



MARINE CORPS BASE CAMP LEJEUNE COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM (CETEP)

Final
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Executive Summary (EMS Element 01)

This Comprehensive Environmental Training and Education Program (CETEP) Plan establishes a planning and management tool for the development and maintenance of Marine Corps Base Camp Lejeune (MCB-CAMLEJ) CETEP in accordance with Marine Corps Order (MCO) 5090.2 and DoD Instruction (DoDI) 4715.10 as implemented by the Environmental Management Division (EMD).

The goal of CETEP in conjunction with the Environmental Management System (EMS) is to ensure that appropriate environmental instructions and information are provided to all levels of the Base in an effective and efficient manner in order to achieve full compliance with all environmental training requirements and EMS objectives.

The CETEP Plan documents the current environmental training posture of MCB-CAMLEJ units and Major Subordinate Commands (MSC) and the procedures to periodically evaluate gaps between regulatory training requirements, actual training levels, and proposed training needs to meet EMS goals and objectives. The CETEP Plan also describes the impact of environmental training requirements as well as programs and processes established to address these needs and to support overall U.S. Marine Corps (USMC) readiness, pollution prevention (P2), environmental compliance goals, and EMS.

This CETEP Plan is intended to act as a baseline measure to which future progress towards comprehensive training goals and requirements can be gauged.

This Plan is reviewed and updated as needed and biennially by the CETEP Coordinator.

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1. Introduction

The mission of Marine Corps Base Camp Lejeune (MCB-CAMLEJ) is to support II Marine Expeditionary Force (II MEF) and the Major Subordinate Commands' (MSCs) in their missions to train Marines for combat. As the "Home of Expeditionary Forces in Readiness," MCB-CAMLEJ boasts 14 miles of shoreline for amphibious operations and is home to multiple firing ranges, gun positions, and tactical landing zones, and state-of-the-art training facilities for Military Operations in Urban Terrain.

The leadership of the Environmental Management Division (EMD) implements the MCB-CAMLEJ CETEP and EMS and develops environmental policy and guidance, compliance oversight, technical support, and training to MCB-CAMLEJ MSCs.

The primary mission of the EMD is to ensure compliance with all applicable laws and regulations (Federal, State, and local) and policy (Department of Defense [DoD], Department of Navy [DON], Headquarters Marine Corps [HQMC], and MCB-CAMLEJ).

MCB-CAMLEJ EMD has implemented an organizational CETEP and EMS in accordance with MCO 5090.2 requirements and in conjunction with the MCB-CAMLEJ's mission and MSC mission requirements.

Mission supporting activities and operations (practices) conducted at MCB-CAMLEJ have the potential to impact the environment. These impacts vary by mission-specific requirements, local vulnerable resources, and local regulatory requirements. Solutions to environmental problems are applied where the problems occur, in the interaction between unit practices and impacted environmental resources, thus the MCB-CAMLEJ EMS prioritizes control of unit practices by unit personnel. The CETEP program provides the required training so practice owners understand how to conduct mission-oriented practices and work instructions (WI) to ensure environmental compliance at the unit level. Much of the EMS ideology is concerned with prioritizing risks and developing and providing solutions (training, procedure, or equipment) to the point of use.

1.1 Purpose

CETEP was established to address environmental training challenges and to fulfill the training requirements of the MCB-CAMLEJ EMS. CETEP supports full compliance with applicable environmental requirements, facilitates pollution prevention (P2) measures, and equips MCB-CAMLEJ with training needed to achieve EMS and sustainability objectives. CETEP accomplishes this by analyzing environmental training needs and integrating general awareness, public outreach, EMS, and compliance training into environmentally responsible operational behaviors. All requirements for the environmental training component of the MCB-CAMLEJ EMS are met with CETEP.

CETEP's primary goal is to ensure that environmental training is available, efficient, and effective at all levels for all organizations operating aboard MCB-CAMLEJ.

Environmental training shall:

1. Use the USMC Systems Approach to Training (SAT) to analyze, design, develop, implement, and evaluate performance and mission-oriented environmental training.
2. Be tailored to meet MCB-CAMLEJ and each of the MSC's EMS requirements.
3. Be supported by a documented assessment of the MCB-CAMLEJ and MSC environmental training needs.
4. Use existing MCB-CAMLEJ and DoD organizations and enterprise training support systems to include the EM Portal and MarineNet, as applicable.
5. 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, Interservice Environmental Education Review Board (ISEERB) classes and other existing training resources) rather than developing new initiatives.
6. Use non-DoD environmental training providers only when necessary.
7. To the maximum extent practicable, apply modern instructional technologies for the distribution of environmental instruction and information.
8. Provide for the professional development of MCB-CAMLEJ and MSC personnel with environmental training management and/or instruction of responsibilities.
9. Maximize the mobility of training courses and eliminate inappropriate or redundant training by using a top-down training requirement approach.
10. Address both compliance-driven and EMS requirements with pragmatic instruction to guide MCB-CAMLEJ and MSC military training and operations.

This plan serves as a planning and management tool for meeting the environmental training challenge, compliance and P2 goals, and EMS objectives. To assist in obtaining the goals listed above, this plan outlines:

1. Responsibilities for ensuring that relevant, high quality environmental training is provided at all levels.
2. Policies and procedures that apply the MCB-CAMLEJ SAT to the environmental training process as developed and advanced through CETEP.
3. Documentation and reporting requirements integrating MCB-CAMLEJ environmental training into the EMS.
4. Professional development guidance and opportunities for personnel who are assigned environmental compliance responsibilities.

1.2 Scope

1.2.1 Environmental Management System Summary

The MCB-CAMLEJ EMS provides a system to monitor and continually improve their environmental performance. The EMS emphasizes environmental protection and compliance with regulations to ensure that Marines can continue to train and prepare for their military mission. EMS ensures that all decisions and operations conducted at unit operational areas of responsibility (AOR) are given proper consideration to minimizing environmental impacts and helps to avoid degradation of the training environment and other negative impacts on operations, such as regulatory fines or public lawsuits.

Environmental training ensures personnel have the knowledge, awareness, and skills to conduct their jobs in an environmentally sound manner. Training is closely related to internal communication procedures described in the Internal and External Communication EMS guidance.

This CETEP Plan is a critical integrated component of the EMS as it provides the practice owners the information, however, the owners need to manage environmental training to operate their practices in an environmentally sound, mission-supporting manner.

1.2.2 MCB-CAMLEJ and MSC Training Relationship

MCB-CAMLEJ EMD is the primary provider of environmental training at MCB-CAMLEJ. All MSC units are required to have appointed environmental personnel to control practice operations in the unit's area of operation.

All MSCs shall implement and participate in the MCB-CAMLEJ CETEP program to ensure all practice owners receive the required training in accordance with the appointed person's billet.

1.3 SAT and CETEP

Formal SAT processes are applied at USMC 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 Military Occupational Specialty (MOS) 8056 should be developed with applicable Individual Training Standards (ITS) and MOS Manual requirements. The course should also be developed to explain local procedures for compliance with applicable regulatory requirements and policies.

1.4 Environmental Training Expertise (EMS Element 6)

For CETEP to succeed in accordance with EMS initiatives, environmental expertise must be developed within all MCB-CAMLEJ and MSC units. The MOS 8056 Hazardous Material/Hazardous Waste Marine and CETEP Coordinator positions were established to meet this need.

1.5 ECPSOP

This Environmental Compliance and Protection Standard Operating Procedure (ECPSOP) is a key component of the MCB-CAMLEJ CETEP. It establishes the procedures that each unit must follow to manage its practices in compliance with environmental laws and regulations, which are a component of the MCB-CAMLEJ specific environmental training requirements (<https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECPSOP/>).

ECPSOP applies to all MSCs aboard the installation. All personnel are expected to carry out their training and other mission supporting activities in an environmentally sound manner, in compliance with all applicable regulations and policies, and in compliance with the ECPSOP.

The ECPSOP provides necessary information concerning MCB-CAMLEJ environmental policies, objectives, and organization, and serves as a roadmap to effective environmental management. The ECPSOP enables MCB-CAMLEJ to document, track, and improve environmental management continuously throughout commands aboard the Base.

The core of the ECPSOP is comprised of work instructions (WIs), which provide appointed personnel guidance and Standard Operational Procedures (SOP) on how to effectively manage practices (for example, washing vehicles, painting aircraft, etc.) in a compliant, environmentally sound manner. Each unit aboard the Base has a site-specific practice inventory that was developed and provided by EMD and the unit to support the unit's operational mission.

2. Training Needs Analysis (EMS Element 02)

This section identifies MCB-CAMLEJ environmental training requirements to include regulatory requirements, EMS requirements, and the results of compliance audits, as appropriate.

Every two (2) years or as needed from the date the CETEP Plan is signed, an analysis will be performed by the CETEP Coordinator to identify and update environmental training requirements. Those items requiring updates will be included as a basis for updating this CETEP Plan. New regulatory requirements and the results of annual compliance self-audits will be reviewed and added to the CETEP Plan as appropriate.

2.1 Demographic Information

MCB-CAMLEJ is home to several command elements, as follows:

1. Headquarters and Support Battalion (H&S BN) falls under MCIEAST
2. Marine Corps Installations East (MCIEAST)
3. II Marine Expeditionary Force (II MEF)
4. 2D Marine Division (2D MARDIV)
5. 2D Marine Logistics Group (2D MLG)
6. Marine Forces Special Operations Command (MARSOC)

Within these commands there are approximately (in total):

Population Data (2021)

Estimated Number	Population Category
36,948	Active-Duty Personnel
9,038	Reserve/Guard
19,344	Military Retirees
36,215	Military Family Members
5,496	Civilians
13,927	Permanent Contractors
Total	120,968

2.1.1 MCB-CAMLEJ Characteristics

H&S BN serves as the command element for MCB-CAMLEJ. EMD provides policy-level guidance, compliance oversight, technical support, and environmental training to all units aboard the installation.

MCB-CAMLEJ is a 153,000-acre military reservation located in Onslow County, North Carolina near the town of Jacksonville. Military units routinely visit MCB-CAMLEJ for training. MSC Headquarters included within the installation are the MCIEAST, II MEF, 2D MARDIV, 2D MLG and MARSOC. The workforce at MCB-CAMLEJ and MSCs fluctuates but is comprised of civilian employees, military personnel, and contractors; all may be subject to one or more environmental training requirements as defined within the scope of the CETEP. The MCB-CAMLEJ CETEP encompasses government employees as well as civilian contractors working within the installation boundaries. **Table 2-1** List of MCB-CAMLEJ Units and Organizations depict the host commands and tenant commands aboard MCB Camp Lejeune.

Table 2-1 List of MCB-CAMLEJ Units and Organizations

Unit/Organization	Host	Tenant
MCIEAST-Marine Corps Base Camp Lejeune (MCIEAST- MCB CAMLEJ)	X	
HEADQUARTERS AND SUPPORT BATTALION (H&S BN)	X	
MARINE CORPS ENGINEER SCHOOL (MCES)		X
INDIVIDUAL ISSUE FACILITY (IIF)	X	
2D NETWORK BATTALION	X	
G-6	X	
G-4	X	
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS (MCCSSS)		X
FIELD MEDICAL TRAINING BATTALION – EAST (FMTB-E)		X
DEPLOYMENT PROCESSING COMMAND/RESERVE SUPPORT UNIT – EAST (DPC/RSU-E)		X
G-3/5	X	
SCHOOL OF INFANTRY – EAST (SOI-E)		X
SPECIAL MISSIONS TRAINING CENTER (SMTC)	X	
CENTER FOR SECURITY FORCES LEARNING SITE (CENSECFOR LS)		X
MARINE CORPS COMMUNITY SERVICES (MCCS)	X	
ENVIRONMENTAL MANAGEMENT INCORPORATED (EMI)	X	
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)		X
WEAPONS TRAINING BATTALION – EAST (WTBN-E)		X
DEFENSE COMMISSARY AGENCY (DECA)		X
NAVAL MEDICAL CENTER		X
G-F, PUBLIC WORKS	X	
DEFENSE LOGISTICS AGENCY (DLA)		X
TRANSPORTATION SERVICES COMPANY, DETACHMENT-1	X	
JOINT MARITIME TRAINING CENTER (SMTC)		X
II Marine Expeditionary Force (II MEF)		X
22 MARINE EXPEDITIONARY UNIT (22 MEU)		X
24 MARINE EXPEDITIONARY UNIT (24 MEU)		X
26 MARINE EXPEDITIONARY UNIT (26 MEU)		X
EXPEDITIONARY OPERATIONS TRAINING GROUP (EOTG)		X
II MARINE INFORMATION GROUP (II MIG)		X
2D AIR NAVAL GUNFIRE LIAISON COMPANY (2D ANGLICO)		X
2D RADIO BATTALION (2D RAD BN)		X
2D INTELLIGENCE BATTALION (2D INTEL BN)		X
8TH COMMUNICATION BATTALION (8TH COMM BN)		X
II MEF SUPPORT BATTALION (MSB)		X
2D Marine Division (2D MARDIV)		X
HEADQUARTERS BATTALION (HQBN)		X
2D LIGHT ARMORED RECONNAISSANCE (2D LAR BN)		X
2D COMBAT ENGINEER BATTALION (2D CEB)		X

Unit/Organization	Host	Tenant
2D ASSAULT AMPHIBIAN BATTALION (2D AABN)		X
2D RECONNAISSANCE BATTALION (2D RECON BN)		X
2D MARINE REGIMENT (2D MARREG)		X
1ST BATTALION, 2D MARINE REGIMENT (1/2)		X
2D BATTALION, 2D MARINE REGIMENT (2/2)		X
3D BATTALION, 2D MARINE REGIMENT (3/2)		X
2D BATTALION 8TH MARINE REGIMENT (2/8)		X
6TH MARINE REGIMENT (6TH MARREG)		X
1ST BATTALION, 6TH MARINE REGIMENT (1/6)		X
2D BATTALION, 6TH MARINE REGIMENT (2/6)		X
3D BATTALION, 6TH MARINE REGIMENT (3/6)		X
1ST BATTALION 8TH MARINE REGIMENT (1/8)		X
10TH MARINE REGIMENT (10TH MARREG)		X
1ST BATTALION, 10TH MARINE REGIMENT (1/10)		X
2D BATTALION, 10TH MARINE REGIMENT (2/10)		X
2D Marine Logistics Group (2D MLG)		X
2D MAINTENANCE BATTALION (2D MAINT BN)		X
2D COMBAT READINESS REGIMENT		X
2D DENTAL BATTALION		X
2D MEDICAL BATTALION (2D MED BN)		X
COMBAT LOGISTICS REGIMENT – 2 (CLR-2)		X
COMBAT LOGISTICS BATTALION – 2 (CLB-2)		X
COMBAT LOGISTICS BATTALION – 6 (CLB-6)		X
COMBAT LOGISTICS BATTALION – 8 (CLB-8)		X
COMBAT LOGISTICS BATTALION – 22 (CLB-22)		X
COMBAT LOGISTICS BATTALION – 24 (CLB-24)		X
COMBAT LOGISTICS BATTALION – 26 (CLB-26)		X
COMBAT LOGISTICS REGIMENT - 27 (CLR-27)		X
8TH ENGINEER SUPPORT BATTALION (8TH ESB)		X
2D DISTRIBUTION SUPPORT BATTALION (2D DSB)		X
HEADQUARTERS AND SUPPORT BATTALION (HQSPBTBN)		X
Marine Forces Special Operations Command		X
MARINE RAIDER REGIMENT (MRR)		X
1ST MARINE RAIDER BATTALION (1ST MRB)		X
2D MARINE RAIDER BATTALION (2D MRB)		X
3D MARINE RAIDER BATTALION (3D MRB)		X
MARINE RAIDER SUPPORT GROUP (MRSG)		X
1ST MARINE RAIDER SUPPORT BATTALION (1ST MRSB)		X
2D MARINE RAIDER SUPPORT BATTALION (2D MRSB)		X
3D MARINE RAIDER SUPPORT BATTALION (3D MRSB)		X
MARINE RAIDER TRAINING CENTER (MRTC)		X

2.1.1.1 MCB-CAMLEJ Installation Environmental Characteristics

MCB-CAMLEJ maintains multiple environmental permits with the State of North Carolina Department of Environment and Natural Resources and is considered a hazardous waste (HW) large quantity generator (LQG) status, U.S EPA Generator’s Identification Number of NC6170022580. MCB-CAMLEJ maintains a HW disposal contract through the Defense Logistics Agency (DLA). **Table 2-2** lists the environmental activities, and associated permits and plans required.

Table 2-2. MCB-CAMLEJ Environmental Permits

Statute	Number of Permits
Clean Air Act (CAA)	1
Clean Water Act (CWA)	13
Safe Drinking Water Act (SDWA)	6
Resource Conservation and Recovery Act (RCRA) Subpart B	1
RCRA Subpart D (Active and Closed Landfills, and Compost	2
RCRA Subpart I (Underground Storage Tanks)	7
Total	30

2.2 Quantified Environmental Training Requirements (EMS Element 05)

MCB-CAMLEJ EMD provides both specific EMS practice driven environmental training, Program Area environmental training, and general environmental awareness training to all personnel, as appropriate, to ensure personnel understand their environmental responsibilities and can support MCB-CAMLEJ environmental policies and programs.

Table 2-3 contains 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 Tables 2-3 and 2-4.

Table 2-4 contains a summary of the identified overall training needs and personnel to be trained; this summary is generalized to MCB-CAMLEJ as a whole; additional training requirements may be identified by the installation and should be addressed accordingly.

Table 2-5 includes program area, training requirement, and regulation or policy driver.

Table 2-6 contains the training capacity and demands placed on the locally offered courses.

Contact the CETEP Coordinator for available training resources, guidance on completing registration, accessing Computer-Based Training (CBT) courseware, and descriptions of formal courses available.

Table 2-3 Annual and Projected Environmental Training Requirements

Minimum Number of Personnel Required to Attend Training Annually	Billet/Training Description
10	ECO/AECO
162	ECC/AECC
57	RCRA HW Appointed Personnel
348	HMH (Pollution Prevention (P2))
122	Air Emissions Source Operator
All oil handling personnel	SPCC Requirements*
All personnel	EMS and Environmental Awareness*

*Train the Trainer (TTT) Supported

The MCB-CAMLEJ CETEP is integrated into the MCB-CAMLEJ EMS and contains the following components:

EMS and Environmental Awareness Training: Individual awareness of environmental policies and programs is important to attaining environmental compliance and sustainability goals. MCB-CAMLEJ CETEP includes, as appropriate, environmental education components that are sufficient in scope to provide personnel information about MCB-CAMLEJ environmental policies and programs. Environmental education materials and newsletters are routinely evaluated for updates to ensure their validity and effectiveness.

Welcome aboard briefings are additionally provided as part of the MCCS orientation/informational seminars provided for personnel new to the installation and local community.

Environmental Job-specific Training: No Marine or civilian employee should be assigned job responsibilities subjecting them to environmental requirements without receiving the appropriate environmental training.

Explicit Training and Information Requirements – **Table 2-4** summarizes significant environmental practice training requirements per Federal, State, and local regulations and USMC policies and directives. Failure to provide/obtain this type of training could result in a compliance violation that may result in regulatory action against MCB-CAMLEJ. These training requirements should be included in position/billet requirements.

Table 2-4 MCB-CAMLEJ Environmental Practice Training Requirements

<u>Course Codes</u>	<u>EMS Environmental Training Course</u>
EM100	Environmental Awareness for Commanders and Staff
EM101	Introduction to Environmental Compliance
EM102	Hazardous Material and Hazardous Waste Refresher Training
EM103	(Annually) Hazardous Material Transportation for Drivers
EM104	Environmental Compliance Coordinator and Environmental Compliance Officer Training Seminar
EM106	Air Quality Training (required every two years)
EM109	Medical Waste Training

Course Code/ Method of Training	Environmental Practice	When Training Shall Occur
EM101/EM102	HCP operation	Within 90-Day Assigned
EM101/EM102/EM103	Fueling and fuel management/storage	Within 90-Day Assigned
EM101/EM102	HW satellite accumulation area	Within 90-Day Assigned
EM101/EM102	HM storage	Within 90-Day Assigned
EM100/EM101/EM102	Drinking water management	When assigned
EM101/EM102/EM106	Aircraft maintenance	When assigned
EM100/EM101/EM102	UXO/EOD	Within 90-Day Assigned
EM101/EM102	Battery management	Within 90-Day Assigned
EM106	Boiler operation	When assigned
EM101/EM102/ Applicators Certification	Pesticide/herbicide mgmt. and application	Before Application
EM101/EM102	Equipment operation/maintenance/disposal	When assigned
EM101/EM102	HW storage (<90-day site)	Within 90-Day Assigned
EM101/EM102	Building operation/ maintenance/ repair	When assigned
	Pumping station/ force main	When assigned
EM101/EM102	Engine operation and maintenance	When assigned
EM101/EM102	Chemical treatment	When assigned
EM101/EM102	Degreasing	When assigned
EM101/EM102	Boat operation/ maintenance	When assigned
	Open burning/ open detonation	Within 90-Day Assigned
EM101/EM102	Construction/ renovation/ demolition	When assigned
EM101/EM102/EM106	ODS/Halon management	When assigned
EM101	Amphibious training	When assigned
EM101/EM102	PCB management	When assigned
EM103	HW transportation	Within 90-Day Assigned
	Wastewater treatment	When assigned
EM101/EM102/EM106	Painting	Within 90-Day Assigned
EM101/EM102	Paint removal	Within 90-Day Assigned

Course Code/ Method of Training	Environmental Practice	When Training Shall Occur
EM101/EM102/EM106	Paint booth	Within 90-Day Assigned
EM101/EM102/ EM106	Paint gun cleaning	Within 90-Day Assigned
	Live fire range operations	When assigned
	Forest fire management	When assigned
EM101/EM102/ /EM106	Storage tank management	When assigned
EM101/EM102	Vehicle maintenance	When assigned
	Grease traps	When assigned
	Sewers	When assigned
	Laboratory	Within 90-Day Assigned
EM101/EM102/ EM106	Metal working	When assigned
EM101/EM102	Nondestructive inspection	When assigned
EM101/EM102	Wash rack	When assigned
	Soil excavation/ grading	When assigned
EM101/EM102	Weapons cleaning	When assigned
	Range Residue Clearance	When assigned
	Water heater operation and maintenance	When assigned
EM100	Solid waste recycling facility	When assigned
	Aircraft deicing	When assigned
	Infantry training	When assigned
	Channel dredging	When assigned
	Encampment	When assigned
	Combat construction training	When assigned
	Field mess	When assigned
	Landscaping	When assigned
EM109	Medical/dental operations	When assigned
	Composting	When assigned

Program Area Training Requirements – Table 2-5 summarizes significant environmental training requirements for Program Areas (example hazardous waste management) per Federal, State, and local regulations and USMC policies and directives. Failure to provide/obtain this type of training could result in a compliance violation that may result in regulatory action against MCB-CAMLEJ. These training requirements should be included in position/billet requirements. Contact EMD CETEP Coordinator for instruction on how to request the training required for each program area.

Table 2-5 MCB-CAMLEJ Program Area Training Requirements

Program Area	Training Requirement	Who Shall Be Trained	Training Method	When Training Shall Occur	Regulation or Policy Driver
Air Emissions Management	Motor Vehicle Air Conditioning (AC)	Personnel servicing motor vehicle AC equipment	MOS School or Training Vendor Supported	Before assignment to perform this work. EPA Certification is required.	40 CFR 82 part 30(b) MCO 5090.2 Volume 6 para 0305
	Air Conditioning or Refrigerant repair Services	Personnel servicing, maintaining, repairing, or disposing of AC equipment	MOS School or Training Vendor Supported	Before assignment to perform this work. EPA Certification is required.	40 CFR 82 part 30(b) MCO 5090.2 Volume 6 para 0305
	Halon containing equipment	Technicians who test, maintain, service, repair or dispose of halon-containing equipment	MOS School or Training Vendor Supported	Before assignment to perform this work.	40 CFR 82.270c MCO 5090.2 Volume 6 para 0305
Env. Planning	National Env. Policy Act of 1969	Environmental Planners	EMD Provided	Before assignment to perform this work	MCO 5090.2 Volume 12 para 0302
Bloodborne Pathogens	Regulated Infectious Medical Waste (MW)	Personnel with occupational exposure to infectious MW	Navy Online (BUMED) EM109	Before assignment to perform this work	BUMED INST 6280.1A
Pesticide Management/ Self Help Application	Federal Insecticide, Fungicide and Rodenticide Act Applicators	Applicators, Pesticide Contractors, and Inspectors	Training Vendor Supported	Before application	40 CFR 170.130(a)(3) MCO 5090.2 Volume 14 para 0305
	Using or obtaining services for restricted use pesticides	Applicators, Pesticide Contractors, and Inspectors	Training Vendor Supported	Before application	40 CFR 171 parts 4,5,9 MCO 5090.2 Volume 14 para 0305
Spill Prevention, Controls and Countermeasures (SPCC)	Illicit discharge prevention training	All employees who handle POL products	Unit ECC provided	At least once every 3-years	MCO 5090.2 Volume 18 para 0308

Program Area	Training Requirement	Who Shall Be Trained	Training Method	When Training Shall Occur	Regulation or Policy Driver
Toxic Substance Management	Hazard Communications (HAZCOM)	Employees who may be exposed to hazardous chemicals under normal operations conditions or in foreseeable emergencies	Unit Safety Officers	Before assignment to do this work and annual refresher required	MCO 5100.8 29 CFR 1910 part 1200(h)(I)
Spill Response Training Requirements	Awareness Level	Personnel who are likely to witness or discover a release of hazardous substance (HS) and may initiate emergency response reporting	Unit ECC Provided	Before assignment to perform this work and annual refresher required Before assignment to perform this work and annual refresher required	29 CFR 1910.120 (q)(6)(i)
	Emergency Response Operations	Personnel who respond to HS releases in a defensive fashion without trying to stop the release			29 CFR 1910.120(a)(6)(ii)
Toxic Substance Management Asbestos	Project Monitors	Personnel who monitor abatement projects	Facilities Maintenance Training Vendor Supported	Before assignment to perform this work, annual refresher required	40 CFR 763.99 Subpart E
	All Personnel, Maintenance Custodial Staff	Personnel who may encounter ACBM			

Table 2-6 Annual and Projected Environmental Training Requirements

Estimated Population	Billet	Required Courses	Retention Factor	Course Training Demand		
				EM102	EM101	EM106
10	ECO/AECO	EM101/EM106	20%	2	8	5
162	ECC/AECC	EM101/EM106	20%	32	130	40.5
57	RCRA HWSM/HWH	EM101	20%	11	46	0
348	HMH	EM101	20%	70	278	0
81	Air Emissions Source Operator	EM106	NA	NA	NA	81
			Total:	115	462	127
Course Short Title	Seats Per Class	Classes Per Year	Total Capacity	Capacity / Demand		
EM101	32	16	512		111%	
EM102	32	7	224	194%		
EM106	32	4	128			158%

The current CETEP schedule and class capacities meet or exceed the estimated training burden for the courses analyzed.

2.2.1 CETEP Responsibilities (EMS Element 05)

MCB-CAMLEJ CETEP initiatives in conjunction with EMS guidance requirements require certain personnel to ensure the CETEP program provides a quality platform for environmental training. Each of these billets plays an important role in how successful the program is to support the mission of the MCB-CAMLEJ environmental compliance program. **Table 2-7** lists the MCB-CAMLEJ billet and responsibilities of each individual as part of the CETEP environmental training program.

Table 2-7 MCB-CAMLEJ CETEP Responsibilities

Responsible Party	Action
Facilities Assistant Chief of Staff	<ul style="list-style-type: none"> • Support implementation of the EMS and CETEP training requirements. • Review the effectiveness of the EMS and CETEP training at least annually when assessing EMS performance during the EMS Management Review. • Ensure adequate funding is available for administering environmental training. • Receive EMS Senior Leadership and Environmental Awareness training at least annually at management reviews.
Comptroller	<ul style="list-style-type: none"> • Ensure that adequate funding is planned, programmed, budgeted, and executed to meet MCB-CAMLEJ environmental requirements. • Ensure consideration of training impacts of regulatory non-compliance when considering reallocation of environmental project funding to fund non-environmental initiatives.
CETEP Coordinator	<ul style="list-style-type: none"> • Identify required environmental training applicable to Station and MSC personnel and coordinate to ensure training is received and maintained. • Determine if any training materials need updating or if any additional courses are needed. • Schedule and notify personnel of upcoming training sessions. • Provide on-site regulatory training to EMD staff and other appropriate personnel through EMD sponsored training courses. • Implement a process to ensure that the maximum number of students appropriate to a training course attend the course each time it is taught to reduce the number of times the course must be presented. • Utilize Element 9 EMS procedures to establish and/or maintain a tracking/record-keeping system that identifies environmental personnel who are trained and those who still need training. This system will include a recordkeeping form for the reporting of environmental training and will be used to evaluate compliance with all applicable requirements as outlined MCO 5090.2, Federal, State, and local requirements. • Coordinate among installations to maximize environmental training opportunities and minimize overall training costs. • Ensure 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. • Incorporate training opportunities, including EMS Training, into the MCB-CAMLEJ CETEP Plan. • Facilitate common awareness materials and develop common curricula.

Responsible Party	Action
	<ul style="list-style-type: none"> • Participate in CETEP Coordinator workshops, seminars, task forces, or committees. • Receive applicable EMS training as required by MCB-CAMLEJ EMS policy.
EMS Program Manager	<ul style="list-style-type: none"> • Develop EMS training materials applicable to the intended audience. • Provide EMS awareness for employees, suppliers, contractors, and subcontractors, via the appropriate means, in coordination with the CETEP Manager. • Participate in the identification and ranking of Base practices and aspects, determine what impacts may have significant impact on the environment and pose risk to the mission. • Assist the CETEP Coordinator in determining the appropriate level of training required, and routinely evaluate and revise information as appropriate. • Follow procedures to handle and investigate nonconformance/noncompliance with EMS requirements, including identifying and implementing corrective and preventative actions, to include training. • Receive detailed EMS planning and implementation training, including EMS Lead Auditor Training, as required.
Environmental Program Managers	<ul style="list-style-type: none"> • Ensure that environmental requirements and best management practices are incorporated into the training of their respective commands. • Ensure that appropriate training is provided to those personnel who perform tasks that may cause significant environmental impacts. • Incorporate actions in instructions, SOPs and training to control potential environmental impacts from practices. • Maintain environmental media program management plans, procedures, and training, as appropriate. • Ensure appropriate personnel participate in environmental programs and training, as applicable. • Provide technical assistance on environmental training as needed. • Review the effectiveness of the EMS training periodically. • Receive applicable environmental training, as well as updates appropriate to issues faced in their programs. • Receive detailed EMS planning and implementation training, including EMS Lead Auditor Training, as required. • Receive appropriate environmental training required for their area of responsibility. • Provide environmental on-the-job training (OJT) to practice owners. • Ensure practice owners are aware of training needs and the training materials and venues available to them. • Maintain personal environmental training records as required by regulations. • Develop and provide environmental awareness briefings to visiting units.

3. Training Efficiency (EMS Element 06)

It is a goal of MCB-CAMLEJ to ensure that maximum results are obtained from training resources. All efforts are made to make full use of existing instructional materials, services, and expertise, and to eliminate training redundancies. Environmental training should be provided at the best possible value, and should include as applicable:

- Use of regionally provided courses and course materials;
- Use of ISEERB, military services, and government agency training resources.
- Document factors considered in decisions to use or develop other training resources.
- Document estimated cost savings through use of distance learning or other innovative instructional delivery technology.
- Document efforts taken to remove unnecessary course overlap.
- Discuss collaborative efforts among installation tenant organizations.

3.1 Environmental and EMS Awareness Training Procedures

Environmental training and Environmental and EMS awareness may be achieved through a variety of mechanisms and venues, including:

- Formal USMC, Navy, DoD, or other U.S. Government certified courses.
- Locally developed courses/training delivered by contractor or EMD personnel.
- MCB-CAMLEJ Distance learning courses (correspondence, CBT/WBT, video conferencing, or internet).
- Short briefings/training sessions/videos addressing OJT, safety stand downs, or stand-up meetings.
- Use of command or unit instructions, ECPSOPs, ESOPs, fact sheets, articles, websites, or other local documentation-based methods.
- Direct interface between environmental staff and practice owners and operators.

Practice owners are assigned specific responsibilities for environmentally sound operation of their practices in command or unit instructions and ECPSOP WI. To ensure adequate understanding and compliance, Base and MSC personnel provide informal environmental training during environmental compliance evaluations or other visits to the workplace.

In addition, awareness training can be locally created via PowerPoint and adapted to cover the unit's specific environmental requirements and responsibilities. The policy statement and certification reminders can be located on the EM Portal's home page. Senior leadership EMS training may also be achieved during the annual management review meetings.

Additional specific and formal training may be required to conduct certain practices or operate certain equipment. The MCB-CAMLEJ EMS Manual contains further guidance on operation and control of practices, as well as additional guidance for communicating training and awareness materials to practice owners and operators.

3.2 Appointed Personnel Initial Training

All newly appointed unit environmental personnel are required to take the EM101. For newly appointed personnel identified as air quality source owners/operators, EM106 is also required. The following training must be completed within 90 days of assignment:

1. EM101- Hazardous Material and Hazardous Waste Initial Training
 - a. Course Prerequisites (available on MarineNet):
 - i. MCIEIHM01A – USMC- Introduction to Hazardous Material and Hazardous Waste
 - ii. MCIESTM01A – USMC- SPCC and Tank Management
 - iii. MCIEPPA01A – USMC Pollution Prevention (P2) for All
 - b. Training requires annual recertification via EM102
2. EM106 - Air Quality Training
 - a. Course Prerequisite (available on MarineNet):
 - i. MCIEAQC01A – USMC-Air Quality Compliance
 - b. Training requires biennial recertification via EM106

3.3 Marine Corps Specific Instructor Courses

Instructional Management School

Marine Corps Service Support Schools
PSC Box 20041
MCB, Camp Lejeune, NC 28542-0041

The Instructional Management School currently offers two (2) courses to meet USMC environmental trainer requirements.

Instructor Training Course (ITC) - This course is required for USMC Environmental Instructors. ITC is designed for military and civilian personnel assigned to formal schools and training centers. This course trains basic platform instructors, focusing on preparation of lesson materials and presentations as they apply to the USMC SAT. There are no security clearance, rank/position, or physical restrictions for this course.

Curriculum Developer's Course (CDC) - This course is required for CETEP Coordinators. CDC is a 5-day course designed for personnel who develop instructional materials and do not require certification as platform instructors. This course was developed based on Phase Two and Three (Design and Development) of the SAT. The graduate will be prepared to design and develop effective training materials based on ITS.

3.4 Other Military and Other Government Agency Resources

DoD training resources are included in the following sections. It is the policy of MCB-CAMLEJ EMD to use these resources when they are appropriate, available, and more cost-effective than private sector training sources. In order to implement this policy, the CETEP Coordinator periodically reviews available resources to identify courses currently contracted to vendors that are also available through ISEERB and other DoD sources.

Additionally, when new training needs arise, the CETEP Coordinator will review ISEERB and other DoD sources to determine if training can be accomplished through these vehicles.

3.4.1 Navy

Civil Engineer Corps Officer's School (CECOS)

3502 Goodspeed Road, Suite 1

Port Hueneme, CA 93043-4336

Tel: (805) 982-2895, DSN 551-2895

Fax: (805) 982-1708, DSN 551-1708

<https://www.netc.navy.mil/centers/csfe/cecos>

CECOS is the DoD's main provider of the Advanced Environmental Management course required for all CETEP Coordinators.

Naval Safety and Environmental Training Center (NAVSAFENVTRACEN)

9080 Breezy Point

Crescent Norfolk, VA 23511-3998

Tel: (757) 445-8778, DSN 565-8778

Fax: (757) 445-5320, DSN 565-5320

<http://www.public.navy.mil/navsafecen/navsafenvtracen/Pages/default.aspx>

Navy Supply Corps School

1378 Porter Ave

Naval Station Newport

Newport, RI 02841

NSC Quota Control: (401) 841-4820

<https://www.netc.navy.mil/centers/css/nscs>

Chief of Naval Education and Training (CNET)

CNET is the DoD's main Prospective of the Shore Station Commander Seminar for PCO/PXO.

3.4.2 Army

Army Artillery Center
Fort Sill Center for Environmental Initiatives and Hands-on Training (CEIHOT)
Fort Sill, OK 73503-5100

Army Corps of Engineers, Army Environmental Training Support Center
PO Box 1600
Huntsville, AL 35807-4301

Army Logistics University (ALMC)
562 Quarters Rd. Bldg 12420
Fort Lee, VA 23801-1705
Phone: (804) 765-8440

ALMC is the school responsible for identifying course delivery options and developing and maintaining course materials for the Defense HM/HW Handling Course.

3.4.3 Air Force

Air Force Institute of Technology (AFIT)
AFIT/CEA (Bldg. 643)
2950 Hobson Way
Wright-Patterson AFB OH 45433-7765
Tel: (937) 255-5654, DSN 785-5654
Fax: (937) 255-5188, DSN 785-5188
<https://www.afit.edu/cess>

3.4.4 Defense Logistics Agency (DLA)

DLA Training Center (DTC-C)
380 Morrison Road
Columbus, OH 43213-1430
Tel: Information: (800) 458-7903/ DSN 850-5990; or Commercial (614) 692-5990
Registrar: DSN 850-6171; Commercial (614) 692-6171
<https://www.hr.dla.mil/>

3.4.5 U.S. Army Corps of Engineers (USACE)

USACE Learning Center (ULC)
550 Sparkman Drive NW
Huntsville, AL 35816
Tel: (256) 895-7401 Fax: (256) 895-7469
<https://ulc.usace.army.mil>

3.5 Instructional Delivery Technology

Environmental training and education programs frequently are available through various types of instructional delivery technology, including the following:

- Instructor led classroom;
- Videos;
- Webinars;
- Self-paced training courses;
- Marine Net CBT courses;
- On-line Internet systems (e.g., the Online Institute courses offered by CECOS and Advanced Online, Inc);
- Internet resources - Defense Environmental Network and Information Exchange (DENIX); and
- Virtual courses.

Prior to the purchase or use of any of these options, a review of the materials should be conducted by the CETEP Coordinator or other qualified individuals, and a list of available resources compiled and issued as part of the training resources catalog. When seeking training from non-USMC providers, the CETEP Coordinator should give priority to courses using advanced instructional technologies.

3.6 Cooperative Efforts

Coordination with nearby Naval and USMC facilities should be explored. The opportunity exists to create a shared collection of training materials in which only the specific State and local requirements would need to be prepared separately.

3.7 Other Efficiencies

Efforts should be made to save both time and cost by selecting training courses that meet more than one requirement at a time, if possible. Courses should be thoroughly reviewed to ensure that they meet the training requirements for each topic addressed and that training records reflect each regulatory training requirement that has been met.

Time and cost savings will result from coordinating training across units and organizations within MCB-CAMLEJ through the CETEP Coordinator rather than having units and organizations schedule similar courses independently. To reduce the time and cost expenditures associated with multiple offerings of a training course, the CETEP Coordinator maintains procedures that ensure that the maximum number of students appropriate to a training course attend the course each time it is taught; this reduces the number of times the course must be presented. This process may include but may not be limited to email alerts; assigned training quotas for subject units and organizations; formalized name submittals for training sessions; and deadlines for filling quotas.

Other training efficiencies can be achieved through consultation with environmental program managers and individuals possessing the secondary MOS 8056 as subject matter experts (SMEs). These individuals can serve as additional instruction resources available to the CETEP Coordinator and the assigned Environmental Trainers.

4. Plan of Actions and Milestones (EMS Element 04)

These CETEP Plan of Actions and Milestones (POA&M) should be incorporated into a schedule developed by MCB-CAMLEJ to ensure that the CETEP remains effective and tailored to current needs.

Table 4-1. CETEP Development Plan of Actions and Milestones

Actions	Milestone
Conduct training needs assessment	Completed
Identify regulatory drivers	Completed
Identify affected positions	Completed
Identify courses that address each need	Completed
Determine who requires training and when	Completed
Assess current status of required training	Completed
Assess deficiencies/future needs	Ongoing
Identify courses	Completed
Identify/certify providers	Completed
Identify facilities	Completed
Assess provider/facility capacity	Completed
Identify shortfalls	Ongoing
CETEP Implementation	Completed
Address deficiencies/future needs	Completed
Prepare compliance/readiness impact statements	Completed
Prioritize needs	Completed
Submit budget requirements	Completed
Conduct program review	Every two (2) years
Conduct periodic training needs assessments	Every two (2) years
Assess program effectiveness	Every two (2) years
Revise/modify CETEP as appropriate	Every two (2) years

5. Quality Assurance (EMS Element 13)

This section of the CETEP Plan describes the procedures established to ensure that all instruction provided through this program is valid and relevant and meets MCB-CAMLEJ EMD training quality standards.

5.1 Procedures for Instruction Review and Approval

MCB-CAMLEJ will ensure that each environmental training program sponsored or supported by EMD adheres to the guidelines presented in MCO 5090.2, Volume 5 Environmental Training and Education.

The CETEP Coordinator will research to see whether the DoD ISEERB has approved a prospective course. "ISEERB Approved" is an endorsement given to specific environmental education and training courses. The purpose of ISEERB approval is to eliminate duplication in course development and maximize the distribution of quality environmental training.

In general, all training courses must:

- Meet the expressed and identified needs of USMC; and
- Clearly identify the specific Federal, State, regional, and local environmental training requirement(s) and the established USMC job requirements that are satisfied by each training course or exercise.

Each training program, course, or exercise should have a Program of Instruction (POI), course syllabus, administrative guide, outline, or equivalent document that clearly and concisely describes the training course. At a minimum, the training description must include the following:

- Course content/learning objectives;
- Time allocation;
- Instructional sequence of events;
- Student evaluation procedures (where appropriate);
- Established proficiency levels; and
- Established course evaluation procedures.

The CETEP Coordinator will review all providers and course materials offered by non-USMC vendors for compliance with the above standards. A cover letter will be appended to each POI/lesson plan indicating the CETEP Coordinator's review and approval for instruction.

Contracted training course instructors must demonstrate that they possess sufficient academic exposure, training, and/or work experience to serve as SMEs. All instructors must, at a

minimum, meet instructor qualification standards established in applicable Federal requirements. Where applicable, course instructors must:

- Have sufficient quality and quantity of resources (including instructors, course materials, instructional equipment, facilities, and supplies) to fulfill the specific training need for which they are being considered.
- Employ established evaluation and feedback procedures to allow student/Marine Corps appraisals of completed instruction quality and relevance; and
- Be reasonably and competitively priced.

In some cases, specific training has been required as part of a permit (e.g., wastewater treatment facility permit). The specified training is normally identified in the permit and can only be obtained from a State-approved source. The CETEP Coordinator will implement a program of instructional quality assurance as outlined in the CETEP Program POA&M presented in Section 4 of this plan.

5.2 Internal Evaluation Procedures

Both the students and the instructors will review the training as part of the instructional quality assurance.

5.2.1 Student Comments

One of the best reviews of instructor performance and course materials comes from students. The Course Critique is a questionnaire submitted to students following completion of a training event. Students should complete the questionnaires while the training is fresh in their minds. These are the primary means by which instructors receive immediate feedback. The questionnaires typically have questions concerning the quality of the instruction, the instructor's use of media and methods, and evaluation procedures. An example Course Critique is provided in Appendix B. This form or an equitable version may be used.

Students will be provided with course evaluation forms to fill out at the end of each environmental training course. The completed forms will be collected by the instructor and forwarded to the CETEP Coordinator. The CETEP Coordinator will review the evaluations to determine if the course met the specific training need and to ensure that any identified need for improvement is addressed.

5.2.2 Instructor Comments

Each instructor should complete an Instructor's Course Evaluation after the completion of the training event. An example Instructor's Course Evaluation is provided in Appendix C. This form or an equitable version may be used.

The evaluation should focus on identifying conditions that impaired or were detrimental to instruction, such as:

- Class size;
- Adequacy of curriculum and student materials;
- Adequacy of facilities; and
- Adequacy of instructional support equipment.

Each instructor will review the student evaluations. The completed evaluation will then be forwarded to the CETEP Coordinator for review and recordkeeping.

5.3 Instructor Competency and Capability (EMS Element 6)

Course instructors (USMC and non-USMC personnel) must demonstrate that they meet Marine MCTQS. All instructors must meet instructor qualification standards established in applicable Federal, State, and local requirements. Additionally, the CETEP Coordinator must meet certain training criteria.

5.3.1 CETEP Coordinator

The following conditions must be fulfilled in order to demonstrate adequate instructional skills:

- Satisfactory completion of the Curriculum Developer's Course, or equivalent;
- Successful graduation from the Advanced Environmental Management; and
- Successful participation in the HQMC sponsored CETEP Coordinators workshops, seminars, task forces, or committees.

5.3.2 Training Contractors

Where applicable, Contracted training course instructors must:

- Have sufficient quality and quantity of resources (including instructors, course materials, instructional equipment, facilities, and supplies) to fulfill the specific training need for which they are being considered;
- Employ established evaluation and feedback procedures to allow student/USMC appraisals of completed instruction quality and relevance;
- Be reasonably and competitively priced; and
- Utilize EMS language from the current MCB-CAMLEJ EMS Plan to ensure EMS training is up to date.

If the requirements for quality and standardization of instruction are less than those required by USMC standards, then the training contractors will have the additional requirement of meeting

the Marine Corps Instructional Quality Standards. The CETEP Coordinator may use SMEs to validate the competency and capabilities of those providing environmental instruction.

6. Recordkeeping (EMS Element 09)

This section of the CETEP Plan describes procedures established and processes employed to ensure that all environmental training is properly documented and that compliance with all applicable regulations can be demonstrated.

6.1 Personnel Training Records

Personnel environmental training records will be retained by MSC units in the Unit Environmental Program binder IAW MCIEAST-MCB CAMLEJO 5090.4C. This order identifies how the installation meets general environmental training documentation requirements established by MCO 5090.2. Additional training record requirements may exist based on the type of training and associated regulations. An example Course Roster is provided in Appendix D. This form or an equitable version may be used for all MCB-CAMLEJ CETEP provided courses.

For those positions for which a written job description is required by law, the description will include the specifics for the requisite skill, education or other qualifications, duties of the position, and a written description of the type and amount of both introductory and continuing training that will be given to each person. The job description will be added to the appointment letter to become one document.

For courses requiring refresher training, the recordkeeping system will allow for inclusion of the required refresher training date.

6.2 Course Instructor Qualifications and Evaluation Records

The CETEP Coordinator will maintain all course instructor qualifications/evaluation records for MCB-CAMLEJ sponsored and provided courses. Records maintained for each individual instructor should include:

- Name of the instructor;
- Job title;
- Name/description of course taught; and
- Course instruction dates.

If an instructor teaches multiple courses, separate records are required for each course. MCB-CAMLEJ CETEP Coordinator retains copies of instructor records for a minimum of three (3) years following termination of employment.

6.3 Course Evaluation Records

The CETEP Coordinator will keep all course evaluation records. Records maintained for each training course must include:

- Name of the course;
- Description of the course;
- Course Critique questionnaires completed by the students; and
- Instructor's Course Evaluation.

An example Course Critique is provided in Appendix B. This form or an equitable version may be used for EMD or contractor provided courses.

Installations retain copies of Course Evaluation records for a minimum of three (3) years following termination of the course.

6.4 Record System Implementation

The CETEP Coordinator, working with appropriate personnel, should establish a tracking/recordkeeping system that identifies environmental personnel who are trained. This system may include a recordkeeping form for the reporting of environmental training and will be used to report compliance with all applicable requirements as outlined in MCO 5090.2 Volume 2 Environmental Management System and Volume 5 Environmental Training and Education.

Unit/Command ECC/AECCs will maintain training records in the Unit Environmental Operating File for their own unit/command personnel. The Unit ECC/AECC will ensure all unit required environmental training is retained for a period of 7 years effective 1 January 2023.

6.4.1 Certifications

Federal, State, and local regulations require those personnel requiring certification to keep a copy of their certification at their respective Unit Environmental Operating File.

7. Implementing Orders

This section includes established orders, directives, and guidance which have been established to ensure that the CETEP Plan is implemented as written.

7.1 DoD Instruction 4715.10 Environmental Education and Training

DoDI 47510.10 implements policy, assigns responsibilities, and prescribes procedures to ensure effective and efficient environmental education, training, and career development programs for DoD personnel.

MCB-CAMLEJ is responsible for securing the necessary environmental training and awareness to military and civilian personnel, across the forces, to ensure they can successfully fulfill their environmental duties and responsibilities; and funding all mandatory environmental training requirements in Federal laws and regulations.

7.2 MCO 5090.2 Environmental Compliance and Protection Program

Marine Corps Order 5090.2, Environmental Compliance and Protection Manual, Volume 5 establishes policy and responsibilities to ensure compliance with mandated environmental training requirements and USMC policies and standards for developing and managing environmental training instruction. It also outlines procedures designed to ensure that USMC environmental programs sufficiently identify and meet USMC needs effectively and efficiently.

MCB-CAMLEJ is responsible ensuring that the training is conducted and that it is both relevant and high-quality content being delivered. Furthermore, all training must conform to the guidelines set forth in the USMC SAT Manual and advanced through the CETEP.

Documentation and reporting requirements must demonstrate that USMC environmental training goals are fulfilled. It must maintain full compliance with all applicable environmental training and public outreach requirements, support P2 and all other environmental goals. Documentation must ensure professional development opportunities are identified and offered for the needs of USMC personnel assigned to environmental responsibilities.

7.3 MCO 5210.11F Marine Corps Records Management Program

Marine Corps Order 5210.11F, *Marine Corps Records Management Program*, provides records management policy for commanders, Command Designated Records Management (CDRM), administrative officers and clerks/specialists, Information Management Officers (IMO), and all

active and reserve Marines, civilian Marines (union and non-union), and contractors working for USMC.

MCB-CAMLEJ EMD is responsible to manage and preserve USMC records to document Marine achievements and historical events, comply with legal/statutory obligations and fiscal obligations, and support future business use. It is MCB-CAMLEJ's responsibility to ensure that all USMC records, regardless of form or medium, are maintained using lifecycle management and, when possible, managed and remain in an electronic format throughout their lifecycle.

7.4 MCB-CAMLEJ EMS Manual

The MCB-CAMLEJ EMS is based on the MCO 5090.2 Volume 2, USMC EMS Policy, and ISO 14001 frameworks, which consists of interrelated components (Policy, Planning, Implementation, Checking and Preventive/Corrective Action, and Management Review) that together define and emphasize a process of continual improvement.

The MCB-CAMLEJ EMS Manual provides guidance to all base personnel to ensure that environmental training and awareness needs are identified, and that training is provided and documented. It addresses general environmental awareness, job-specific environmental training, and executive/command-level environmental information, and includes both regulatory-required training (applicable to specific practices) and policy-driven environmental management training.

Appendix A. Acronyms and Abbreviations

2D MARDIV	2nd Marine Division
2D MLG	2nd Marine Logistics Group
ACBM	Asbestos Containing Building Materials
AC/S	Assistant Chief of Staff
AECC	Assistant Environmental Compliance Coordinator
AFIT	Air Force Institute of Technology
ALMC	Army Logistics Management College
AOR	Area of Responsibility
BUMED	Navy Bureau of Medicine and Surgery
CAA	Clean Air Act
CBT	Computer-Based Training
CDC	Curriculum Developer's Course
CDRM	Command Designated Records Management
CECOS	Civil Engineer Corps Officers School
CEIHOT	Center for Environmental Initiatives and Hands-on Training
CETEP	Comprehensive Environmental Training and Education Program
CFR	Code of Federal Regulations
CIV	Civilian
CLB	Combat Logistics Battalion
CLR	Combat Logistics Regiment
CNET	Chief of Naval Education and Training
CWA	Clean Water Act
DENIX	Defense Environmental Network and Information Exchange
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDI	Department of Defense Instruction
DON	Department of Navy
DOT	Department of Transportation
DTC-C	DLA Training Center
ECAC	Environmental Coordinator/Assistant Course
ECC	Environmental Compliance Coordinator
ECPSOP	Environmental Compliance and Protection Standard Operating Procedure
EMD	Environmental Management Division
EMS	Environmental Management System
EPA	U.S. Environmental Protection Agency
ESOP	Environmental Standard Operating Procedure
EO	Executive Order

EOD	Explosive Ordnance Disposal
H&HS	Headquarters and Headquarters Support Battalion
HAZCOM	Hazardous Material Communication
HAZWOPER	Hazardous Waste and Operations Training
HCP	Hazardous Material Consolidation Program
HM	Hazardous Material
HMTUSA	Hazardous Material Transportation and Uniform Safety Act
HQMC	Headquarters Marine Corps
HS	Hazardous Substance
HW	Hazardous Waste
IMA	Individual Mobilization Augmentee
ISEERB	Interservice Environmental Education Review Board
ITC	Instructor Training Course
ITS	Individual Training Standards
LQG	Large Quantity Generator
MARSOC	Marine Forces Special Operations Command
MCCS	Marine Corps Community Services
MCIEAST	Marine Corps Installations East
MCTQS	Marine Corps Training Quality Standards
MCO	Marine Corps Order
MOS	Military Occupational Specialty
MSC	Major Subordinate Command
MW	Medical Waste
NAVSAFENVTRACEN	Naval Safety and Environmental Training Center
ODS	Ozone Depleting Substance
OJT	On-the-Job Training
P2	Pollution Prevention
PAF	Pollution Abatement Facilities
PCB	Polychlorinated Biphenyl
PCO/PCX	Personnel Changeout/Personnel Exchange
POA&M	Plan of Action and Milestones
POC	Point of Contact
POI	Program of Instruction
POL	Petroleum, Oils, and Lubricants
RCRA	Resource Conservation and Recovery Act
SAT	Systems Approach to Training
SDWA	Safe Drinking Water Act
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control, and Countermeasures

TTT	Train the Trainer
USACE	U.S. Army Corps of Engineers
ULC	USACE Learning Center
USMC	U.S. Marine Corps
UXO	Unexploded Ordnance
WBT	Web Based Training
WI	Work Instruction

Appendix B. Course Evaluation Form

Comprehensive Environmental Training Program Instructor/Class Evaluation Form

Course Title:
Course Instructor:
Course Dates:

Please rate the instructor in the following areas on a scale of 1 to 5; with 1 being poor, 3 being satisfactory and 5 being excellent:

Speaking Ability: _____ Willingness to Answer Questions: _____ Material Knowledge: _____
Use of Visual Aids: _____ Material Presentation: _____ Relevant Examples Used: _____

1. What is your Environmental billet and primary MOS?
2. Specific comments/Suggestions:
3. Provide your general interest in the course subject and impressions of the course:
4. Did you get from the course what you expected? If not, why?
5. What part(s) of the course did you benefit from the most?
6. What part(s) of the course did you benefit from the least?
7. How can the course be improved? What topics/issues would you add/delete from the course?
8. Will the course manual help you as a reference tool? If yes, how? If no, why not?

Appendix C. Instructor's Course Evaluation Form

Instructor:					
Class:					
Date:					
Location:					
Course Evaluation Responses (Totals from the Student Evaluations):					
EVALUATIVE STATEMENTS	5	4	3	2	1
Overall, my learning expectations were met.					
I expect to be able to apply the knowledge gained in my day-to-day job activities.					
The stated objectives were met.					
Content was well-structured/organized (sequence, teaching methods).					
Materials were clearly written and usable.					
The instructor was prepared and organized.					
The instructor demonstrated expertise in the subject matter.					
The instructor responded appropriately to questions.					
The instructor encouraged participation.					
The instructor was sensitive to class needs.					
Totals					

Instructor Comments to address evaluations with a score of 1 or 2:
Adequacy of classroom/ media equipment?
Additional Comments/Suggestions:

Appendix E. MCB-CAMLEJ Course Descriptions

1. Environmental Awareness for Commanders and Staff (EM100). The purpose of EM100 is to familiarize the Commanders and staff with applicable Federal, State, and Marine Corps environmental regulations in addition to Marine Corps Base, Camp Lejeune environmental policies and operating procedures.
2. Hazardous Materials/Hazardous Waste Initial Training (EM101). The purpose of EM101 is to develop an understanding of the pertinent environmental issues at the Installation as well as present specific guidance and policies for the management and disposal of hazardous materials (HM) and hazardous waste (HW). Course meets Federal, State, and Marine Corps mandated environmental training requirements.
3. Hazardous Material and Hazardous Waste Refresher Training (EM102). EM102 provides the mandated annual refresher training requirements for the EM101 course certificate. Emphasis is placed upon Installation policies and specific environmental issues at the unit level.
4. Hazardous Material Transportation Class (EM103). EM103 provides classroom presentation of specific training required for United States Marine Corps motor vehicle drivers in need of an endorsement on their military driver's license to transport fuel per applicable Marine Corps and Base directives.
5. Environmental Compliance Coordinator and Environmental Compliance Officer Seminar (EM104). EM104 provides additional training for ECCs and ECOs beyond the scope of EM101 to enable these individuals to perform their duties effectively and train unit level personnel in HM/HW Management. This seminar provides ECCs and ECOs with a more tailored training experience to increase the effectiveness of multimedia environmental program management.
6. Air Quality Training (EM106). EM106 provides pertinent information to both Military and civilian personnel on the requirements of the Clean Air Act and other Air Quality (AQ) regulations, Camp Lejeune's Clean Air Act permit, and an overview of AQ SOPs as well as instruction on the monitoring and record keeping requirements associated with regulated air emission sources. Training is required to be completed once every two (2) years.
7. Medical Waste Training (EM109). EM109 is designed to provide a basic understanding of MW management and recordkeeping requirements at the Battalion Aid Station (BAS)/Regimental Aid Station (RAS) and including an overview of the Navy Medical Center Camp Lejeune's Medical Waste SOP. The target audience for this class is ECCs and BAS/RAS personnel.