document, and appropriately apply the SAT.

010304. Environmental Training Expertise

For CETEP to succeed, environmental training expertise shall be developed within all Marine Corps units and installations. Two additional MOSs, 8056 and 8831, and CETEP Coordinator positions were established to meet this need. For more information on these standards, see paragraph 0306 of this Volume.

A. MOS 8056, Hazardous Material/Hazardous Waste (HM/HW)

MOS 8056 was established as a secondary MOS to provide the Marine Corps with uniformed Marines trained to ensure compliance with environmental regulations and safely and efficiently manage HM and HW, primarily at the unit level.

1. All units shall ensure that they have sufficient 8056 personnel and experience to meet operational HM and HW management requirements.

2. The following courses partially fulfill 8056 MOS designation-training requirements and require additional training to meet all requirements:

a. Defense Hazardous Material/Hazardous Waste (HM/HW) Handling Course (Army Logistics University) or Introduction to HW Generation and Handling (Civil Engineers Corps Officer's School (CECOS)) or a Headquarters, Marine Corps Facilities

Division (HQMC (LF))/MCICOM (GF)-approved regional or installation 24-hour HM/HW Handling course.

b. Hazardous Communication training in accordance with 29 Code of Federal Regulations (CFR) 1910.1200.

c. A local course developed or endorsed by the installation CETEP Coordinator consisting of site-specific HM/HW procedures and First Responder Operations Level competencies in accordance with 29 CFR 1910.120(q)(6)(ii).

3. Attainment of the secondary MOS and successful performance in the additional duties should be noted in performance reports for all Marines with the MOS. Specific guidance regarding MOS 8056 qualification is published in MCO 1200.17 (Reference (a)).

4. See enclosure/reference A and B for a recommended 8056 checklist

B. MOS 8831, Environmental Engineering/Management Officer

MOS 8831 was established as a secondary MOS and provides the Marine Corps a cadre of uniformed officers with operational experience who have been educated in environmental engineering, management, and science. 8831s serve at regional, installation and operational staff levels in environmental management, compliance, and sustainability roles. These officers provide a unique view of environmental issues from an operational perspective. Recipients of the MOS have earned a master's degree in environmental management, science, or engineering from designated colleges and universities, or meet equivalent experience requirements.

010305. Comprehensive Environmental Training and Education Program (CETEP) Coordinators

CETEP Coordinators lead Marine Corps, regional, and installation environmental training programs. CETEP Coordinator training and experience requirements are detailed in paragraph 0304.

A. Headquarters Marine Corps (HQMC) (LFF)/MCICOM (GF) Comprehensive Environmental Training and Education Program (CETEP) Coordinator

The Headquarters, Marine Corps Facilities Branch (HQMC (LFF))/MCICOM (GF) CETEP Coordinator ensures that environmental training requirements are included in policy, programs, funding, and training development at the top level in order to reduce training burdens on installation commands. The HQMC (LFF)/MCICOM (GF) CETEP Coordinator facilitates common awareness materials, develops common curricula, is the HQMC sponsor or the Environmental Learning Management System (ELMS), and facilitates information sharing among the regions and installations. HQMC (LFF)/MCICOM (GF) CETEP facilitates Marine Corps Training and Education Command (TECOM) training quotas for active duty Marines to attend certain environmental training courses.

B. Regional Comprehensive Environmental Training and Education Program (CETEP) Coordinators

CETEP Coordinators at the regions ensure that training for all installations in the regions is being provided efficiently and consistently. Regional CETEP Coordinators assist the installations in preparing CETEP Plans and training needs analyses, procuring training materials, developing and standardizing region-specific environmental training, and coordinating among installations to maximize environmental training opportunities and minimize overall training costs.

C. Installation Comprehensive Environmental Training and Education Program (CETEP) Coordinators

Installation CETEP Coordinators ensure all individuals who require environmental training at their installations receive it. They develop, document, track, and schedule environmental training and evaluate its effectiveness. CETEP Coordinators shall ensure installation environmental training programs are structured to identify and address EMS, local training, and requirements mandated by Federal, state, and local regulations.

010306. Interservice Environmental Education Review Board (ISEERB)

The Interservice Environmental Education Review Board (ISEERB) is composed of environmental and training representatives from the military services and the DLA. The ISEERB addresses environmental training issues, and identifies training resources and efficiencies across the military and other Federal services.

A. HQMC (LFF)/MCICOM (GF) provides a Marine Corps representative to the ISEERB. This participation allows HQMC (LFF)/MCICOM (GF) to identify interservice environmental training courses and materials that meet Marine Corps training needs.

B. “ISEERB Approval” is an endorsement (i.e., “seal of approval”) of selected environmental training courses. This approval signifies subject matter experts (SMEs), to include Marine Corps SMEs, reviewed the courses and found them to have content suitable for Department of Defense (DoD) Component use. A list of ISEERB-approved courses is available at www.denix.osd.mil in the Conferences & Training section. Installations and units should consider using these courses before contracting for or developing similar environmental training courses.

VOLUME 5: CHAPTER 2

“AUTHORITY”

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CHAPTER 2

AUTHORITY

0201 FEDERAL STATUTES

Almost all environmental laws and their implementing regulations require environmental training, either by mandate or implication. Federal agencies codify their environmental training requirements in the CFR. These requirements may be applicable to Marine Corps personnel in addition to applicable state environmental training requirements. Table 2-1 provides a summary of significant environmental training provisions and requirements. Refer to the current version of MCO 5100.29 for safety and health training.

0202 REQUIREMENTS

This Volume establishes an environmental training program that meets all explicit and implicit requirements established by federal, state, and local laws and regulations; Executive Orders; and by DoD, Department of Navy, and Marine Corps policy and EMS drivers.

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ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Table 2-1.--Summary of Training Provisions and Requirements
Additional safety training may be required by MCO 5100.29B and 29 CFR.

Program Area	Training Requirement	Who Shall Be Trained	When Training Shall Occur	Regulation or Policy Driver
Air Emissions Management	Motor Vehicle heating, ventilation, air condition, and cooling Mechanics	Personnel servicing motor vehicle air conditioning equipment	Certification required	40 CFR 82, part 30(b) Marine Corps Order (MCO) P5090.2, para. 6302.16
	Air conditioning or refrigerant repair services	Personnel servicing, maintaining, repairing or disposing of air conditioning equipment	Certification required	42 U.S. Code (U.S.C.) 7401 et seq. 40 CFR 82 parts 34(a-b), 42, 150, 161
	Halon containing equipment	Technicians who test, maintain, service, repair, or dispose of halon-containing equipment	Prior to beginning work	40 CFR 82.270(c)
	Large boilers for energy production	Boiler operators	Prior to beginning work	42 U.S.C. 7401 et seq.
Environmental Planning	National Environmental Policy Act of 1969	Personnel with environmental planning responsibilities	Prior to beginning work	MCO P5090.2, para. 12104.2e
General Awareness	Environmental General Awareness	All USMC personnel	None specified	MCO P5090.2, Chap. 5
	CO/CG and SES Education	CO/CGs and SES	None specified	MCO P5090.2, Chap. 5
Sustainable Procurement	As required. Policy currently being updated	As required	None specified	DoD Green Procurement Policy Strategy Update 001967-08

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Table 2-1.--Summary of Training Provisions and Requirements
Additional safety training may be required by MCO 5100.29B and 29 CFR.

Program Area	Training Requirement	Who Shall Be Trained	When Training Shall Occur	Regulation or Policy Driver
HM/HW Transportation	Hazardous Materials Transportation Employee Training	Employees involved in the transportation, shipment, or prep for shipment of hazardous materials/wastes	Within 90 days after employment or new job assignment	MCO 4030.40B, part 40B 49 U.S.C 5101-5127 49 CFR parts 171.1(b), 172, 172.704, 173.1(b), 175-177, 177.816(a,c)
HW Management	Small Quantity Generators and Large Quantity Generators	Employees who handle hazardous waste	At the time of assignment	42 U.S.C. 6901 et seq., Subtitle C 40 CFR 262.34, 264.16, 265 49 CFR parts, 171, 177 MCO P5090.2, para. 9104.1
	Treatment, Storage, Disposal Facilities (TSDFs)	TSDF employees who handle hazardous waste	At the time of assignment	42 U.S.C. 6901 et seq., Subtitle C 40 CFR parts, 262.34, 264.16(a-e), 265.15
	HW Accumulators	Personnel who accumulate hazardous waste	Prior to beginning work	40 CFR 264, 265 MCO P5090.2, para. 9104.1.h.(2)(j)
	Waste Military Munitions	Personnel involved with handling, storage, transportation, and treatment of Waste Military Munitions	Prior to beginning work	29 CFR 1910.120 29 CFR 1926. 65
	Regulated Infectious Waste	Personnel with occupational exposure to infectious waste	Prior to beginning work; annual refresher training	29 CFR 1910. 1030(g)(2) BUMED INST 6280.1A

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Table 2-1.--Summary of Training Provisions and Requirements
Additional safety training may be required by MCO 5100.29B and 29 CFR.

Program Area	Training Requirement	Who Shall Be Trained	When Training Shall Occur	Regulation or Policy Driver
Pesticides Management	Federal Insecticide, Fungicide, and Rodenticide Act Applicators	Applicators, Pesticide Contractors, Inspectors	Before application	40 CFR 170.130(a)(3) DoD 4150.7M, P MCO 5090.2, Chap. 14
	Using or obtaining services for restricted-use pesticides	Applicators, Pesticide Contractors, Inspectors	Before application	7 U.S.C. 136 et seq. 40 CFR 171, parts 4,5,9
Petroleum, Oil, and Lubricants Management	Oil Pollution Facility response exercises	Facility owners or operators who shall develop a program of facility response drills/exercises as detailed in the FRP	At least once every three (3) years	40 CFR 112.21c 33 CFR 154.1055 MCO 5090.2, paras. 7307, 7315
	Spill Prevention Countermeasures & Controls (SPCC) discharge prevention training	All employees who handle POL	At least annually	40 CFR part 112.7 (d), (e)(10), and (f) MCO 5090.2, para. 18307.a 33 U.S.C. 1251 et seq.
Solid Waste Management	Facilities that operate landfills	Landfill operators	Per state regulations	42 U.S.C. 3251 et seq.
Toxic Substances Management	Hazard Communications	Employees who may be exposed to hazardous chemicals under normal operations conditions or in foreseeable emergencies	Prior to beginning work	29 CFR 1910, part 1200(h)(l) DoD INST 6050.5, MCO 5100.8

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Table 2-1.--Summary of Training Provisions and Requirements
Additional safety training may be required by MCO 5100.29B and 29 CFR.

Program Area	Training Requirement	Who Shall Be Trained	When Training Shall Occur	Regulation or Policy Driver
Toxic Substances Management	Hazardous Waste Operations and Emergency Response			
	Awareness Level	Personnel who are likely to witness or discover a release of a hazardous substance and may initiate emergency response by notifying authorities	Prior to beginning work; annual refresher training	29 CFR 1910.120 (e),(p),(q)
	General Site Workers	Personnel assigned to work at an uncontrolled Installation Restoration site		
	Emergency Response Operations	Personnel who respond to HM releases in a defensive fashion without trying to stop the release		
	Emergency Response Technician/Specialist	Personnel responding in an aggressive action to HM spills so they may plug patch or stop the release of HM		
	TSDF Operations	Personnel assigned to work at a permitted TSDF		
	Emergency Response On Scene Incident Commander	Personnel who will control and/or manage spill response operations		

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Table 2-1.--Summary of Training Provisions and Requirements
 Additional safety training may be required by MCO 5100.29B and 29 CFR.

Program Area	Training Requirement	Who Shall Be Trained	When Training Shall Occur	Regulation or Policy Driver
Toxic Substances Management	Post Emergency Response Worker	Personnel that may perform spill cleanup operations after the threat of release is stabilized or eliminated	Prior to beginning work; annual refresher training	29 CFR 1910.120(q)(11)
Toxic Substances Management	Asbestos Training			
	Supervisors, Worker, Contractors	Personnel engaged in maintenance activities that disturb friable asbestos	Prior to beginning work; annual refresher training	Appendix C of 40 CFR 763.99 Subpart E MCO P5090.2, para. 6302.16 29 CFR 1920.1001(j)(7)(i) MCO 5100.8 15 U.S.C. 2601 et seq. 40 CFR 763, parts 84(g),88(d), 92(a)
	- Inspectors	Personnel who inspect for Asbestos Containing Building Material (ACBM) in schools or public commercial buildings		
	Project Designers	Personnel who design projects that may disturb ACBM in schools or public commercial buildings		
	Project Monitors	Personnel who monitor abatement projects and serve as building owners representative		
	Maintenance Custodial Staff	Maintenance and custodial personnel who may come in contact with ACBM		

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Table 2-1.--Summary of Training Provisions and Requirements
 Additional safety training may be required by MCO 5100.29B and 29 CFR.

Program Area	Training Requirement	Who Shall Be Trained	When Training Shall Occur	Regulation or Policy Driver
Toxic Substances Management	Bloodborne/Infectious Pathogens Exposure	Personnel who may be exposed to blood or other potentially infectious materials	Prior to beginning work; annual refresher training	29 CFR 1910. 1030(a) MCO 5100.8, para. 21002.2
Toxic Substances Management	Facilities with Lead-Based Paint removal activities	<ul style="list-style-type: none"> - Abatement workers - Project designers - Inspectors - Risk assessors - Supervisors 	Prior to the start of work. Recertification is done every 3 yrs. if the individual completed a training course with a course test and hands on assessment; every 5 yrs. if the individual completed a training course with a proficiency test	15 U.S.C. 2601 et seq. 40 CFR 745, parts 220, 226, 233
Water Quality Management	Clean Water Act training, certification, and licensing	Personnel who operate wastewater systems	State regulations, usually within 60 days after employment or start of a new job assignment	33 U.S.C. 1251 et seq.
	Safe Drinking Water Act training, certification and licensing	Personnel who operate drinking water systems	State regulations, usually within 60 days after employment or start of a new job assignment	42 U.S.C. 300(f) et seq. MCO P5090.2, para. 16212.2

VOLUME 5: CHAPTER 3

“REQUIREMENTS”

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CHAPTER 3

REQUIREMENTS

0301 ENVIRONMENTAL TRAINING AND EDUCATION POLICY

Marine Corps military and civilian personnel, the greater Marine Corps community, and appropriate segments of the public will be provided relevant environmental and EMS information, education, and training. All environmental training will be documented and managed to ensure that it meets Marine Corps quality standards and complies with applicable environmental requirements to include EMS requirements stated in Volume 2 of this Order.

0302 COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM (CETEP) IMPLEMENTATION

030201. Comprehensive Environmental Training and Education Program (CETEP) Overview

CETEP's primary goal is to ensure that environmental training is available, efficient, and effective at all levels of the Marine Corps. Environmental training shall:

- A. Use the Marine Corps SAT to analyze, design, develop, implement, and evaluate performance and mission-oriented environmental training.
- B. Be tailored to meet the HQMC (LF)/MCICOM (GF), Commander Marine Forces Reserve (COMMARFORRES), and each installation's EMS requirements.
- C. Be supported by a documented assessment of the installation environmental training needs.
- D. Use existing Marine Corps and DoD organizations and enterprise training support systems to include the EM Portal, ELMS, and MarineNet, if applicable.
- E. To the maximum extent practicable, use existing environmental training materials, courses, and resources (e.g., MarineNet, NavyOnline, CECOS, Army Logistics University, Air Force Institute of Technology Civil Engineer School, ISEERB classes and other existing training resources) rather than developing new initiatives.
- F. Use non-DoD environmental training providers only when necessary.
- G. To the maximum extent practicable, apply modern instructional technologies for the distribution of environmental instruction and information.
- H. Provide for the professional development of Marine Corps personnel with environmental training management and/or instruction responsibilities.

I. Maximize the mobility of training courses and eliminate inappropriate or redundant training by using a top-down training requirement approach.

J. Address both compliance-driven and EMS practice/risk-based requirements with pragmatic instruction to guide Marine Corps military training and operations.

030202. Required Comprehensive Environmental Training and Education Program (CETEP) Components

Installations shall provide specific and general awareness training, as appropriate, to ensure all personnel operating aboard the installation understand their environmental responsibilities and can support environmental policies and programs. To ensure that all environmental training needs are appropriately identified and addressed, each installation, region, HQMC (LF)/MCICOM (GF) and Marine Corps Forces Reserve (MARFORRES) shall establish a CETEP. The CETEP should be integrated into the EMS and shall contain the following components:

A. Environmental General Awareness Component

Individual awareness of environmental policies and programs is a prerequisite to attaining environmental compliance and sustainability goals. Therefore, each installation's CETEP shall include an environmental education component that is sufficient in scope to provide persons within the installation and surrounding community information about the installation's environmental policies and programs. This component satisfies the Marine Corps EMS General Awareness conformance criteria when properly executed.

1. The HQMC (LF)/MCICOM (GF) CETEP supports a Marine Corps-wide environmental education program that creates and distributes environmental education materials (e.g., posters, videos, booklets, web pages, and displays) that can be used to raise awareness of, and provide information about, Marine Corps environmental programs. These materials target different audiences and are suitable for use locally as a training aid or as general awareness materials. HQMC (LF)/HQMC (GF) provides guidance on Earth Day involvement in order to address high priority general awareness issues and foster a strong and consistent Marine Corps message.

2. Installations should incorporate HQMC (LF)/MCICOM (GF) environmental education materials to the maximum extent practicable into their CETEP environmental education component. Inter-installation (i.e., joint, regional) development and use of environmental education materials is also highly encouraged. HQMC (LF)/MCICOM (GF) will maintain a listing of all Marine Corps-developed environmental educational materials. Contact the HQMC (LF)/MCICOM (GF) CETEP Coordinator to access these materials. Environmental education materials should be routinely evaluated for updates and to ensure their validity and effectiveness.

3. Information on installation ecological concerns and high risk environmental practices shall be addressed at all new arrival check-in briefings, preferably by a member of the installation environmental staff. Installations should include environmental awareness materials in local outreach efforts such as military family Welcome Aboard briefings,

installation paper articles, Earth Day celebrations, and events involving the surrounding community in which the installation is a participant and/or sponsor.

4. **Handout Items in Support of CETEP General Awareness requirements.** Methods to effectively raise and maintain awareness of United States Marine Corps (USMC) environmental programs may include the distribution of handout items in conjunction with general awareness initiatives to include Earth Day, school visitations, and other public events. Because of established fiscal limitations on the use of handouts, local approval should be sought before procuring handout items. Guidelines: Generally, articles for distribution shall be inexpensive, are instructional in nature, and will not be articles that an individual would purchase commercially. The articles shall help in meeting a mission-related goal.

B. Environmental Job-Specific Training Component

This CETEP component ensures personnel assigned environmental job responsibilities or job functions that may have a significant impact on the environment, as identified through the installation EMS and compliance requirements, receive appropriate environmental training. No Marine or civilian employee should be assigned job responsibilities subjecting them to environmental training requirements without receiving the appropriate training. These environmental training requirements should include:

1. Explicit Training and Information Requirements. Table 2-1 summarizes significant environmental training requirements included in federal regulations and Marine Corps policy. Failure to provide this type of training is a compliance violation that could result in regulatory action against the Marine Corps. These training requirements vary in length, content, and required topics depending on the job functions performed.

a. Practice-specific training. EMS identifies explicit training requirements to address practices with significant environmental risk. CETEP coordinators should refer to the installation's prioritized practices/aspect/impact list to determine which job functions require EMS practice training. High risk practices shall receive priority.

b. Training requirements shall be included in position/billet requirements.

2. Implicit Training and/or Information Requirements. 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.

C. Leadership Education Component

This CETEP component ensures senior Marine Corps civilian and military leadership understand their environmental program responsibilities.

1. Commanding general or commanding officer CG/CO and Senior Executive Service (SES) Education. Environmental compliance and EMS responsibilities shall be part of the in-briefing each CG/CO receives upon assuming command of an installation. These responsibilities include an awareness of, and access to, environmental compliance publications for ensuring operations comply with environmental requirements and achieve stated EMS objectives. These publications include this Order, the latest editions of USMC, "Commander's Guide to Environmental Management," 2014 (Reference (b)), USMC, "Environmental Campaign Plan," 2007 (Reference (c)), and installation environmental orders and policies (e.g., installation orders, air station orders, 5090, ESOPs, and applicable installation plans to include CETEP Plan and EMS Manual). SES and other command staff (Chief of Staff, Assistant Chiefs of Staff G-3, G-4, Safety, and Facilities Directors) shall also receive environmental education pertinent to their positions and duties.

2. Environmental responsibilities shall be part of the brief each battalion/squadron commander receives upon assuming command.

3. Marine Corps CGs/COs and SES members should be aware of and participate in environmental training and education opportunities and encourage subordinates to participate.

4. Visiting Units. Commanders of each unit visiting an installation shall be informed of their environmental responsibilities before conducting unit operations (e.g., training) on the installation. These responsibilities shall be included in any written agreements between the unit and installation and should be included in range regulations.

030203. Comprehensive Environmental Training and Education Program (CETEP) Execution

The installation CG/CO or designated appointee shall review and approve the CETEP plan. An electronic copy of the CG/CO's approved plan shall be posted on EM Portal under the installation's CETEP Program (Training).

0303 COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM (CETEP) PLANS

030301. Comprehensive Environmental Training and Education Program (CETEP) Plan Overview

A CETEP plan is an installation-specific plan that inventories positions and populations that require environmental training and/or information and details the installation's cost effective strategy to provide each training requirement to the targeted population. The CETEP plan is a tool that supports meeting the environmental training challenge, compliance and pollution prevention goals, and EMS objectives and should be updated as necessary to achieve these purposes. The CETEP shall be referenced appropriately by an implementing installation order and the installation EMS Manual.

030302. Required Sections

A. Training Needs Analysis

This section identifies and updates installation environmental training requirements. New regulatory and policy requirements, prioritized practices/aspects/impacts list, and the results of the annual installation EMS and compliance self-audits should be reviewed to refine the training requirements and course content, as appropriate. The Training Needs Analysis contains, but is not limited to:

1. Demographic Information. Demographic information shall describe and quantify the personnel in target populations whose job functions or association with the installation may require environmental training or information by one of the CETEP components. Relevant items include the total number of military and civilians assigned to the installation, major units and tenants, installation housing populations, schools within the installation boundary, local community populations, and routine visiting units.

2. Installation Environmental Characteristics. Installation environmental characteristics shall describe installation-specific areas, activities, operations, and plans that may trigger environmental training requirements. Relevant information to consider includes the HW generator status, number of less than 90-day and satellite accumulation areas, hazardous substance and petroleum stored, proximity to water bodies, sources of potable water, amount of petroleum products transferred over water, emergency response capability, and unique local requirements. This section should relate the environmental characteristics to the associated training requirements in all CETEP components.

3. Quantified Environmental Training Requirements. Quantified environmental training requirements shall include a list of the number of positions/billets or total populations subject to each of the identified federal, state, local and Marine Corps environmental training requirements referenced in Table 2-1 and applicable volumes of this Order. This section should also estimate the annual training requirement considering the number of personnel who have not yet received the training and military/civilian turnover rates.

B. Comprehensive Environmental Training and Education Program (CETEP) Plan of Actions and Milestones (POA&M)

The CETEP Plan of Action and Milestones (POA&M) describes the installation's detailed strategy for meeting the environmental training requirements identified. The CETEP plan should identify instructional strategies, delivery methodologies, and environmental training sources for each training requirement and demographic group identified. The POA&M should identify significant required resources (e.g., funding, instructor manpower, classrooms, and computers) and a schedule to achieve full compliance with all training requirements identified.

C. Quality Assurance

This section establishes installation procedures for ensuring that all environmental training identified in the CETEP plan is valid, relevant, and meets Marine Corps training quality standards. The procedures should include processes for reviewing and approving proposed course content, student and instructor course completion evaluations, and instructor qualifications.

D. Recordkeeping

This section describes procedures to properly document the environmental training identified in the CETEP plan.

E. Training Efficiencies

This section describes procedures for ensuring environmental training is provided at the best possible value. The procedures should:

1. Discuss the use of centrally-provided courses and course materials.
2. Use of ISEERB, military service, and government agency training resources.
3. Document factors considered in decisions to use or develop other training resources or commercial courses.
4. Document estimated cost savings through use of distance learning or other innovative instructional delivery technology.
5. Document efforts taken to remove unnecessary course overlap (i.e., redundancy).
6. Discuss collaborative efforts among installation tenant organizations.

F. Implementing Orders

This section lists and describes installation orders and policies implementing the CETEP Plan.

0304 COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM (CETEP) COORDINATORS AND ENVIRONMENTAL INSTRUCTORS

030401. Personnel developing and/or implementing an installation CETEP shall be appointed as CETEP Coordinators. Within 12 months after the date of appointment, each CETEP Coordinator shall satisfactorily complete the following training requirements:

- A. The SAT online course offered through the College of Continuing Education and available through the Marine Corps online training portal, MarineNet, at www.marinenet.usmc.mil not to all.
- B. The Formal School Instructor's Course (or equivalent) offered by TECOM if:
 1. Developing original curriculum or modifying existing curriculum greater than four classroom hours in length;

2. Contracting for the development or modification of existing curriculum greater than four classroom hours in length; or

3. Developing any computer-based training courseware.

C. The Advanced Environmental Management (or equivalent) taught by CECOS, Port Hueneme, California; or serve two years on a Marine Corps staff in a billet with supervisory authority over multi-media environmental programs.

030402. CETEP Coordinators may obtain information about required training courses from HQMC (LFF)/MCICOM (GF). HQMC (LFF)/MCICOM (GF) shall individually consider requests for waivers from CETEP Coordinator training requirements.

030403. CETEP Coordinators should participate in HQMC (LFF)/MCICOM (GF)-approved CETEP Coordinators' workshops, seminars, task forces, and committees.

030404. Before being designated an Environmental Instructor by the CETEP Coordinator, personnel (other than those with duties limited to presenting environmental awareness information) shall demonstrate a mastery of the environmental training subject and possess, at a minimum, basic instructor skills. To demonstrate basic instructional skills, personnel shall satisfactorily complete the following training requirements:

A. Complete the Instructor Training Course (or equivalent) offered by the Marine Corps Train The Trainer (T3) Schools.

B. Possess a minimum of one-year work experience in a position directly related to the environmental training subject, or complete formal training on the environmental training subject equivalent to no less than 15, six-hour training days at a Marine Corps/DoD service school, college, or university.

C. Instruct at least two sessions of Marine Corps students on the environmental training subject. The students' instructor ratings shall average at least "satisfactory" in all areas.

D. Possess a letter of recommendation from the CETEP Coordinator that is favorably endorsed by an installation environmental director, officer, or supervisor within the chain of command of the person requesting Environmental Instructor designation.

030405. The installation CETEP Coordinator may individually consider requests for waivers from Environmental Instructor designation requirements.

0305 UNIVERSAL ENVIRONMENTAL TRAINING

Environmental requirements will be appropriately incorporated into all Marine Corps training. TECOM shall support and use installation environmental staff, as needed, to ensure environmental awareness training is included for all MOS schools whose activities have environmental impacts. Marine Corps personnel will be trained to perform their occupational specialties and maintain their combat readiness in a manner supporting Marine Corps environmental goals.

0306 ENVIRONMENTAL TRAINING QUALITY STANDARDS

030601. Marine Corps environmental training shall:

A. Meet Marine Corps needs and follow an installation CETEP.

B. Training courses in excess of four hours shall consist of a Program of Instruction (POI) with a syllabus, administrative guide, outline, or an equivalent document that clearly and concisely describes the training. At a minimum, the POI shall identify course training and training resource requirements and include:

1. Course content and associated learning objectives.
2. Time allocations.
3. Instructional sequences of events.
4. Student and instructor course evaluation procedures (where appropriate).
5. A test, on-job-assessment, or other validation measure to ensure that training has met its objectives.

030602. HQMC (LFF)/MCICOM (GF) and regions will monitor installation environmental training content for potential Marine Corps- or region-wide application.

030603. Installations shall maintain complete and accurate environmental training evaluations and records for at least three years after their effective date.

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VOLUME 5: CHAPTER 4

“RESPONSIBILITIES”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by *bold, italic, blue and underlined font.*

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

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CHAPTER 4

RESPONSIBILITIES

0401 HQMC (LF)/COMMCICOM

HQMC (LF)/COMMCICOM shall:

040101. Provide support to Marine Corps installations and units by interpreting federal environmental training and education requirements and by uniformly applying Marine Corps policy as set forth in this Order.

040102. Provide liaisons with regard to environmental training and education with Marine Corps Combat Development Command, other Marine Corps commands and units, the DoD, other military services, private and public institutions, agencies, and organizations.

040103. Fully implement all components of CETEP at the HQMC (LFF)/MCICOM (GF) level, to include:

A. Developing and distributing Marine Corps-wide environmental training and education materials.

B. Maintaining a listing of all HQMC (LFF)/MCICOM (GF)-developed environmental training and education material.

C. Reviewing Marine Corps-wide job-specific guidance documents and training materials to ensure that environmental requirements are incorporated as appropriate.

D. Guiding and monitoring CETEP at all Marine Corps installations and MARFORRES.

E. Assessing Marine Corps-wide environmental training and education needs and remedies.

F. Monitoring Marine Corps environmental training costs and validating associated funding requirements.

G. Promoting the professional development and career advancement of environmental personnel (e.g., obtain environmental training quotas and conduct periodic CETEP Coordinator meetings).

040104. Serve as HQ sponsor and Chair the Configuration Control Board for ELMS.

040105. Serve as the MOS Specialist for environmental MOSs. Advise other MOS Specialists and community managers regarding environmental compliance responsibilities.

040106. Secure quotas to Marine Corps, DoD, and other service-supported or funded professional development programs and environmental courses for Marine Corps personnel with assigned environmental responsibilities.

040107. Assess the effectiveness and adequacy of the Marine Corps CETEP through the Environmental Compliance Evaluation Program, augmentation to the Inspector General of the Marine Corps, and special reviews.

040108. Research and employ existing and emerging training technologies, information transfer systems, and curricular innovations to expedite environmental training and to affect program efficiencies.

040109. Provide EMS Lead Auditor Training or appropriate supplements to all Marine Corps installations.

0402 COMMANDING GENERAL (CG) MARINE CORPS EAST, WEST, PACIFIC, AND NATIONAL CAPITAL REGION

CG Marine Corps East, West, Pacific, and National Capital Region shall:

040201. When established, coordinate appropriate regional training opportunities and initiatives to ensure relevant EMS and environmental training and information is available to support cost effective implementation of all components of installation CETEPs.

040202. Designate a CETEP Coordinator for the region with the following responsibilities:

A. Conduct training needs assessments to identify significant regional occupational groups to develop and implement strategies that address environmental training deficiencies.

B. Develop and manage regional CETEP goals and resources to eliminate redundancy, achieve economies, and maximize regional environmental training efficiencies and effectiveness.

C. Develop Regional CETEP plans and policies that align with HQMC (LFF)/MCICOM (GF) Environmental goals and support installation-specific CETEP needs.

D. Develop relevant and engaging training programs, utilizing appropriate instructional strategies and settings (e.g., computer-based technology (CBT), class room training, webinars, or meetings).

E. Utilize the online ELMS, USMC installation websites and Marine Net (as applicable to deliver distance learning).

F. Monitor installation CETEP Environmental Compliance Evaluation results and POA&M, and implement corrective regional solutions where appropriate.

G. Identify or develop regional CETEP contract vehicles and review region-specific statements of work to eliminate redundancy and achieve economies of scale.

0403 COMMANDING GENERAL/COMMANDING OFFIER (CG/CO) OF MARINE CORPS INSTALLATIONS AND COMMARFORRES

CG/CO of Marine Corps installations and COMMARFORRES shall:

- 040301. Attend a commander’s environmental orientation briefing after assuming command.
- 040302. Ensure that no Marines or civilian employees are assigned job responsibilities without the appropriate required environmental training certification. Ensure that position descriptions and/or work plans and turnover folders reflect mandatory environmental training requirements.
- 040303. Designate an installation CETEP Coordinator to ensure units on installation are provided and receive appropriate environmental training. Develop and implement programs required to support the installation CETEP.
- 040304. Ensure that CETEP Coordinators and installation Environmental Instructors are appropriately trained.
- 040305. Develop, implement, and maintain a CETEP Plan that specifically addresses the environmental training requirements of this Order. Review the CETEP Plan annually as part of EMS management review and update as necessary to maintain an efficient and effective environmental training program.
- 040306. Ensure that all forms of training (including operational exercises) conducted within the geographic boundaries of the command include environmental elements as appropriate.
- 040307. Use centrally provided training, online sources, and mobile training teams to the maximum extent in order to reduce training costs. Nominate candidates to receive HQMC (LFF)/MCICOM (GF) centrally-provided environmental training as available.
- 040308. Ensure that all Marine Corps personnel receive applicable EMS and environmental awareness information on at least an annual basis.
- 040309. Plan, program, budget, execute, and track installation EMS and environmental training costs.

0404 COMMANDING GENERAL (CG) MARINE CORPS TRAINING AND EDUCATION COMMAND (TECOM)

CG TECOM shall ensure that all MOS Schools include environmental awareness training, as appropriate.

0405 MARINE CORPS UNIT COMMANDERS

Marine Corps Unit Commanders shall:

040501. When practicable, request a commander's environmental orientation briefing after command selection. Consult installation environmental staff as needed concerning unit environmental requirements.

040502. Ensure unit personnel subject to environmental training requirements are appropriately trained and that training requirements are listed in their job descriptions.

040503. Designate a unit Environmental Compliance Coordinators (ECC) (E-5) or above or other individual with sufficient authority to implement environmental requirements at the command to communicate with the installation CETEP Coordinator and to oversee unit environmental requirements. Ensure the individual can remain in the position for at least one year. To the maximum extent practicable, use of individuals with Additional MOS 8056 is encouraged when filling this billet.

040505. Propose candidate nominations to the installation CG/CO for HQMC (LFF)/MCICOM (GF) centrally-provided environmental training.

0406 ENVIRONMENTAL COMPLIANCE COORDINATORS (ECCs)

ECCs are also known as Unit Environmental Coordinators at many installations. ECCs shall:

040601. Be an E-5 or above or other individual with sufficient authority to implement environmental requirements at the command, and be appointed for at least one year in this role.

040602. Complete the USMC Environmental Compliance Coordinator's CBT course on Marine Net or ELMS (or similar certified course) prior to assignment.

040603. Ensure Marines in the unit who require environmental training receive it. Coordinate with the installation CETEP Coordinator to schedule environmental training and report training status.

040604. 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 requirements are satisfied. Report problems and issues up the chain of command.

040605. Attend regularly scheduled installation ECC meetings.

040606. ECCs may be dually designated as HM/HW Representatives, but there is no requirement to do so.

0407 COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM (CETEP) COORDINATORS

CETEP Coordinators shall:

040701. Develop, provide, and document environmentally related training for all affected Marines and civilians at the installation with the assistance of the program manager.

040702. Attend regularly scheduled installation ECC meetings as required.

0408 MARINE CORPS OCCFLD/MOS SPONSORS

Marine Corps OCCFLD/MOS Sponsors shall ensure that OCCFLD and MOS ITS, guides, and manuals include environmental compliance responsibilities, as appropriate.

0409 ALL MARINE CORPS PERSONNEL

All Marine Corps personnel shall:

040901. Perform job responsibilities in an environmentally sound and responsible manner per training received and SOPs.

040902. Notify immediate supervisors of personal environmental training requirements and request appropriate environmental training.

040903. Participate in installation general awareness training and EMS training as appropriate.

VOLUME 5: APPENDIX A

**“FEDERAL STATUTES, FEDERAL REGULATIONS, EXECUTIVE ORDERS, AND DOD
POLICIES”**

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APPENDIX A

**FEDERAL STATUTES, FEDERAL REGULATIONS, EXECUTIVE ORDERS, AND DOD
POLICIES**

1 FEDERAL STATUTES

Almost all environmental laws and their implementing regulations require environmental training, either by mandate or implication. Federal agencies codify their environmental training requirements in the CFR. These requirements may be applicable to Marine Corps personnel in addition to applicable state environmental training requirements.

2 DEPARTMENT OF DEFENSE (DOD) POLICY

Volume 5 implements an environmental training program that meets all explicit and implicit requirements established by federal, state, and local laws and regulations; Executive Orders; and by DoD, Department of Navy, and Marine Corps policy and EMS drivers.

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