

Sample Orders for Appointment of EOs



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

OFFICE SYMBOL

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Environmental Officers

1. References: AR 200-1, Environmental Protection and Enhancement, 13 December 2007, ATP 3-34.5, Environmental Considerations, August 2015.
2. Effective immediately, the following individual(s) is/are appointed as the Environmental Officer(s) for **(YOUR UNIT)**.
 - a. PRIMARY – Name, Rank/Grade, Phone number and E-mail address
 - b. ALTERNATE – Name, Rank/Grade, Phone number and E-mail address.
3. Period: One year from the date of this memorandum or unless officially relieved from appointment or reassignment.
4. Special Instructions:
 - a. Individual serves as the primary liaison to the Environmental Management Division as outlined in the references above.
 - b. The Environmental Officer(s) listed above is responsible for complying with the duties outlined in the references above.

Signature Block of the
Commanding Officer or Supervisor

DISTRIBUTION:
Individual(s)
Organization/Activity Training Officer