UNIT SAFETY OFFICER
LETTER OF APPOINTMENT

TO: Martha E. Quezada
    USO Coordinator

FROM: ________________________________________________

Name of Supervisor

______________________________________________

Name of Department

DATE: __________________________

The following employee is appointed as Unit Safety Officer for the above-named department:

__________________________________

Name of Unit Safety Officer

R number

eRaider

__________________________________

Telephone

Email Address

This appointment is effective from January 1, _______ through December 31, ________

In making this appointment, I understand that my support is necessary in order for this Unit Safety Officer to fulfill their responsibilities as described in the TTUHSC El Paso Emergency Evacuation Policy and the USO Job Description.

__________________________________

Signature of USO Supervisor

__________________________________

Signature of Unit Safety Officer

In accepting this appointment, I understand that I must fulfill my responsibilities as Unit Safety Officer as described in TTUHSC El Paso Emergency Evacuation Policy and the USO Job Description.