



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09054-3152

IMRP-EO

27 March 2019

MEMORANDUM FOR RECORD

SUBJECT: Rheinland-Pfalz Community Equal Opportunity Leaders Course (EOLC);
CATC-EOL 471, 304.

1. References:

b. AR 600-20, Army Command Policy.

2. The 7th ATC Combined Arms Training Center and USAG Rheinland-Pfalz Military Equal Opportunity (MEO) Office are offering an Equal Opportunity Leaders Course (EOLC) from 15-23 July 2019. The course is held at the USO Conference rooms in Building 3213, Kleber Kaserne. Graduates will receive certificates of training for the EOLC.

3. In accordance with AR 600-20, Army Command Policy, dated 06 November 2014, all Battalion and Company level units will have, at a minimum, one trained EOL in the grade of **SGT(P) through 1LT**.

- a. Be career motivated.
- b. Be SGT(P) through 1LT.
- c. Have at least one year of service remaining on their DEROS upon completion of the course.
- d. Readily available to perform duties as an EOL.
- e. Have instructor potential.
- f. Have no recent or extensive history of Uniform Code of Military Justice punishment.
- g. Be interviewed and recommended by the commander.
- h. Be interested in participating in the Department of the Army EO Program.
- i. Has no recent substantiated charges of discrimination or sexual harassment.

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4. Uniform will be the Army Combat Uniform (UCP or OCP) as prescribed by their unit. Other military services will wear their appropriate duty uniform. Class will be from 0900-1700 (subject to change). Commanders are required to sign the enclosed enrollment form. **By signing the enrollment form, the Commander agrees to release the Soldier from all formations, duties, detail rosters, and other unit tasking for the duration of the course.** In addition, students should not have any appointments, activities, or other events scheduled during this time. Any student who misses more than **three hours** of instruction or is continuously late for class will be dropped.

5. Allocations: There are only **20** class seats available. It is important that you identify your nominee(s) and the request documentation no later than **NLT 151300JUN18**. The priority for class enrollment is as follows:

- a. Priority 1: Personnel assigned on orders as either the primary or alternate EOL for their organization who have not completed EOLC previously.
- b. Priority 2: Personnel who are forecasted to assume/replace the primary or alternate EOL position for their organization within 180 days.
- c. Priority 3: Personnel who are forecasted to assume/replace the primary or alternate EOL for their organization in 180-365 days. Personnel assigned on orders as either the primary or alternate EOL for their organizations that have not attended an EOLC in over five years.

6. To reserve a seat submit the enclosed enrollment form **including EOA signature** and the enclosed ATRRS form (or unit equivalent). The contact information provided on the enrollment form will be used to correspond with students to inform them of any course changes prior to the start day. The schools request will be used to input reservations into ATRRS. Personnel who do not have an enrollment form on file by the suspense date will not be admitted into the course (only units with a prior seat reserved may change nominees).

7. Government lodging will not be provided. There are no barracks facilities available for course attendance. Post lodging can be attained through Ramstein Inns located on Ramstein Airbase, or Logerhof Hotel (Army Lodging) located in Baumholder. Reservation number for Ramstein Inns is +40 (0)11-49-6371-450. Reservation number for Logerhof Hotel is [+49 \(0\)611-143-531-2900](tel:+4906111435312900).

8. A rental vehicle is recommended for any attendees from outside of the Rheinland-Pfalz area. This is geographical separation of the multiple kasernes in the Garrison. Lodging may or may not be on the same installation as the course. It is the responsibility of the attendee to assure transportation to and from the classroom.

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8. The point of contact for submission of enrollment requests, and questions pertaining to this Equal Opportunity Leaders Course, is SFC Shane Sanders at DSN 541-2210 or shane.a.sanders.mil@mail.mil.

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EOLC ATRRS Request
CATC EOLC Enrollment Template

\\Original Signed\\
SHANE A. SANDERS
SFC, USA
EQUAL OPPORTUNITY ADVISOR