



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-PWE

10 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Humphreys Policy Letter #21, Environmental Officer (EO) Program

1. References.

a. United States Forces Korea Regulation (USFK) 201-1, Environmental Governing Standards, 18 June 2012

b. Army Regulation 200-1, Environmental Protection and Enhancement, 13 December 2007.

c. U.S. Army Garrison Humphreys Policy Letter #23, Environmental Compliance Inspection Program, 10 August 2015

d. FM 3-34.5, Environmental Considerations, 16 February 2010.

2. This policy letter supersedes United States Army Garrison Humphreys Policy Letter #21, 22 July 2013.

3. The proponent for this policy is the Directorate of Public Works (DPW).

4. Applicability. This policy applies to all directorates, units, tenant activities, and contractors within USAG Humphreys.

5. Purpose. To establish a unit and organizational environmental officer program that:

a. Provides trained environmental point of contact (POC) at each unit or organization at the various levels of command IAW AR 200-1, para 1-28.

b. Ensures unit and organizational compliance with all environmental laws, directives, policies, USFK Reg 201-1, Environmental Governing Standards (EGS), and Army Regulations.

6. Environmental Officer (EO) Appointment.

a. Each brigade, battalion, company, and separate detached unit that may have environmental implications will appoint a primary and alternate EO in writing to act as

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the unit POC for environmental concerns. Forward a copy of the appointment letter to Environmental Division, DPW.

b. Each Directorate, support activity, and tenant organization that may have environmental implications will appoint a primary and alternate EO at the division level (branch level if the organization generates hazardous waste) in writing to act as the organizational POC for environmental concerns. Forward a copy of the appointment letter to Environmental Division, DPW.

c. All contractors that may have environmental implications, working within USAG Humphreys daily for 6 months or longer, will appoint a primary and alternate EO at each level of supervision in writing to act as the POC for environmental concerns. Forward a copy of the appointment letter to Environmental Division, DPW.

7. EO Duties and Responsibilities. The EO is the unit commander's "eyes and ears" for the unit's environmental programs, ensuring compliance with all environmental laws, directives, policies, USFK Reg 201-1, EGS, and Army Regulations. The EO:

a. Advises the unit on environmental compliance during training, operations, and logistics functions.

b. Advises and updates the commander on the unit's environmental consideration integration and performance standards.

c. Develops and maintains current unit Standard Operating Procedures, policies, procedures, and plans including unit spill contingency plan for environmental management and compliance program elements.

d. Provides program coordination with Environmental Division, DPW.

e. Manages information concerning unit environmental training and certification requirements.

f. Organizes, plans, and implements an effective environmental management and compliance program at the local level.

g. Conducts environmental self-assessments based on unit requirements by using the activity and operational checklist, documents them, and tracks corrective actions through final abatement.

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(1) The unit may use compliance inspection checklist and internal Environmental Performance Assessment System (EPAS) checklist as a supplement to the self-assessment checklist. Refer to U.S. Army Garrison Humphreys Policy Letter #23, Environmental Compliance Inspection Program for compliance inspection checklist, and internal EPAS checklist will be provided upon request.

(2) The areas to be checked are program management; accumulation sites; HM/HW management; solid waste management; spill prevention and response; recycling program; wash racks; storm water management; P2/HW minimization; environmental training.

- h. Conducts environmental risk-assessment.
- i. Maintains spill response supplies and equipment and responds to a spill.
- j. Conduct environmental awareness training to unit personnel.
- k. Serves as a Cross Functional Team (CFT) member for Environmental Management System (EMS).
- l. Facilitates integration of the Garrison EMS into the unit's operational practices.

#### 8. EO Training.

a. All personnel assigned as a unit primary or alternate EO must successfully complete EO Certification Course provided by Environmental Division, DPW prior to assuming the duties.

b. All certified EOs must complete annual refresher EO Certification Course provided by Environmental Division, DPW.

c. If an individual was trained by another installation or similar course, the training can be recognized as equivalent training. To receive credit for the previous training, a signed training certificate and a course description must be submitted to Environmental Division, DPW.

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9. Point of contact for this policy is the Chief, Environmental Division, DPW, 753-7964.



JOSEPH C. HOLLAND  
COL, AR  
Commanding

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