



Recommended Mission Environmental Officer Appointment Memorandum

An Additional Help for ADS Chapter 204

New Reference: 05/18/2006
Responsible Office: EGAT/ESP/MPC
File Name: 204sab_051806_cd44

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 and Deferrals, Scoping Statements, Environmental Assessments (EA), Environmental Impact Statements, Amendments to any of these documents 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 Activity Managers, and program management staff. The MEO [or the Deputy MEO] is hereby appointed as a member of every Strategic Objective team in the Mission 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 is encouraged to appoint a Mission Environmental Officer (MEO) in writing (See recommended **MEO appointment memorandum** at the end of this chapter). When staffing patterns permit, the Mission Director also may appoint a Deputy Mission Environmental Officer to ensure timely operations in Missions where the MEO is absent, or when a Mission’s portfolio is of such size that a Mission Director judges that one or more Deputy MEOs are needed to address their Mission’s workload. These officers serve as a member of each Team in the Operating Unit in order to advise the Teams and their Activity Managers or CTOs on specific needs and approaches to meet [22 CFR 216](#) requirements. The MEOs assist and advise Activity Managers or CTOs and their implementing partners and contractors in preparing [22 CFR 216](#) documents on new activities and monitoring compliance on ongoing activities. While the MEO assists and advises, the responsibility and accountability for successfully meeting [22 CFR 216](#) requirements is shared by the Team leader and each Activity Manager or CTO while the ultimate responsibility is with the Mission Director.

If the Mission Director does not appoint an MEO, the Mission Director assumes the responsibilities and duties which would have been delegated to the MEO.”