

(200-1a)

DATE: \_\_\_\_\_

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Appointment as Environmental Quality Officer (EQO)**

1. NAME \_\_\_\_\_ Last 4 SSN \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

RANK/GRADE \_\_\_\_\_ Duty PHONE NUMBER \_\_\_\_\_ OFFICE SYMBOL \_\_\_\_\_

EMAIL: \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

is appointed as EQO. The person being replaced is \_\_\_\_\_

2. Authority for this appointment is AR 200-1, and CAM Reg 200-1.

3. Purpose: To perform duties as Environmental Quality Officer.

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

5. Special Instructions: Appointee must attend the EQO Course within four months after being appointed.  
Date EQO Course completed:

6. Training registration: Register the above named appointee for the EQO Training Course which begins on

\_\_\_\_\_ (Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

7. POC NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMMANDER'S/DIRECTOR'S SIGNATURE BLOCK

DISTRIBUTION:  
CDR/DIRECTOR  
EQO  
PWBC Environmental Division (see below)  
INDIVIDUAL

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Attachment # 1, EQO Management Plan