

DEPARTMENT OF THE ARMY  
(YOUR UNIT HEADING)



REPLY TO  
ATTENTION OF

Office Symbol

Date: \_\_\_\_\_

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

\_\_\_\_\_  
CPT, **AV**  
Company Commander

DISTRIBUTION

1 – G1

1 – Individual

1 – MPRJ

1 – Additional Duty Book