MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment – Headquarters and Headquarters Company, Equal Opportunity Leaders (EOLs)

1. Effective. _____________2016, the following individuals is assigned the additional duties as Headquarters and Headquarters Company, Equal Opportunity Leader:

_________________________. (Primary)

_________________________. (Alternate)

2. Authority. AR 600-20, Army Command Policy, dated 6 Nov 14
   DA Pam 350-20, Unit Equal Opportunity Training Guide, dated 1 Jun 94
   DA Pam 600-69, Unit Climate Profile Commander’s Handbook, dated 1 Oct 06

3. Purpose. To monitor and carry out the Equal Opportunity Program within Headquarters and Headquarters Company. __________ Command.

4. Period. Until officially relieved or released from appointment or assignment.

5. Special Instructions. Individual(s) will familiarize with the policies and procedures outlined in AR 600-20, DA Pam 600-69, and DA Pam 350-20 and applicable command directives.

6. POC is the undersigned at (XXX) XXX-XXXX.

Encl

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CPT, AV
Company Commander

DISTRIBUTION
1 – G1
1 – Individual
1 – MPRJ
1 – Additional Duty Book