Alaska Army National Guard

Environmental Officer Appointment and Training Plan

March 2025

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Alaska Army National Guard

ENVIRONMENTAL OFFICER APPOINTMENT AND TRAINING PLAN

1. Requirement for EO Appointment

Army Regulation 200-1, paragraph 1-28 (f), requires installation and tenant Commanders and directors to appoint and train Environmental Officers (EOs) at appropriate organizational levels to ensure required environmental compliance actions are taking place.

EOs are needed to assist commanders in compliance with environmental laws and regulations as well as to ensure environmental problems or liabilities do not interfere with the mission. The designated person coordinates with the permanent installation environmental office staff. The supporting environmental management office for the Alaska Army National Guard (AKARNG) is the Construction and Facilities Management Office (CFMO) Environmental branch located at Camp Carroll, 57024, Roosevelt Rd, JBER.

Appointed EOs serve as a point of contact between CFMO Environmental and the unit or organization to provide necessary guidance and oversight. Therefore, all EOs shall be appointed using the form provided in this plan. A copy of every EO appointment order will be sent to the CFMO Environmental Training Manager at lisa.polizzi@alaska.gov within 30 days of this published notice initially and within 30 days of appointment for all follow-on appointees.

2. Levels of EO Appointment

Army Regulation 200-1 leaves the level of EO appointment to the discretion of the Commander or Director, because he/she would best be able to determine if one EO could serve for the entire organization or if subordinate EOs are necessary to ensure compliance. Responsibility should be divided appropriately to ensure each EO can effectively oversee operations to ensure compliance. In units where there is a staff officer with similar responsibilities, he/she will usually be given EO duties. In company-sized units, this duty will generally translate into an additional duty assignment. While this position of responsibility is not a formal staff position, the EO is critical to the commander's environmental program. Please review 'Additional Considerations' in Appendix B.

3. Organizations Requiring a Trained EO

All ground and air maintenance facilities will appoint and train at least one EO. Additionally, every command company-size and above will appoint and train at least one EO. Commanders or Directors may appoint additional EOs as they determine necessary. Some of these organizations, such as the FMSs, already have one or more trained EOs—for these organizations, the only requirement will be to submit official appointment letters.

4. EO Responsibilities

The EO manages environmental issues within the unit level and ensures environmental compliance. EOs may conduct basic awareness training for unit level personnel. However, some training must be conducted by a more qualified trainer, depending on the subject matter. Specific EO duties include:

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

- 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.
- Conducts facility or unit environmental self-assessment following checklists provided by the Environmental Office (CFMO-ENV). Annual walk-throughs will be performed under supervision of the Environmental Performance Assessment (EPAS) Manager or CFMO-ENV team member.
- Performs environmental risk assessments (when required for mission readiness).
- EOs may conduct basic environmental training and back briefs for shop-level personnel after attending training provided by CFMO-ENV.
- Coordinates CFMO-ENV Hazardous Waste Program Manager to initiate disposal of hazardous materials and request sampling and analysis of hazardous waste, if needed.

For more guidance, refer to the AKARNG Environmental Officer Duties Summary in Appendix A. Further compliance guidance is provided in the Environmental Binder at each facility and can be found on the following website: https://dmva.alaska.gov/AKARNG-Environmental/home/.

5. Training

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

a. Environmental Officer Training Course. Completion of an initial Environmental Officer training course is mandatory for all newly appointed EOs and must be completed within 90 days of the EO appointment. A refresher is due within 12 months of the last training received and can be completed virtually. It is the commander's responsibility to ensure that training requirements are met.

b. Formal Classroom Training. CFMO Environmental is available to conduct formal classroom training for selected personnel within the unit upon the request of the EO or unit commander. These sessions can be scheduled to accommodate the specific unit/directorate mission essential requirements.

c. Training Completion Certificates. Once the EO has completed training, they are to retain the completion certificate for their records and may have to provide them to the Environmental Office upon request.

NGAK-FMO-EV

15 April 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment as Environmental Officer (EO)

1. The following individual is appointed as Environmental Officer

Name	
Rank/Grade	
Dute Phone Number	
E-Mail Address	
Organization/Unit	
Office Symbol	
Effective Date	

2. Authority for this appointment is Army Regulation 200-1, paragraph 1-28. f., which requires installation and tenant commanders/directors to appoint and train Environmental Officers (EO) at appropriate organizational levels to ensure required environmental compliance actions are taking place.

3. Purpose: To perform duties as Environmental Officer (EO).

4. Period: Until reassigned or relieved of these duties.

5. Special Instructions: EO appointee must complete the EO Course within 90 days of being appointed. Training POC is Ms. Lisa Polizzi, CFMO Environmental Training Manager, at lisa.polizzi@alaska.gov or 907-428-7153.

COMMANDER'S/DIRECTOR'S
SIGNATURE BLOCK

DISTRIBUTION:

ORGANIZATION COMMANDER/DIRECTOR
NEWLY APPOINTED INDIVIDUAL
NGAK-FMO-EV

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Appendix A
AKARNG Environmental Officer Duties Summary

The Environmental Officer manages environmental issues within the unit and ensures environmental standards are met. He/she also coordinates through the respective chain of command with the supporting environmental staff to clarify requirements and obtain assistance. While this position of responsibility is not a formal staff position, the Environmental Officer is critical to the commander's environmental program. In units that include a staff officer with similar responsibilities that individual will usually be appointed the additional duty of environmental officer. In company-size units, this duty will generally translate to an additional duty.

The Environmental Officer—

- Advises the unit on environmental policies, regulations, and procedures to be followed during training, operations, and logistics functions.
- Advises and updates the commander on integrating environmental considerations and environmental requirements.
- Acts as a liaison between the unit commander and external environmental personnel (CFMO-ENV).
- Identifies and implements corrective actions for deficiencies.
- Manages information concerning unit environmental training and certification requirements.
- Ensures that environmental considerations are integrated into unit activities.
- Conducts unit environmental self-assessments.

Specific Duties:

- Advise the commander on environmental laws and regulations that affect unit operations.

The Environmental Officer uses self-assessment checklists to check the following unit areas:

- Program management (to include record keeping).
- Accumulation sites.
- Hazmat and hazardous waste management.
- Solid-waste management.
- Wastewater management.
- Spill prevention and response.
- Washracks.
- Pollution prevention and waste minimization.
- Environmental training.

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Appendix B
Additional Considerations

Other Environmental Awareness Training Requirements:

All supply NCOs at the company level, armory attendants, and oil-handlers will receive Environmental Awareness Training. The training course can be accessed on the AKARNG Environmental Learning Management System (LMS). Personnel are authorized and encouraged to consult with the Environmental Office (CFMO-ENV).

CFMO-ENV Contacts:

- Ms. Lisa Polizzi (Environmental Training): 907-428-7153
- Ms. Alyssa Murphy (EPAS and Environmental Compliance): 907-428-7176
- Mr. Yannick Calvez (Spill Plans and Water Quality): 907-428-7151
- Mr. Robert McMahon (Hazardous Waste): 907-428-7182
- Mr. Donald Flournoy (Environmental Program Manager): 907-428-7197

References:

Environmental Compliance Documents

https://dmva.alaska.gov/AKARNG-Environmental/home/

AKARNG Environmental Learning Management System

https://akarng-environmental.mkscloud.com/Default.aspx