
**Ft Campbell Environmental Handbook
Guidance and Instruction
Environmental Quality Officer (EQO) Management Plan**

1. General:

An Environmental Quality Officer (EQO) is the Unit/activity/ contractor environmental coordinator. EQO's are trained to have a working knowledge of environmental issues at Fort Campbell. They assist their Commanders or Directors in operating and maintaining their areas in an environmentally responsible manner, training incoming personnel and coordinating any activities, which may impact the environment.

AR 200-1 and Cam Reg 200-1 require each unit/activity/directorate/contractor to appoint and train the EQO.

Each Major Unit Command/Brigade, Directorate, Battalion, Tenant Unit and contractor will have an assigned EQO whose duties are described above and in CAM Reg 200-1, Section 4. Environmental division personnel will notify the EQO of any upcoming unit inspection. Should the EQO be unavailable the Commander or Executive Officer will be contacted. EQO training is discussed in Section 7 below.

2. Assignment as EQO:

A MUC/Brigade Commander, Battalion Commander, Director or contractor will assign EQOs. Assignment orders (See Attachment #1, "Appointment as Environmental Quality Officer") must be on file at PWBC-Environmental Division. This form may also serve as the request for formal EQO Training Course (EQOC). Appointee must successfully complete the EQOC within four months after being appointed.

a. **Alternate EQO** - An Alternate EQO may be in place to carry out the responsibilities of the EQO during absences and to replace the EQO upon re-assignment. The Alternate will receive formal training as discussed below.

b. **Subordinate EQO** - EQOs may appoint Subordinate EQOs to supplement their organization at their discretion and will be responsible for maintaining records concerning their activities. The Subordinate may receive formal training.

5. Training:

EQOs will attend five-day classroom training as required by CAM Reg 200-1, Section 9. PWBC-Environmental Division will provide the 40-hour training. Instruction will be specific to Fort Campbell's environmental program and will include topics from 18 program areas within the three Environmental Division Branches, with an accompanying field trip. A test will be given and a certificate awarded upon successful completion. Correspondence courses and training modules developed at other installations may be used to supplement EQO training at the direction of PWBC-Environmental Division. However due to the different state requirements, attendance at the Fort Campbell course is required.

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Included in the EQO training is the four-hour Hazardous Communication – train the trainer class. This training offers an introduction to the Occupational Health and Safety Administration standard, hazard evaluation, federal and corporate training requirements, product labeling, and Material Data Safety Sheets. This block of instruction is incorporated into the EQOC to prepare the attendees on how to train those at his or her unit/activity with the knowledge extracted from the course.

Note: EQO training is non-credit and not EPA certified. EQO's seeking environmental training to improve employability upon leaving Fort Campbell should attend appropriate college courses or EPA certified workshops.

The EQO's may request training in specific program areas at their location by completing and submitting Attachment # 3, "On Site Environmental Training Request Form", at least three weeks prior to the date of training. Special training requests for topics not listed on the form may be submitted to PWBC-Environmental Division for consideration on a case by case basis.

EQOs are encouraged to train anyone in their unit they deem appropriate in order to promote environmental awareness, compliance and stewardship. PWBC-Environmental Division will provide assistance and advice on certifications, qualifications, and documentation required to conduct training in specific areas.

6. EQOC Training Registration:

If EQOC was not requested at the time of appointment, then Attachment #2, "Registration for Environmental Quality Officer Course (EQOC)", must be submitted. All others requesting training must submit Attachment #2. Requests must be received 10 working days prior to start of course.

7. Training Schedule:

The EQOC is scheduled six times a year. Course listings and Internet sites can be used to find current class listings including dates and locations of the courses. These resources are prepared at the beginning of each fiscal year and are updated as necessary. Additional copies of the course dates are available at the Pollution Prevention Branch; Environmental Division Office, 13 1/2 Street, Building 2186; 798-9595 via email: fletcherb@campbell.army.mil; laskowskij@campbell.army.mil or the Environmental Division web page: <http://www.campbell.army.mil/envdiv/en1.htm>. CAM Circular 351-1, On-Post Schools Information, Quotas, and Schedule provide additional registration information for unit schools personnel.

8. Additional Information

For addition information please contact the Environmental Training Program Manager, John Laskowski, at 798-9788.