

ENVIRONMENTAL OFFICER APPOINTMENT MEMO

For use of this form, see GC Policy Memo 25-35; the proponent is DPW-ENRD

(office symbol)

(date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Officer Appointment

1. The individuals listed in the attached table are appointed as the Environmental Officer for their assigned work areas.
2. Authority for this appointment is Army Regulation 200-1, paragraphs 1-27a.(15) and 1-32f., which require installation and tenant commanders/directors to appoint and train Environmental Officers at appropriate organizational levels to ensure required environmental actions are taking place.
3. Purpose: To perform duties as Environmental Officer.
4. Period: Until reassigned or relieved of these duties.
5. Special Instructions: Appointees must attend the Environmental Officer Training within six months after being appointed and attend annually thereafter.

POC NAME:

PHONE:

COMMENTS:

(signature block)

(signature block)

(signature block)

DISTRIBUTION:

ORGANIZATION COMMANDER/DIRECTOR

CURRENT ENVIRONMENTAL OFFICER

NEWLY APPOINTED INDIVIDUAL

DPW-ENRD (ATTN Mrs. Julie Majors, julie.p.majors.civ@army.mil)

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NAME	EMAIL	LOCATION

**NOTE: Organizations may substitute an organization-generated table containing at least the information specified in this template. Attach additional pages as necessary.*