



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

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NOV 12 2013

MEMORANDUM FOR All Fort Gordon Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 68 - Environmental Officer (EO) and Environmental Point of Contact (E-POC) Policy

1. References:

- a. Executive Order 13514- Federal Leadership in Environmental, Energy, and Economic Performance, 8 Oct 09.
- b. DA Pamphlet 200-1, Environmental Protection and Enhancement, 17 Jan 02.
- c. Army Regulation 200-1, Environmental Protection and Enhancement, 13 Dec 07.
- d. Army Regulation 420-1, Army Facilities Management, 12 Feb 08, RAR 28 Mar 09.
- e. FM 3-34.5, Environmental Consideration, 16 Feb 10.
- f. International Organization for Standardization (ISO) 14001 Environmental Management Systems (EMS).

2. Applicability: This 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.

3. Purpose: To establish unit and organizational Environmental Officer (EO) and Environmental Point of Contact (E-POC) program that:

- a. Provides trained environmental points of contact at the unit or organizational level at various levels of command.
- b. Ensures unit and organizational compliance with all federal, state, local, and army regulations, policy, and guidance.

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4. Intent. Army regulations referenced above require installation commanders to appoint and train Environment Officers at appropriate organizational levels to ensure required environmental compliance and EMS conformance actions are completed. Protecting our environment is one of the most important aspects of accomplishing the Army's triple bottom line: mission, community, and environment. I am personally committed to ensuring all soldiers and civilian employees comply with all environmental laws and regulations. To ensure we meet these and other necessary requirements, this memorandum formally establishes Fort Gordon's Environmental Officer Policy.

5. Policy- EO Assignment.

a. All Commanders and Directors will support and comply with environmental compliance and conservation obligations through involved leadership, effective planning, disciplined training, professional execution and accountability of the environmental program.

b. Each organization on Fort Gordon shall ensure written appointment of Environmental Officers by 30 April 2012. This includes detachments, units, and tenants of the US Army Signal Center of Excellence (US ASCoE) and 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 after the specified date can be forwarded to the Directorate of Public Works, Environmental and Natural Resources Division, as they occur.

c. All US military units and organizations, participating in exercises and utilizing any USASCoE-Fort Gordon installation, site, ranges, supported by USASCoE or 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 USASCoE-Fort Gordon, with location, spill contingency plan, and other contact information.

6. EO Ranks or Grades

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a. The EO must be a Sergeant (E-6)/ Civilian equivalent (GS-09) or higher. Appointment orders must specify if the EO is a primary or alternate EO.

b. Appointees must have at least six months retention (one- year preferred) at their duty station. Examples of personnel appointed as EOs are individuals that handle hazardous materials or waste, Battalion Maintenance Officers (BMO), Motor Sergeants, Petroleum, Oil, Lubricant (POL) clerks, and warehouse personnel.

c. Soldiers and civilian employees of lower rank and pay grade may be assigned the duties of Primary EO after successfully completing the EO Certification Course, and they are given the authority and support to:

(1) Monitor compliance with all environmental regulation and policies.

(2) Update and maintain environmental portion of Standard Operating Procedures.

(3) Report to the command any and all violations that require higher ranking personnel to correct a noncompliant issue without negative reprisals.

(4) Represent and speak for the unit commander or senior civilian supervisor concerning environmental compliance, conservation, and sustainability.

(5) Conduct unit environmental self assessments.

(6) Conduct environmental risk assessments and EMS principles to all operations.

7. EO/ E-POC Duties and Responsibilities.

a. The EO/ E-POC is the unit commander's "eyes and ears" for the unit' environmental and sustainability programs. Individuals within each installation activity or organization are appointed by the unit commanders:

(1) To serves as the Environmental Management System (EMS) Cross-Functional Team (CFT) representative (all EOs may not serve as the CFT representative).

(2) To identify impacts associated with the EMS significant aspects.

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(3) To make recommendations regarding program implementation to the senior management through the EQCC.

(4) 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.

(5) Advise unit commanders or supervisors on matters related to implementation of this policy.

(6) Develops and maintains Standard Operating Procedures for environmental management.

(7) Maintain spill response supplies and equipment.

(8) Maintains proficiency in environmental management and compliance topics.

(9) Documents audit data and tracks corrective actions through final abatement.

(10) Conduct training, coordinates and maintains training records of environmental training for unit or activity personnel.

(11) Administers environmental management and compliance programs for applicable media areas including: Hazardous waste storage/ disposal, spill cleanup activities, recycling, water and energy conservation, water quality, air pollution, above ground and underground fuel storage, cultural resources, endangered species management, natural resources, pesticide management, green and affirmative procurement, solid waste management.

b. Environmental Officers will participate in quarterly, annual, and all recurring internal inspections, respond to deficiencies identified during inspections, and develop the appropriate corrective and preventive actions.

c. Recurring environmental compliance inspections are monitored by the Directorate of Public Works (DPW). Results of inspections are reported to the Garrison Commander during the quarterly Environmental Quality Control Committee (EQCC) meeting. Commanders/ Directors are responsible to provide after action reports and corrective actions during the EQCC.

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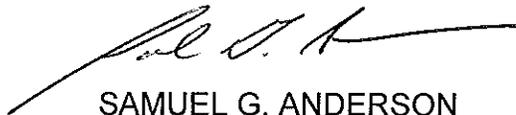
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d. Payments of fines resulting from environmental inspections are the responsibility of the inspected unit/activity and/or tenant, to include the Army and Air Force Exchange Service. Funding used to pay environmental fines associated with noncompliance are valuable resources diverted from other critical mission/base operations requirements.

8. EO Training : Environmental Officers are required to attend the 24- hour Fort Gordon Environmental Officer Initial Training course. Newly appointed Environmental Officers must attend the next available course within 60 days of receiving their official appointment letter. Each EO who has already completed the initial course must attend an annual 8-hour refresher course. These courses will help EOs and E-POCs stay abreast of new (or changes to) policies and requirements and ensure that environmental sustainability factors and considerations are integrated into all decision-making processes.

9. The proponent for this policy is the Directorate of Public Works, Environmental Division, Natural Resources Management Branch. Chief of Environmental Division is the point of contact for further information at 706-791-6481.

10. Policy will remain effective until superseded or rescinded.



SAMUEL G. ANDERSON
COL, SC
Commanding