EMS Element 5

Roles, Responsibilities, and Resources

1. Purpose and Overview

   a. This EMS element describes how MCB CamPen prescribes roles and responsibilities and provides resources to sustain the EMS.

   b. MCO P5090.2 requires installation commanders to define EMS roles and responsibilities and commit resources to provide for effective environmental management. The current versions of MCO P5090.2 and the USMC supplement to the US TEAM Guide prescribe EMS conformance criteria for this EMS element.

   c. The output of this EMS element guides the implementation of MCB CamPen’s EMS.

2. Environmental Management Procedure

   a. Roles and Responsibilities

      (1) General Process. MCB CamPen establishes roles and responsibilities in Base orders; environmental management plans; working group charters; government contracts; support agreements (e.g., ISSAs, MOUs, MOAs); ESOP; and employee position descriptions. EMS Element 8: EMS Documentation briefly describes how MCB CamPen establishes these forms of EMS documentation.

      (2) The following summarizes roles and responsibilities conveyed through the aforementioned means of EMS documentation.

         a. MCIWEST-MCB CAMPEN

            1. CG. As the steward of Federal lands, the CG is ultimately responsible for environmental compliance at MCB CamPen. The CG has delegated environmental management authority to the Director, ENVSEC.

            2. ENVSEC

               a. The Director, ENVSEC is responsible to the CG for the management and oversight of MCB CamPen’s environmental program. Within ENVSEC, designated environmental media managers manage media-specific (e.g., air quality, land
management) environmental programs. ENVSEC consults with environmental regulatory agencies for all of MCB CamPen.

b. The Director, ENVSEC is MCB CamPen’s EMS Manager. The EMS Manager ensures the EMS conforms to MCO P5090.2 requirements and advises the CG on EMS matters. Within ENVSEC, the EMS Coordinator assists the director by providing caretaker support of the EMS.

3. AC/S G-7. The G-7 tracks legislative and regulatory developments within EPA Region IX and advocates military training and readiness requirements at the State level.

4. Base Safety and Standardization. Base Safety provides subject matter expert support on occupational and workplace safety matters to include hazardous materials compliance.

5. The AC/S and Directors of Special Staff. The AC/S and directors of Base staff sections often incur environmental responsibilities that are consistent with those listed below for unit Commanders.

(b) Installation tenants

1. Unit Commanders. Commanders at all levels are responsible for complying with the environmental requirements that apply to their activities and practices. MCO P5090.2 requires commanders to appoint an environmental coordinator in writing to assist with environmental management and coordinate with the installation’s environmental office.

2. WACO. WACO provides environmental legal counsel to MCIWEST installations.

3. U.S Naval Hospital, Preventive Medicine and Occupational Health Departments. These offices provide support and subject matter expert advice on a diverse array of preventive medicine and occupational health matters.

(c) Unit Environmental Compliance Coordinators. Designated tenant unit and Base staff personnel coordinate with ENVSEC on matters that pertain to tenant unit and Base staff directorate operations and activities.

(d) All persons, to include contractors and lease holders, who train, work, or otherwise do business on MCB CamPen
have a duty to comply with the environmental policies and requirements that apply to their activities and practices. Ultimately, however, the responsibility to comply rests with the person in charge of the activity or practice (i.e., the commander, director, supervisor, permit holder, practice owner, lease holder, or contract provider).

(e) EMS Team. MCO P5090.2 requires the assignment of cross-functional team to participate in the installation’s EMS. MCB CamPen employs established, chartered environmental management committees to achieve this requirement.

1. Environmental Impact Review Board (EIRB). The EIRB is MCB CamPen’s executive level review board for initiatives (i.e., proposed actions) that require NEPA review and subsequent approval or forwarding endorsement by the CG. EIRB membership is chartered by the installation’s NEPA directive. Consistent with its role under NEPA, the EIRB also serves as MCB CamPen’s executive level review board for the EMS.

2. Environmental Impact Working Group (EIWG). The EIWG represents the interests of the EIRB members for proposed actions and action alternatives that are under NEPA review. Consistent with its role under NEPA, the EIWG also provides MCB CamPen with a standing forum to engage on EMS matters that span directorates. The EIWG members, or their designated appointees, perform the following EMS functions:

   a. Engage on practices that logically fall within their area of responsibility to control.

   b. Participate in problem solving for EMS issues that merit EIWG-level engagement to resolve.

   c. Provide the EMS Coordinator with information to prepare for EMS Element 17: Management Review.

3. Other standing working groups that also provide for cross-functional engagement on environmental or natural resource matters include the: monthly Environmental Compliance Coordinator’s meetings; Mitigation Technical Advisory Group (MTAG); Base Water Steering Committee; Executive Water Steering Committee; and Stormwater Steering Committee.

   b. Resources. MCB CamPen commits resources to the EMS by adhering to established staffing and budgeting procedures.
(1) Manpower. Manpower for environmental management is prescribed through staffing allowances, temporary assignment, or as a collateral duty.

(a) Tables of organization (T/O) prescribe manpower allowances and provide the basis to fund employee payroll. Accordingly, MCB CamPen’s T/O apportions structure for environmental management and other Base support functions. By design, most T/O positions for environmental management reside within ENVSEC. However, environmental funds also pay for environmental positions in other Base staff directorates, and structure allowances in the AC/S G-7 and WACO support MCB CamPen’s overall environmental management effort. Requests to change or realign T/O allowances require Headquarters Marine Corps (HQMC) concurrence and approval.

(b) Most tenant units do not have designated T/O positions for environmental management. Instead, tenant units, and most Base staff directorates, assign environmental responsibilities as a collateral duty. Designated unit environmental compliance coordinators assist with environmental compliance and coordinate unit matters with the installation’s environmental staff. Unit S-3 and S-4 officers also regularly incur ancillary environmental compliance responsibilities. Per MCO P5090.2, Marines that handle hazardous materials or wastes should pursue qualification for the “HAZMAT” Marine Occupational Specialty (MOS) 8056. MCB CamPen’s Environmental Training Program offers training courses that can qualify Marines for this additional MOS.

(2) Fiscal

(a) General

1. DoD agencies. Commanders and supervisors at all levels are responsible for resourcing the funds they require to achieve their environmental compliance obligations.

2. Non-DoD tenants and contractors. Non-DoD tenants and contractors bear all costs that are necessary to achieve environmental compliance unless otherwise provided for by contract or land use agreement with the Federal government.

(b) Funding of DoD “environmental” requirements

1. Environmental program funds. MCB CamPen’s ENVSEC identifies, acquires, and commits the funds that are
necessary to manage the CG’s environmental program. Environmental program funds pay for the environmental compliance and stewardship obligations that are incurred by the CG and centrally managed by the installation’s environmental staff. Examples of requirements that qualify for environmental funding include environmental permit fees, hazardous waste disposal, environmental studies, habitat management, and environmental restoration.

2. Environmental permit compliance. Although compliance is an environmental permit holder’s responsibility, some environmental permit requirements may be eligible for environmental funding. Environmental permit holders can consult with ENVSEC to determine whether any of the conditions stipulated in their environmental permits qualify for environmental funding.

3. Hazardous waste management. Per MCO P5090.2_, the generators of hazardous waste pay for the supplies and equipment they require (e.g., waste containers and labels, personal protective equipment, and spill contingency supplies) to manage their waste in an environmentally compliant manner.

4. Hazardous substance spills. Per MCO P5090.2_, commands or units responsible for hazardous substance spills fund the cleanup and disposal of contaminated media.

5. NEPA review. Per MCO P5090.2_, project proponents pay for the environmental review, monitoring, and mitigation costs that are necessary to fulfill the Federal Government’s obligations under NEPA. MCIWEST-MCB CAMPENO 5090.2, NEPA Procedures for Marine Corps Base, Camp Pendleton, prescribes the NEPA process at MCB CamPen.

6. Exercise related. Per MCO P5090.2_, exercise funds pay for hazardous waste management and disposal costs (in like fashion as exercise funds pay for fuel, portable toilets, and similar such exercise related expenditures).

(c) Types of environmental program funds

1. Operations and Maintenance, Marine Corps (O&M,MC) Account. O&M,MC funds are the primary funding source used to resource MCB CamPen’s environmental program. HQMC provides O&M,MC funds as either Operational Budget or Centrally Managed Environmental Program funds. O&M,MC funds must be obligated during the fiscal year in which they are apportioned.
using the appropriate environmental accounting codes in the Standard Accounting, Budgeting and Reporting System.

a. Operational Budget (OPBUD). OPBUD funds pay for recurring environmental program requirements. Examples of OPBUD requirements include: payroll for environmental staff, environmental permit fees, hazardous waste disposal, hazardous waste minimization service contracts, habitat management, and environmental monitoring and reporting. HQMC annually augments the installation’s operating budget with OPBUD funds that are earmarked to support MCB CamPen’s environmental program.

b. Centrally Managed Environmental Program (CMEP). CMEP funds pay for nonrecurring environmental program requirements. Requirements appropriate for CMEP funding include environmental studies, equipment, and projects that are needed to comply with new regulations or resolve noncompliance. CMEP 22 funds pay for studies, equipment, and emergent (i.e., unanticipated) environmental funding requirements. CMEP 10 funds pay for environmentally-driven Facilities Sustainment, Repair, and Modernization (FSRM) projects.

2. Environmental Restoration Navy Account (ERNA). The DON programs for and acquires ERNA funds that are necessary to clean up contaminated Installation Restoration program sites on MCB CamPen.

3. Defense Logistics Agency (DLA) Energy funds reimburse MCB CamPen for environmental compliance costs, including cleanup, fines, and penalties that are incurred at DLA contractor operated military refueling stations.

4. Reimbursable Accounts. A portion of the hunting and fishing program fees collected by ENVSEC may be applied to the installation’s conservation and hunting and fishing programs. A portion of the installation’s Qualified Recycling Program revenues managed by AC/S G-F may be applied to pollution prevention, environmental compliance, energy conservation, occupational health and safety, and morale and welfare initiatives.

1 Per MCO P5090.2, HQMC can approve FSRM construction projects up to $750,000 and FSRM repair projects up to $5,000,000. Construction projects over $750,000 require military construction (MILCON) funding and approval by Congress, and repair projects over $5,000,000 require Secretary of the Navy or higher approval.
(d) Planning and programming

1. MCB CamPen identifies environmental funding requirements during the planning phase of the EMS. Environmental funds are generally sought to:

   a. Achieve, sustain, or restore compliance, with environmental requirements, as identified in accordance with **EMS Element 3: Legal and Other Environmental Requirements**.

   b. Implement initiatives, as established in accordance with **EMS Element 4: Objectives, Targets, and Actions to Improve Performance**, to improve environmental performance.

2. To obtain environmental funds:

   a. ENVSEC’s environmental media managers identify their environmental program’s fiscal requirements in the USMC STEP system.

   b. ENVSEC’s environmental media managers keep their environmental program’s fiscal requirements current in STEP and update STEP in response to HQMC budgeting cycles and data calls.

3. The programming cycles and documentation requirements in STEP vary based on the type of environmental requirement and funding source that is appropriate to pay for the requirement. (Irrespective of the programming cycle and type of requirement, the environmental media managers enter their environmental program’s requirements into STEP when identified and keep STEP current with changes as they occur.)

   a. OPBUD. OPBUD requirements must depict current year costs and funding estimates for future years forecasted seven years out. A 1.5% annual increase for inflation is appropriate when forecasting for future years.

   b. CMEP 10. CMEP 10 projects require a DD Form 1391, completed NEPA documentation, and validation by HQMC. Although CMEP 10 requirements presume a two year appropriation cycle, CMEP 10 funding may be available for emergent requirements provided the necessary project documentation is complete and resident in STEP and HQMC validates the project.

4. Contract Advertisement Forecast (CAF). MCB CamPen identifies, via the semi-annual CAF submission, the CMEP
10 projects that it will be ready to advertise and award at the end of the current or during the upcoming fiscal year.

(e) Budgeting and execution

1. Annual budget review. The USMC annually solicits installations to validate their environmental funding projections that are resident in STEP prior to the upcoming fiscal year. The annual budget review helps the USMC to refine its upcoming fiscal year budget requirement and plan the subsequent distribution of allocated funds.

2. Spend plan. ENVSEC’s environmental program manager annually solicits the environmental media managers, and their supervisors, for their prioritized spending plan for the upcoming fiscal year. The spend plan helps to prioritize the allocation of funds that are subsequently distributed by HQMC.

3. HQMC augments the installation’s OPBUD funds and provides CMEP 22 funds at the beginning of the new fiscal year. HQMC holds CMEP 10 funds in abeyance until the applicable contract oversight office is ready to award these funds. ENVSEC coordinates with the Base Comptroller’s office to obligate allocated funds per the ENVSEC’s spend plan.

4. Execution. The process whereby ENVSEC commits allocated environmental funds is beyond the scope of how MCB CamPen resources the EMS and, therefore, is not included herein. However, future revisions of this EMS manual may include this information if warranted.