



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION MIRAMAR  
P.O. BOX 452001  
SAN DIEGO, CA 92145-2001

5090

CO

27 AUG 2014

From: Commanding Officer, Marine Corps Air Station Miramar  
To: Chairman, Environmental Impact Review Board (EIRB)

Subj: ENVIROMENTAL MANAGEMENT SYSTEMS (EMS) MANAGER APPOINTMENT

Ref: (a) MCO P5090.2A w/Change 3

1. Per reference(a), MCAS Miramar is required to develop and maintain an EMS in order to fulfill environmental requirements and obligations to Marine Corps and Civil authorities.
2. To ensure continued compliance with the requirements outlined in reference (a), you are hereby appointed as the EMS manager.
3. As the EMS manager, you are required to become familiar with the contents of ref (a) and fully conform to the requirements contained within the reference.

  
J. P. FARNAM



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27 AUG 2014

From: Commanding Officer, Marine Corps Air Station Miramar  
To: Chairman, Environmental Impact Review Board (EIRB)

Subj: ENVIROMENTAL MANAGEMENT SYSTEMS (EMS) MANAGEMENT REVIEW  
TEAM DESIGNATION

Ref: (a) MCO P5090.2A w/Change 3

1. Per reference(a), MCAS Miramar is required to develop and maintain an EMS in order to fulfill environmental requirements and obligations to Marine Corps and Civil authorities.
2. To ensure continued compliance with the requirements outlined in reference (a), the Environmental Impact Review Board (EIRB) is hereby designated as the EMS Management Review Team for MCAS Miramar.
3. The point of contact for this letter Ms. Susan Van Winkle, the Deputy Environmental Management Officer, and she can be reached at (858) 577-1134 or DSN 1134.

J. P. FARNAM

11. Identify and submit to the CMC (LF) project documentation and funding requests for NEPA/reference (b)-related actions that are required to maintain compliance with applicable existing and emerging regulations and permits. Program and budget for personnel, equipment, materials, training, and monitoring required for compliance with NEPA/ reference (b) requirements. Pay appropriate Federal, state, and local fees. Ensure that the EMH is employed, P2 alternatives evaluated, and life-cycle cost impacts assessed, in evaluating and selecting projects that address compliance requirements.

12. Ensure that impacts to installation resources are mitigated, as specified in decision documents and as required per applicable environmental statutes, and that the effectiveness of mitigation measures is monitored.

13. Ensure that permit conditions and commitments are met.

12304. INSTALLATION/COMMAND EIRB

1. Ensure that all NEPA or reference (b) documents fully comply with all legal and procedural requirements through a review for technical sufficiency, including, but not limited to:

- a. Complete analysis of alternatives and their associated impacts;
- b. Appropriateness of alternatives analyzed; and
- c. Appropriateness of proposal as required to coexist with other actions on the installation.

2. Ensure that all NEPA or reference (b) documents have undergone appropriate staff review.

3. Assist the Action Proponent in determining whether the proposed action requires the preparation of an EA or EIS.

4. Review completed EAs, and make recommendations to the installation/Command CO/CG for a FNSI, a DEIS, or no action. The EIRB will draft the proposed FNSI and forward both the EA and FNSI to the installation/Command CO/CG for signature.

5. If the EA meets one of the requirements discussed in paragraph 12104.5, the EIRB will forward, for the installation/Command CO/CG, the EA and proposed FNSI to the next level of EIRB (Regional EIRB or HQEIRB) for review and concurrence for approval. A letter from the installation/Command CO/CG stating the results of the installation/Command EIRB and certifying that the document(s) have been found legally sufficient by the installation/Command legal counsel shall be included with the documentation provided to the HQEIRB.

6. Draft NOI, DEIS, EIS, and ROD and, following the same procedures noted above for EAs, forward these documents to installation/Command CO/CG for approval. A letter from the installation/Command CO/CG stating the results of the installation/Command EIRB and certifying that the document(s) have been found legally sufficient by the installation/Command legal counsel shall

be included with the documentation provided to the HQEIRB.

7. Retain on file, for no less than 10 years, copies of all decision documents, completed EAs and EISs, published FNSI statements, RODs, and minutes taken during EIRB meetings.

8. The EIRB will include the installation/Command CG/CO or his/her designated representative, legal counsel, the heads of facilities, environment, operations/training, comptroller, public affairs, community plans and liaison departments, as appropriate, and any others as determined to have an interest in the proposed action by the installation/Command CO/CG.

12305. INSTALLATION/COMMAND ENVIRONMENTAL PLANNING STAFF

1. Assist the Action Proponent to effect references (a) and/or (b).
2. Provide specific installation/Command guidance related to references (a) or (b).
3. Review NEPA or reference (b) documents and provide technical assistance.
4. Natural resource program managers shall serve as the primary POC for all formal or informal consultation with the appropriate regulatory agencies when actions may impact natural resources (e.g. threatened or endangered species, critical habitat, wetlands).
5. Cultural resource program managers shall serve as the primary POC for all consultations with SHPOs, Native American tribes and NHOs when actions may impact cultural resources.
6. Negotiate (in coordination with action proponent) mitigation requirements with applicable regulatory agencies.
7. Monitor and track mitigation implementation and adjust as necessary to ensure success. Should there be a substantial failure of the mitigation, in either implementation or effectiveness, work with the action proponent and appropriate regulatory authority (if any) to implement appropriate remedies

12306. ACTION PROPONENTS

1. Provide funds for NEPA/reference (b) documentation and all related ancillary studies, mitigation, and monitoring costs. Provide funds for NEPA documentation and all related ancillary studies and mitigation costs. NEPA/reference (b) funding is not centrally managed; funds must come from action sponsors or from installation operation and maintenance O&M budgets. Action Proponent Sponsors and/or Action Proponents must program funds for NEPA/reference (b) compliance. Funds for mitigation measures should be identified as part of MILCON funding requests (separate line item of Form 1391). For non-MILCON projects, funds for mitigation must be programmed as part of the project funding request.
2. Coordinate with the installation/command environmental staff at the earliest possible opportunity to determine the level of NEPA documentation required. The installation/command environmental staff will consult with

made.

2204. ELEMENT 4: OBJECTIVES, TARGETS, AND ACTIONS TO IMPROVE PERFORMANCE

1. Objectives and Targets. Each installation shall establish, implement, and document environmental objectives and targets, and communicate them to installation employees at all appropriate levels and functions. Objectives and targets shall be established at the relevant functions and levels within the installation.

2. Installations shall ensure that objectives and targets:

a. Take into account risks to mission determined through the risk calculation procedure. Installations must take into account their significant aspects when establishing their objectives and targets; however, installations do not need to establish an objective and target for every significant aspect and practice.

b. Are consistent with and supportive of the installation's environmental policy, environmental requirements, and sustainability goals.

c. Take into account the views of any interested parties, either external or internal.

d. Are achievable within economic and technological restraints.

e. Are measurable.

f. Are reviewed and revised at least annually, according to a schedule established by the installation.

3. Actions to Improve Performance. Each installation shall identify, implement, and maintain plans for achieving its objectives and targets. Plans shall designate responsibilities and shall identify the timeframes for achieving each objective and target at relevant functions and levels of the installation. Actions, funding, and resource requirements should all be described within the objective and target POA&Ms.

4. Each installation shall implement identified actions within the installation CG/CO's responsibility and budget (behavioral and administrative actions) to achieve objectives and targets.

5. Installations shall program for and execute actions requiring external funding and/or expertise (i.e., projects (see paragraph 2205.2)).

2205. ELEMENT 5: ROLES, RESPONSIBILITIES, AND RESOURCES. This element is divided into two subcategories: Roles, Responsibilities, and Programs; and Funding and Manpower. This division allows for better discrimination of root causal factors. Compliance assessments will use the EMS elements as root causes for findings.

1. Roles, Responsibilities, and Programs. The Environmental Department at each installation shall take a lead role to ensure that the EMS is properly

implemented. Environmental programs, however, are not assigned exclusively within the Environmental Department, and other organizations (e.g., Facilities, Safety, and Medical), play key environmental management roles. Environmental program responsibilities are assigned in chapter 1 of this Manual, and programmatic roles will be delineated in the ECPSOP per Element 5.

2. EMS responsibilities are assigned in section 3 of this chapter.

a. Each installation shall document and communicate EMS roles, responsibilities, and authorities for:

- (1) The EMS Team.
- (2) Environmental program managers and staff.
- (3) Practice owners including tenants and on-site contractors.

b. EMS Team members shall be formally appointed by the installation CO (also see paragraph 2217.1). Per reference (d), the EMS Team should include personnel from environmental and other departments, including but not limited to: mission units, planning, procurement, contracts, logistics, legal, budget, facility, energy, and technical support functional areas and other functional areas as appropriate. Additionally, the command shall appoint an EMS manager who has a defined role, responsibility and appropriate level of authority for:

- (1) Ensuring that EMS is established, implemented and maintained in accordance with the MCO P5090.2A
- (2) Reporting to the Command on the performance of the EMS including recommendations for improvement.

c. Installations shall review and modify media programs to ensure that they support the environmental policy statement and contribute to achieving EMS objectives and targets.

d. Installations shall identify all contracts that can significantly affect the installation's significant aspects, and shall maintain an inventory of such contracts. Requirements shall be included in all appropriate contracts to ensure that contractor's responsibilities under the EMS are properly addressed, to include control of contractor-operated practices.

e. Officer of the Day/Command Duty Officer (OOD/CDO). The OOD/CDO is the installation CG/CO's representative during non-duty hours. The OOD/CDO's primary responsibility is to receive emergency calls during non-duty hours and inform the CG/CO and staff of significant incidents. Each OOD/CDO turnover folder shall contain an environmental staff recall roster and coordinating instructions for emergency reporting (e.g., hazardous substance (HS) spills). All installation and unit HS response plans and other contingency plans or procedures will require the OOD/CDO to be contacted immediately after contacting emergency response personnel.



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01 JUL 2010

From: Commanding Officer, Marine Corps Air Station Miramar  
To: Chairman, Environmental Impact Review Board (EIRB)

Subj: ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) PROGRAM

Encl: (1) Marine Corps EMS & Marine Corps EMS Policy

1. As specified in enclosure (1), MCAS Miramar is required to conform with Environmental Management Systems (EMS).
2. To ensure continued compliance with the requirements of enclosure (1), the Environmental Impact Review Board (EIRB) is hereby designated as the EMS Management Review Team for the Marine Corps Air Station Miramar.
3. Point of contact is Mr. Bill Moog, Assistant Environmental Management Officer, Environmental Management, at (858) 577-1134; DSN 267-1134.

A handwritten signature in cursive script, appearing to read "F. A. Richie".

F. A. RICHIE