DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

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MAR 03 2004

From: Commandant of the Marine Corps

Subj: MARINE CORPS ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

Ref: (a) Executive Order 13148 "Greening the Government Through Leadership in Environmental Management" of 21 Apr 00
(b) DoD Environmental Management System (EMS) Policy of 5 Apr 02
(c) MCO P5090.2A of 10 Jul 98

Encl: (1) The Marine Corps Environmental Management System (EMS) & Marine Corps EMS Policy

1. The Marine Corps has made significant strides in achieving and maintaining environmental compliance at our active installations and reserve centers. To continue improving on that outstanding record of success and to meet the growing challenge of encroachment, the Marine Corps is enhancing and formalizing its Environmental Management System (EMS). The Marine Corps EMS provides a systematic approach to integrating environmental considerations into mission decisions and operations, while continuing to improve upon our environmental compliance posture. We are doing this by institutionalizing processes for continual environmental improvement and reducing risks to mission through effective and continual planning, review, and preventive and corrective actions. This will allow us to sustain and ultimately enhance mission readiness and access to training areas.

2. The Marine Corps EMS directly supports the requirements of references (a) and (b) by integrating environmental considerations and accountability into day-to-day decision-making and long-term planning processes across all missions, activities, and functions. The Marine Corps EMS and related policy on applicability, implementation criteria, and reporting requirements are defined in the enclosure, and will be incorporated into the next revision of reference (c). All addressees are directed to implement the requirements of the enclosure.

3. The Headquarters Marine Corps (LFL) point of contact is Mr. James Wozniak, 703-695-8302, (x3335), DSN 225-8302, wozniakjm@hqmc.usmc.mil.

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The Marine Corps Environmental Management System (EMS)
&
Marine Corps EMS Policy

1. Overview:

Executive Order (EO) 13148 "Greening the Government Through Leadership in Environmental Management" requires an Environmental Management System (EMS) to be implemented at all applicable federal facilities by 31 December 2005. Consistent with that EO and subsequent, related Department of Defense (DoD) EMS policy, this document defines the Marine Corps EMS and related Marine Corps policy on applicability, implementation criteria and metrics, and reporting requirements.

2. The Marine Corps Environmental Management System (EMS):

The Marine Corps EMS is a framework of five interrelated components. This framework is consistent with those used by other military services and federal agencies, and with ISO 14001, an international standard for EMS. Together, the components emphasize continual improvement through effective policy, planning, implementation, checking and preventive/ corrective action, and management review. These components are explained below.

a. Policy: A public commitment by senior leadership that, at a minimum, expresses commitment to environmental compliance, pollution prevention, and continual improvement of the installation's environmental performance.

b. Planning: The integration of environmental considerations into mission operations through: identification of mission-supporting practices and the aspects of those practices that have the potential to impact the environment; analysis and prioritization of risks to mission posed by those practices and aspects; development of objectives and targets (goals and metrics) for minimizing the risks to mission posed by those practices and aspects; and identification of resources and timelines for achieving those objectives and targets.

c. Implementation: The development and documentation of roles and responsibilities for controlling practices and managing environmental resources to sustain and enhance the installation's mission and mission-supporting capabilities.

d. Checking and Preventive/Corrective Action: The establishment of procedures for self-evaluation and preventive

Enclosure (1)

and corrective action of the EMS, environmental media programs, practice controls, and resource management.

e. Management Review: A senior leadership review of the EMS followed up by changes, as appropriate.

3. Applicability:

The Marine Corps EMS directly supports the EO13148 and DoD EMS requirements by integrating environmental considerations and accountability into day-to-day decision-making and long-term planning processes across all missions, activities, and functions. Thus, it is Marine Corps policy that:

a. Each active installation will implement the Marine Corps EMS covering all installation commands, to include Department of Defense tenant organizations, that have activities and functions potentially impacting the environment;

b. Marine Forces Reserve (MARFORRES) will implement a programmatic, organizational EMS for all Marine Corps Reserve Centers (MCRCs); and

c. All Marine Corps commands, both active and reserve, that are tenants will participate in their host facility's EMS.

Therefore all commands and tenant organizations operating on Marine Corps installations or other host facilities are stakeholders in their installation or host facility EMS. As such, they must exercise their authorities for preventing and controlling the potential environmental impacts inherent in their operations, and in so doing, continually improve their environmental performance.

4. Implementation Criteria:

To successfully meet the EMS requirements of EO13148 and DoD policy, all installations and MARFORRES are required by 31 December 2005 to:

a. Develop an EMS implementation plan that includes defined milestones and identifies resources and organizational responsibilities for implementing an EMS consistent with this letter;

b. Publish a signed environmental policy document consistent with paragraph 2.a. above;

c. Establish an EMS team;

d. Perform awareness-level and other appropriate, stakeholder-specific EMS training;

e. Publish procedures for conducting internal EMS self-assessments and management reviews;

f. Publish an EMS Manual that for mission-supporting practices and aspects of those practices that have the potential to impact the environment includes, at a minimum:

1) an inventory of those practices and aspects prioritized based on risk to mission;

2) objectives and targets (goals and metrics) for minimizing risk to mission; and

3) management review procedures;

g. Publish a plan of action and milestones to mitigate risks to mission from mission-supporting practices and the aspects of those practices that have the potential to impact the environment and begin mitigation actions; and

h. Complete and document at least one internal EMS self-assessment and one management review conducted in accordance with the installation's EMS procedures.

5. Reporting:

Installations and MARFORRES shall report on their EMS implementation progress by posting the above-required documents and supporting documentation, as applicable, as actions are accomplished. Reporting shall be posted to the EMS section of the Headquarters U.S. Marine Corps Environmental Applications Portal (HEAP), https://usmcportal.phe.com.