

From: Commanding Officer _____ (unit)
To: _____

Subj: LETTER OF DESIGNATION AND RESPONSIBILITIES OF _____ (UNIT)
ENVIRONMENTAL COORDINATOR

Ref: (a) MCO 5090.2
(b) StaO 5090.4

1. Per the reference, you are hereby designated as the _____ (unit) Environmental Coordinator and must remain as designated for a minimum period of 1 year.
2. Be the single point of contact for all communication between the Environmental Management Department EMS/CETEP Coordinator, the EMS Team, the Environmental Management Officer/Staff; and all their particular units' environmental affairs.
3. Ensure all Marine Corps Personnel:
 - a. Know and comply with the environmental rules and regulations that apply to their duties.
 - b. Maintain a general awareness of all applicable Marine Corps environmental policies and goals.
 - c. Employ the Marine Corps Environmental Management System (EMS) to incorporate environmentally safe and compliant practices and procedures into daily operations.
 - d. Take advantage of pollution prevention opportunities in all activities.
4. Emphasize environmental awareness and continually improve on incorporating environmental compliance into every aspect of operational practices.
5. Promote pollution prevention as the primary means of achieving and maintaining compliance with environmental requirements.
6. Address or elevate environmental issues and concerns.
7. Ensuring all unit personnel subject to environmental training requirements are properly trained.
8. Accompany installation Environmental Office audit teams during annual ECE Self-Audits of unit.
9. Attend periodic (anticipate quarterly) installation Environmental Coordinator meetings as unit representative to exchange information, receive updates, meeting minutes, review ESOP changes and training.
10. Maintain close liaison with the station Environmental Office in all environmental issues and maintain an aggressive program of environmental awareness and compliance throughout the unit.

Commanding Officer