



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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MCCSINST 5090.1A
MCCS

10 AUG 2009

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 5090.1A

From: Director, Marine Corps Community Services
To: Distribution List

Subj: ANNUAL REQUIREMENT FOR ENVIRONMENTAL TRAINING HAZCOM/ENVIRONMENTAL AWARENESS (EA)/ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

Ref: (a) MCO 5090.2A
(b) CCO 5090.2

1. Situation. The references direct all Marine Corps installations and bases to be in compliance with environmental standards. Marine Corps Community Services (MCCS) Environmental Compliance Coordinator in conjunction with work sections Collateral Duty Safety Officers, supervisors and managers will ensure all Civilian and Marines personnel under their charge complete scheduled annual environmental training as per the references.

2. Mission. As a requirement, annually all MCCS personnel shall complete Environmental Training to include reading MAGTFTC Environmental Standard Operating Procedure's (ESPO) and attending MCCS's HAZCOM/EA/EMS in-house training. This is a requirement in order to fulfill MAGTFTC mandatory annual environmental initial and refresher training.

3. Execution

a. Director's Intent and Concept of Operations

(1) Director's Intent. To provide Marines and Civilian personnel working at MCCS with Marine Corps required Annual Environmental Training courses, while preserving MCCS's mission by complying with our nation's environmental laws.

(2) Concept of Operations. The training of personnel assigned to MCCS is of paramount importance to the health, welfare and morale of our Marines and Civilians. **Marines and Civilians are required to comply with the Annual Environmental Training Plan in order to meet MCCS annual-refresher training requirements.**

(a) Environmental Compliance Specialist

1. Will develop a monthly schedule in conjunction with each section supervisor to determine days and times each section will conduct refresher training.

2. Provide current EPSO's or Rapid Learning Objectives (RLOs) to section supervisors per training subjects.

3. Provide sign-in sheets to supervisors to record training.

4. Compile and provide rosters to the Natural Resources and Environmental Affairs (NREA) inspecting officials.

5. Provide copies of certificates of completion and training to section supervisors for record keeping.

6. MCCS Environmental Compliance Coordinator will ensure that each Marine and civilian training record is updated to reflect training completed and have records available for inspection by NREA and external regulatory agencies.

(b) Collateral Safety Duty Officer's, Supervisors and Managers

1. Ensure all personnel assigned to industrial work areas are informed of the initial training requirement and the annual refresher training requirements.

2. All MCCS personnel will attend refresher training annually.

(c) MCCS Personnel/Employment Division

1. Coordinate new hire training and monthly refresher training offerings with the MCCS Safety and Environmental Specialist.

2. Publish monthly electronically a training schedule.

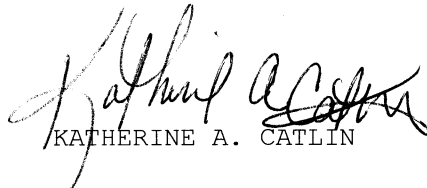
3. Update electronically the employees' official training record.

4. Administration and Logistics. Distribution Statement A Instructions issued by the Director are published electronically. This instruction can be viewed at <http://www.mccs29palms.com/pages/mccsEmployees/mccsInstructions.html>.

5. Command and Signal

a. Command. This Instruction is applicable to Divisions, Branches and Departments within the Marine Corps Community Services.

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


KATHERINE A. CATLIN

Distribution: A