

Recommended Mission Environmental Officer Appointment Memorandum

Note: Use official Mission Letterhead

MEMORANDUM

TO: All Mission Staff
Name[s], Regional Legal Advisor[s]
name, Regional Environmental Advisor *note: include the REA if there is one for your region*
bureau name Bureau Environmental Officer
Agency Environmental Coordinator

FROM: name, Director, USAID/country

SUBJECT: Appointment of Mission Environmental Officer [and Deputy Mission Environmental Officer]

Effective date and until further notice, name is appointed as the USAID/country Mission Environmental Officer (MEO), concurrent with his/her other duties. [Effective date and until further notice, name is appointed as the USAID/country Deputy Mission Environmental Officer (D/MEO), concurrent with his/her other duties.]

As of this date, all Mission 22 CFR 216 documents must be cleared by the MEO [or in his/her absence, by the Deputy MEO] prior to forwarding to the Mission Director for his/her concurrence and transmittal to the Bureau Environmental Officer in AID/W. This includes Initial Environmental Examinations (IEE), Requests for Categorical Exclusions, Environmental Assessment Scoping Statements, Environmental Assessments (EA), IEE or EA Amendments or other 22 CFR 216 determinations. [After MEO clearance and prior to submission to the Mission Director, all 22 CFR 216 documents must be cleared by the Regional Environmental Advisor and the Regional Legal Advisor.]

Effective implementation of 22 CFR 216 environmental procedures, and implementation of sound environmental practices and considerations, is achieved through the combined efforts of the Mission Environmental Officer[s] [, the Regional Environmental Advisor][, the Regional Legal Advisor] and the Bureau Environmental Officer, in partnership with the Mission Director, Office Directors, Strategic Objective Teams, CTOs and program management staff. The MEO [or the Deputy MEO] shall serve as a member of every Strategic Objective team to advise and support on 22 CFR 216 compliance during activity design, implementation and evaluation.

Authority:

Section 204.3.5 of USAID's Automated Directives System (ADS) specifies:

“Each Mission Director must appoint a Mission Environmental Officer in

writing. It is recommended that when staffing patterns permit, a Deputy Mission Environmental Officer also be appointed to ensure timely operations in Missions when an MEO is absent. These officers serve as a core member of each SO Team in the Operating Unit in order to advise the Teams and their CTOs on specific needs and approaches to meet 22 CFR 216 requirements. The MEOs assist an advise CTOs and their implementing partners and contractors in preparing 22 CFR 216 documents on new activities and monitoring compliance on ongoing activities. However, The ultimate responsibility and accountability for successfully meeting 22 CFR 216 requirements belongs to every member on the Team and in particular to the team leader and each CTO.”

Note: If a Mission Director choses to appoint an FSN as either MEO or D/MEO or both, include the following statement:

[ADS Section 103.3.1.1.a specifies that “Notwithstanding any other provision of USAID directives, regulations, or delegations, non-U.S. citizen employees (host country and third country Personal Services Contractors (PSCs) and direct-hire employees) may be delegated or assigned any authority, duty or responsibility, delegable to US citizen direct hire employees” with certain limited exceptions. . . . (3) They may represent the Agency, except that communications that reflect a final policy, planning, or budget decision of the Agency must be cleared by a USDH.

Given that all Mission 22 CFR 216 documents are submitted to the Bureau Environmental Officer for **his/her** approval through the Mission Director, this USDH clearance requirement is automatically met.]

Recommended Bureau Environmental Officer Appointment Memorandum

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MEMORANDUM

TO: All **name of bureau** staff
Assistant General Counsel/**name of bureau**
Agency Environmental Coordinator

FROM: AA/**name of bureau, name**

SUBJECT: Appointment of **name of bureau** Bureau Environmental Officer

Effective **date**, **name** is appointed as the **name of bureau** Bureau Environmental Officer (BEO), per Section 204.3.6 of USAID's Automated Directives System (ADS).

As of **date**, all documents prepared for the **name of bureau** Bureau BEO's signature under USAID's environmental compliance procedures, Title 22 of the Code of Federal Regulations, Part 216 (22 CFR 216), including Initial Environmental Examinations, Requests for Categorical Exclusions, Environmental Assessment Scoping Statements, and Environmental Assessments shall be prepared for **name**'s signature. As usual, all of the 22 CFR 216 environmental documentation from missions [offices - *when this appointment is for a pillar Bureau's BEO*] should be submitted first to the Regional Environmental Advisor (REA) for review and clearance [*note: REA review and clearance is not required in pillar bureau BEO appointments*]. The documentation will then be forwarded to the appropriate Mission Director for **her/his** concurrence. The Mission Director will then submit it to **name of BEO** for **his/her** decision. *note: for pillar bureau BEO appointments, replace Mission Director with Deputy Assistant Administrator* Please remember that no funds may be authorized without the BEO's written approval of the appropriate 22 CFR 216 analysis and documents.

Effective implementation of USAID's 22 CFR 216 environmental procedures, and implementation of sound environmental practices and considerations within the Bureau is achieved through the combined efforts of the Regional Environmental Advisors, the Mission Environmental Officers, and the BEO, as well as Mission Directors, Office Directors, Strategic Objective Teams, CTOs, Regional Legal Advisors and program management staff *note: for pillar bureaus, substitute similar officials appropriate to the bureau.* Wise use of taxpayer dollars, achieving optimal results in our programs and activities, and enhancing public confidence in our work depends on conducting effective environmental impact

assessment in the design phase and carrying out the mitigative measures during the implementation phase. I personally support this work and ask that management and staff in the Bureau, both in Washington and the field, continue to give this re