



DEPARTMENT OF THE NAVY  
COMMANDING OFFICER  
NAVAL CONSTRUCTION BATTALION CENTER  
4902 MARVIN SHIELDS BLVD  
GULFPORT MS 39501-5001

IN REPLY REFER TO:  
NCBCGPTINST 5090.4D  
N4  
31 Mar 16

NCBC GULFPORT INSTRUCTION 5090.4D

Subj: ENVIRONMENTAL POLICY MANAGEMENT

Ref: (a) OPNAVINST 5090.1D  
(b) OPNAV M-5090.1

Encl: (1) EQB AND EQB SUBCOMMITTEE MEMBERS

1. Purpose. To define requirements, state responsibilities and issue environmental and natural resources management policy for Naval Construction Battalion Center (NCBC), Gulfport. Establish an Environmental Quality Board (EQB) to promote cooperative action by NCBC and tenant commands to conform with the intent of environmental regulatory requirements and to preserve NCBC's environmental, natural resource and cultural resource quality.

2. Cancellation. CBCGPTINST 5090.4C

3. Background. References (a) and (b) requires Navy Commanders, COs or OICs to:

a. Comply with all applicable Executive Orders, Federal, state and local environmental laws and regulations, and continuously strive for improvement in areas of pollution prevention.

b. Cooperate with Federal, state and local environmental regulatory officials.

c. Integrate environmental, natural resource and cultural resource requirements into all levels of activity management through the applications of program management procedures (including oversight, inspection and identification).

d. Request sufficient resources from the cognizant Budget Submitting Office (BSO) to fully support all environmental, natural resource and cultural resource program requirements. Budget and execute all environmental, natural resource and cultural resource program requirements.

4. Discussion. Senior leadership's commitment and visibility with respect to the Environmental Management System (EMS) is critical to an effective environmental program. Per references (a) and (b), Naval activities are required to perform operations in compliance with Federal, state and local environmental laws and regulations. This instruction establishes environmental policy for NCBC and will be coordinated through the EQB and Public Works, NCBC Gulfport, Environmental Division.

5. Policies and Responsibilities.

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a. All supported tenant commands on board NCBC shall perform their missions in compliance with references (a) and (b) and all Navy personnel (civilian and military) and contractors working for the installation shall comply with all applicable Federal, state, and local environmental, natural resource and cultural resource statutes and regulations; as well as the requirements of Presidential Executive Orders; Navy Policies, regulations and requirements. Navy personnel shall obtain all necessary Federal, state, and local environmental, natural resources and cultural resource permits for the construction and operation of facilities and ranges, and for actions related to operations and training; and shall comply with all permit terms and conditions.

b. NCBC EQB is the mechanism by which environmental policy and compliance management is coordinated. Through the application of references (a) and (b), tenant command environmental operational responsibilities include:

(1) Resources. Tenant commands on board NCBC are required by references (a) and (b) to ensure environmental compliance requirements are integrated into all levels of command management through the application of program management procedures including oversight. Each tenant command is required to provide resources to ensure compliance of their operations. All services mentioned in this instruction are provided in accordance with current memorandums of understanding and agreement.

(2) Permitting. Regulatory agency permits cover environmental protection operations. Examples include National Pollutant Discharge Elimination System (NPDES) and Air permits. NCBC Commanding Officer (NCBC CO), the landowner/host, shall sign all permits and applications for all tenant commands on board NCBC and Special Areas (i.e. Western Maneuver Area (NMA), Woolmarket Range, Lakeside, and other designated areas).

(3) Internal Compliance Audits (ICA). NCBC CO is required to perform an annual ICA of operations on NCBC and Special Areas in coordination with tenant commands per paragraph 18-3.2 of reference (b). The Environmental Director will conduct the ICA and report findings and corrective actions in an Internal Compliance Document (ICD) to be periodically submitted to NCBC CO.

(4) Compliance and Corrective Actions. Each tenant command is responsible for maintaining environmental compliance of their operations. The following actions will be taken:

(a) When discrepancies are discovered, they shall be immediately reported to the environmental staff of the tenant command causing the discrepancy. Tenant command shall take the lead in taking corrective action.

(b) Discrepancies and associated corrective action shall be documented by the tenant commands environmental staff and recorded as part of their compliance program. All environmental discrepancies and corrective actions shall be reported to the respective tenant commands Commander, CO or Officer-in-Charge (OIC) at a minimum of once a quarter.

(5) Warning Notices and Notices of Violations (NOV). Normally warning notices and NOV's are issued by regulatory agencies directly to the landowner/NCBC CO. In those rare instances, when they are issued directly to a tenant command, the tenant command shall immediately fax a copy to the Environmental Director at 871-3116 and notify the Environmental Office at 871-2026 of the

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citation. NCBC CO as the landowner/host, shall sign all permits and applications for all tenant commands on board NCBC.

6. Members. Membership on the EQB and EQB Subcommittee is required as shown in enclosure (1). EQB membership is for Commanders/COs/OICs and senior representatives. EQB Subcommittee is for designated Environmental Officer and/or senior enlisted or civilians with environmental experience and/or training. Those departments and tenant commands listed in enclosure (1) have significant environmental aspects (i.e. at a minimum, use and store hazardous material, generate hazardous waste, operate air emission sources and/or cause ground disturbance impact storm water) and are integral members necessary to ensure success of EQB.

a. Responsibilities.

(1) NCBC CO or designee will be the EQB Chairperson. EQB shall meet at a minimum of at least twice a year and/or as required by extenuating environmental circumstances, to be briefed by the EQB Subcommittee. EQB will develop and implement necessary action to advance environmental compliance efforts.

(2) NCBC Environmental Director shall be the Chairperson of the EQB Subcommittee and shall:

(a) Host/conduct EQB Subcommittee meetings once a quarter.

(b) Prepare EQB and EQB Subcommittee presentation and furnish copies to the committee members.

(c) Brief EQB on efforts to maintain environmental compliance and to enhance environmental quality at least twice a year and/or as required by extenuating environmental circumstances.

(d) Evaluate and change processes as necessary to maintain environmental compliance and quality.

b. EQB Subcommittee members shall:

(1) Conduct routine environmental inspections of cognizant operations and facilities.

(2) Report environmental noncompliance to other EQB Subcommittee and EQB members as required.

(3) Coordinate corrective actions with cognizant operations, EQB Subcommittee members and EQB members as required.



C. M. HANSEN

**EQB AND EQB SUBCOMMITTEE MEMBERS**

<p>EQB MEMBER</p>	<ul style="list-style-type: none"> <li>• NCBC CO/XO (CHAIRMAN)</li> <li>• NCBC DEPARTMENT HEADS</li> <li>• NAVAL CONSTRUCTION GROUP 2 (NCG 2)</li> <li>• 22<sup>ND</sup> NAVAL CONSTRUCTION REGIMENT (22<sup>ND</sup> NCR)</li> <li>• NAVAL MOBILE CONSTRUCTION BATTALIONS (NMCB 1, 11 AND 133)</li> <li>• CARGO HANDLING BATTALION (CHB 13)</li> <li>• NAVAL FACILITIES ENGINEERING COMMAND SOUTHEAST PUBLIC WORKS GULFPORT (NAVFAC SE PWD GULFPORT)</li> <li>• NAVAL FACILITIES EXPEDITIONARY LOGISTICS CENTER CONSTRUCTION ELEMENT DEPARTMENT (NFELC CED)</li> <li>• NAVAL CONSTRUCTION TRAINING CENTER (NCTC)</li> <li>• BRANCH HEALTH CLINIC (BHC)</li> <li>• CENTER FOR SECURITY FORCES LEARNING SITE (CENSECFOR LS)</li> </ul>
<p>EQB SUBCOMMITTEE MEMBERS</p>	<ul style="list-style-type: none"> <li>• NCBC DEPARTMENT HEADS (MWR, SAFETY AND FIRE)</li> <li>• NCG 2</li> <li>• NMCB 1, 11 AND 133</li> <li>• CHB 13</li> <li>• NCTC</li> <li>• NFELC CED</li> <li>• CENSECFOR LS</li> <li>• ARMY RESERVE 81<sup>ST</sup> RSC</li> <li>• NAVFAC SE PWD PRODUCTION AND ENVIRONMENTAL DIVISIONS</li> <li>• DEFENSE LOGISTICS AGENCY (DLA)</li> <li>• NAVAL SUPPLY FLEET LOGISTICS CENTER (NAVSUP FLC DET)</li> <li>• NAVY EXCHANGE (NEX)</li> <li>• BHC</li> <li>• 4<sup>TH</sup> MARINES LOGISTICS GROUP, DET 2, MAINTENANCE COMPANY, CLG 4, CLR 45</li> <li>• DEPARTMENT OF HOMELAND SECURITY, U.S. CUSTOMS AND BORDER PATROL AND GULFPORT MARINE UNIT</li> </ul>