**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION IWAKUNI

DEPARTMENT/ UNIT

PSC 561 BOX XXXX

FPO AP 96310-0019

 **IN REPLY REFER TO:**

 5090

 ENV

 DD Mmm YY

From: (UNIT NAME) Environmental Compliance Coordinator (ECC)

To: Rank Last First M., Organization

Subj: APPOINTMENT AS PRIMARY/ALTERNATE HAZARDOUS WASTE

 ACCUMULATION POINT (HWAP) MANAGER

Ref: (a) MCO 5090.2

 (b) JEGS 2018

 (c) MCASO 5090.2B

Encl: (1) Environmental Training Certificate

1. Per the references, you are hereby designated as the (UNIT NAME/IDENTIFIER) HWAP Manager at MCAS Iwakuni.As the HWAP Manager, you are directed to read, familiarize yourself with, understand and comply with the references to include the completion of appropriate trainings. Per the references mentioned, you have 30 days after nomination to complete the required training for your billet.

2. You will elevate issues or concerns associated with the compliance to your chain of command, beginning with your unit’s ECC, as he/she is the liaison for communication between your unit and the FAC ENV.

3. Your ECC may require that you accompany them, the FAC ENV and Logistics personnel when de-activating HWAPs assigned to your unit, as well as, during installation inspections of your HWAP.

4. This letter supersedes all previous appointment letters.

 Unit ECC’s Name

ACKNOWLEDGEMENT: Date:

From: (Rank Last, First M. of Appointee)

To: (UNIT NAME/IDENTIFIER) ECC

1. I hereby acknowledge appointment to this letter. I have read and understand the duties and responsibilities. I will comply and shall perform the duties to the best of my abilities.

2. I understand that I must attend required trainings (including refresher training) in accordance with the references.

 Appointee’s Name

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ACKNOWLEDGEMENT: Date:

From: (UNIT NAME/IDENTIFIER) ECC

To: (Rank Last, First M. of Appointee)

1. On the date noted above, you have been officially removed from your position as the HWAP Manager at MCAS Iwakuni for (UNIT NAME/IDENTIFIER).

 Unit ECC’s Name

 Appointee’s Name

Copy to:

FAC ENV