



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS BATTALION
4TH INFANTRY DIVISION
1853 O'CONNELL STREET, BUILDING 1042
FORT CARSON, COLORADO 80913-4289

AFYB-EO

16 July 2018

MEMORANDUM FOR ALL STUDENTS

SUBJECT: Welcome Letter for Equal Opportunity Leader's Course

1. On behalf of the 4th Infantry Division and Fort Carson Equal Opportunity (EO) Team, welcome and congratulations on appointment and acceptance to the Equal Opportunity Leaders Course (EOLC). The EOLC is a 10-day course and is designed to prepare Soldiers to fulfill their roles and responsibilities at the Battalion or lower level as the Commander's EO subject matter expert: you are the eyes and ears of the unit, constantly measuring the pulse of the organization by continuously assessing the climate, identifying climate detractors, assisting and/or conducting ethnic observances, assisting Soldiers with conflict resolution, processing Informal EO Complaints, and directing Soldiers to the appropriate resources, if necessary.
2. This course consists of group presentations, class participation, and a final examination. As a student, you will be evaluated on your participation in the course. You will participate in several discussions, activities, and a group oral presentation. You must receive a GO on your oral group presentation and successfully pass the written exam with a minimum score of 70%.
3. While attending this course, you are expected to comply with all Army Regulations, Directives, and Policies concerning courtesies, proper uniform wear and appearance, and personal conduct.
4. I expect students to treat others with Dignity and Respect. Students who fail to maintain the standards of professional conduct or behavior required by the course (on and off duty) will be processed for appropriate disciplinary action, which may include disenrollment. Any conflicts between students and/or Instructors must be resolved without disrupting the good order and discipline of the class. All unresolved matters will be presented to me for appropriate action(s).
5. Reporting. Students will report on class start date to Building 1042, Room 316 NLT 0900 for in-processing. The building is located on O'Connell Blvd., between Specker Ave and Barkley Ave.
6. Uniform. The uniform for the duration of the course is the Army Combat Uniform (ACU)

AFYB-EO

SUBJECT: Welcome Letter for Equal Opportunity Leader's Course Students

7. Lodging. FCCO does have on-post lodging. Reservations can be made through DTS, calling IHG directly at 1-877-711-TEAM or online at <https://www.ihg.com/armyhotels/hotels/us/en/fort-carson/zysoc/hoteldetail/directions>.

8. Transportation. FCCO does provide a shuttle service, however, due location of on-post lodging and class scheduling, a POV or rental car is recommended.

9. Meals. Meals are not provided. Soldiers will be provided ample time for lunch. There are several Dining Facilities located on Fort Carson.

10. Recommended Items. Notebook, Highlighters, Pen/Pencil, Sticky Notes, or tablet with Student Note Taker's Guide.

11. Our commitment, and your focus, during this course is to ensure that our greatest resource (people) are treated fairly and are not discriminated against on the basis of race, color, religion, gender, national origin and sexual orientation; so we challenge you to actively listen and participate to gain an understanding of your role in enforcing the Army's EO Program and objectives. Again, welcome to the course, we look forward to enhancing your leadership skills while preparing you to go forth to assist your commanders with their respective EO programs.

12. The point of contact for this memorandum is the following:

a. 4ID EO Mailbox at usarmy.carson.4-id.mbx.4id-EO1@mail.mil.

b. 4ID EOA, SFC Gomez at 719-526-4305 or jacob.a.gomez4.mil@mail.mil.

c. ATRRS Quota Source Manager, Mr. O'Brien at 719-526-5436 or john.p.obrien50.civ@mail.mil.

4 Encls.

1. Welcome Letter
2. Class Schedule
3. Student Note Taker's Guide
4. Strip Map

JOHN C. LEMAY
LTC, IN
4ID Equal Opportunity Program Manager