



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
YOUR UNIT LETTERHEAD**

AFYB-YOUR UNIT

DATE

**MEMORANDUM FOR RECORD**

**SUBJECT: Appointment of Equal Opportunity Leaders**

**1. References:**

AR 600-20, Army Command Policy, 6 NOV 2014

FORSCOM Supplement to AR 600-20, 19 JUN 2018

2. Effective immediately, the following individual(s) is/are appointed as the Equal Opportunity Leaders for (Your Unit).

a. PRIMARY- Name, Rank

b. ALTERNATE- Name, Rank

2. Purpose. To perform duties and responsibilities as Equal Opportunity Leader.

3. Period. Until officially released, relieved or supersession of this memorandum.

4. Point of contact is the undersigned at 719-503-2694.

FIRST MI LAST

CPT, AR

Commanding

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1 – Individual

1 – Unit of assignment

1 – File