



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION
FORT CARSON, CO 80913

AFYB-EO

10 August 2015

MEMORANDUM FOR ALL STUDENTS

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

1. On behalf of the 4th Infantry Division Equal Opportunity Team at Fort Carson and the Instructors (ATRS School Code 964). Welcome and congratulations on appointment and acceptance to EOLC. This course consists of group presentations, class participation and one final examination: The Equal Opportunity Leader Course is a 8 days class and is designed to prepare Soldiers to fulfill their role 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, and reporting and assisting Soldiers with conflict resolution (Informal EO Complaints).
2. As a student, you will be evaluated on your participation in the course, you must receive a GO on your oral group and successfully pass the written exam with a minimum score of 70%. All NO-GO's will be retrained and given two additional opportunities to retest and successful Failure to pass the presentations, written exam or actively participate in any of the practical exercises will result in immediate dismissal of the course. The maximum score for second and third attempts is 70%. Additionally, students are allowed to miss no more than three hours of the course. Upon missing more than three hours of training (to include sick call), students will be automatically processed for disenrollment and required to return immediately to their home of / unit. NO EXCEPTIONS! If you receive a Red Cross message you will be dropped from the course and will be automatically enrolled for the next class.
3. Your goal of becoming an Equal Opportunity at the battalion or lower level EOL in a Unit is not easily attained. You will be challenged in all phases of your training and in your position as an EOL. All of the training you will receive is for a purpose and will serve to make you a stronger and better EOL.
4. While attending this course, you are expected to comply with all Army Regulations, Directives and Policies concerning, courtesies, proper uniform wear, and appearance. Students will adhere to the regulations and policies concerning fraternization (inappropriate relations) and conduct themselves in a manner that is conducive to the Army Command Policy.
5. 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 to include possible disenrollment. Students are also reminded that the facilitators are in charge regardless of rank. Any conflicts between students and facilitators will be attempted to be resolved by the student and facilitator without disrupting the good order and discipline of the class. All matters unresolved will be presented to the Installation Equal Opportunity Advisor for appropriate actions.

6. Our commitment and your focus during this course is to ensure our greatest resource (people) are not assessed, classified, trained, assigned, promoted or otherwise managed on the basis of race, color, religion, gender and national origin; 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 EO Programs.

7. You will be provided a copy of the welcome letter, training schedule, map either at home station (to help get you familiarized with the training you will undergo here) or during in-processing upon arrival.

8. 4th ID Division Equal Opportunity POC: MSG Capaz (casey.s.capaz.mil@mail.mil) 719-524-4221, SFC Wells (lisa.v.wells.mil@mail.mil) 719-526-4305, SFC Janson (alexander.q.janson.mil@mail.mil) 719-526-4304. Your ATTRS reservation POC is Mr. Rundle (ATTRS assignment) 719-526-5436 (dennis.j.rundle.civ@mail.mil).



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