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ISO 14001 Reference: 4.4.2	Revision No.: 1

ENVIRONMENTAL OFFICER APPOINTMENT AND TRAINING PROCEDURE

1. DoD/Army/Requirements for Environmental Officer (EO) Appointment

Army Regulation 200-1, Environmental Protection and Enhancement, paragraphs 1-23.h., 1-25.e., and 1-32.f., **Environmental Officer is:** An individual assigned to a table of organization and equipment (TO&E) or table of distributions and allowances (TDA) organization or unit to accomplish environmental compliance requirements on behalf of his or her responsible commander, director, or supervisor.

Executive Order 13693, Planning for Federal Sustainability in the Next Decade, as well as Department of Defense (DoD) and Army directives require all installations, including Fort Gordon, to continue implementation of a formal Environmental Management System (EMS) using the international ISO 14001 standard. The EMS will involve all people on the installation and they must be aware of the Garrison Commander's Environmental Policy. Therefore, **all organizations on Fort Gordon must either have an officially appointed EO or an officially appointed Environmental Point of Contact (POC) for SEMS coordination.**

Army Regulation 420-1, Army Facilities Management, Section III, paragraph 22-12 , Establishment of installation energy and awareness program including such measures as delamping, turning off unneeded lights, use of automatic occupancy temperature set point controls, closing doors and windows to prevent loss of energy required for heating and cooling, establishment of installation "energy waste/abuse hotlines," and **appointment and training of Building Energy Monitors (BEM).**

2. EO Assignment – Reference: *Garrison Commander Policy Memorandum No 68-Environmental Officer (EO) and Environmental Point of Contact (E-POC)*

- a. The GC Environmental Officer Policy applies to all Fort Gordon Headquarters directorates and organizations, all installation support activities and organizations, permanently or temporarily active duty military and reserve components, civilians, tenant organization, contractors (government owned and contractor operated and contractor owned and contractor operated), and other personnel on US Army Signal Center of Excellence and Fort Gordon.
- b. Each organization on Fort Gordon shall ensure written appointment of Environmental Officers. This includes detachments, units, and tenants of Army Signal Command Center of Excellence- Fort Gordon. All new and existing Environmental Officers and E-POCs must be formally appointed using the memorandum format shown as enclosure one. Each organization will appoint a primary and alternate EO at each level of supervision (i.e. division, branch, shop, etc.) in writing to represent their environmental concerns. Appointments will be forwarded to the Directorate of Public Works, Environmental Division, as they occur.

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- c. All US military units and organizations, participating in exercises and utilizing any ASC-Fort Gordon installation, site, ranges, supported by ASC-Fort Gordon facility, training area, or range facility longer than 14 days will appoint an EO to act as the POC for environmental concerns. The appointed EO must contact DPW, Environmental Division within two working days, after arrival on ASC-Fort Gordon, with location, spill contingency plan, and other contact information.
- d. Serve as the unit or activity Energy Monitor including, but not limited to, calling in work orders for low cost maintenance and energy conservation opportunities and reporting problems associated with the building's heating and cooling systems.

EO Appointment, Rank/Grade

- ❑ Appointee/s must attend the Environmental Officer Course within 6 months of appointment or as classes become available.
- ❑ Appointee/s must have at least six months retention (one-year preferred) at their duty station. Appointment orders should include a primary and alternate and contact information (email & phone #).
- ❑ The EO must be a Sergeant (E6) Civilian equivalent (GS-09) or higher.
- ❑ Soldiers and civilian employees of lower rank and pay grade may be assigned the duties of Primary EO after successfully completing the EO Course.
- ❑ Send appointment orders to: usarmy.gordon.imcom.mbx.dpw-enrmo@mail.mil

3. EO Responsibilities

FM 3-34.500

The EO manages environmental issues to in within the unit level and ensures environmental compliance. He/She also coordinates activities with the Environmental Division to clarify requirements and obtain assistance. The EO accomplishes environmental compliance requirements on behalf of the commander. Specific EO duties include:

- ❑ Serves as the commander's eyes and ears for environmental, energy conservation and sustainability matters. Appointee/s will represent their commander or senior civilian supervisor concerning environmental conservation and compliance, water and energy conservation and sustainability.
- ❑ Serves as the unit or activity Building Energy Monitor.
- ❑ Serves as the Sustainability Environmental Management System (SEMS) Cross Functional Team (CFT) representative and participate in the quarterly meetings.

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- ❑ Advises the unit commanders or supervisors on matters related to implementation of the environmental policy.
- ❑ Ensures unit/organizational compliance with all federal, state, local and army regulations and guidance.
- ❑ Manages the unit’s environmental training and certification records. Identifies all unit and directorate positions that require environmentally mandated training, such as hazardous waste management, determines the level of training that is required, and ensures that the training is received and that proper records are maintained.
- ❑ Conduct self assessments (environmental & energy conservation).
- ❑ Ensure all environmental compliance inspections or audits conducted by the unit are documented and records maintained. All deficiencies identified during the inspection should be corrected.
- ❑ Inspection or audits are performed by the DPW, Environmental Division periodically and the Environmental Performance Assessment System (EPAS) Inspection is executed by the United States Army Environmental Command (USAEC) on a three-year cycle. EOs are the central POC for corrective action information on any deficiencies identified. All deficiencies identified during the inspection should be corrected and corrective actions documented.

4. Training

All EOs will receive environmental management training as discussed below. Additional environmental training topics may be provided based on the needs of the organization as requested by commanders, directors, training officers, or the EOs.

a. Environmental Compliance Officer 40 hr Training Course. A formal classroom Environmental Compliance Officer Training Course is mandatory for all newly appointed EOs and must be completed within six months of the EO’s appointment. The classroom sessions will be scheduled at least twice a year and will be presented by Environmental Division personnel and guest speakers. The topics covered during this course will meet the needs of the majority of EOs. The topics may be developed based on input from commanders and/or training officers, military and industry trends, anticipated future needs and special requests. EO Training Course Topics include:

- ❑ Sustainability Environmental Management System
- ❑ Overview of Fort Gordon Environmental Programs
- ❑ Hazardous Material/Waste Management Program
- ❑ Asbestos/Lead Program
- ❑ DDEAMC, Industrial Hygiene Program
- ❑ Spill Prevention Control and Countermeasures
- ❑ Stormwater Compliance, Industrial

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- Stormwater Compliance, Construction
- Pollution Prevention, Affirmative Procurement
- Quality Recycle Program (QRP)
- Installation Restoration Program
- Energy Conservation Program
- Air Quality Management Program
- Solid Waste Program
- Natural & Cultural Resources Program
- Fort Gordon Wildlife, Venomous Animals and Poisonous Plants
- National Environmental Policy Act
- Geographic Information System
- Integrated Training Area Management Program (Range Control)
- Environmental Performance Assessment System (Monitoring Inspection Program)

b. CFT Meetings. Quarterly, meetings are conducted by to identify compliance issues, impacts associated with the SEMS significant aspects and to make recommendations regarding implementation to the senior management through the Environmental Quality Control Committee (EQCC). The meetings are also information sharing sessions which provides guidance for the EOs; an update of regulations, policy and procedure changes; and allows the EOs to share their ideas or discuss particular problems they are experiencing. Input from these meetings could provide topics for additional training courses.

c. Registration for Training. Environmental Officer Training requires pre-registration. EOs can register via an order appointment letter from the commander, director, or training officer via e-mail to usarmy.gordon.imcom.mbx.dpw-enrmo@mail.mil. The Environmental Office will maintain the attendance roster of all EO training.

d. Training Announcements. Formal training announcements will be made by publication of the Training and Activity schedule located on the Fort Gordon main page under the “Green Matters” link.

5. Environmental Standards for On-Site Contractors

Contractors performing work involving Fort Gordon real property are held to the same environmental compliance standards as resident, tenant, and rotational units. Contractors using real property at Fort Gordon are required, through contract language, to comply with all federal, state, and DoD environmental requirements. While it is the contractor's responsibility to comply with environmental regulations, it is the responsibility of Fort Gordon personnel to ensure compliance through effective oversight. Unit commanders should be aware of basic environmental compliance criteria, monitor contractors' activities to ensure compliance, and, through the Quality Assurance (QA) officers and the Environmental Division, report instances of noncompliance.

Long-term contractors must assign EOs at appropriate levels to ensure compliance and ensure that the EO receives training and certification as outlined in Fort Gordon’s EO training plan.

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Document Change History			
Revision Number	Revision Date	Summary of Revision	Document Reviewer
0	3/19/15	Original Document Development Date	SEMSC
1	11/18/15	Updated Executive Order reference.	SEMSC