



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
FORT JACKSON, SC 29207

REPLY TO
ATTENTION OF:

ATZJ-EO

MEMORANDUM FOR Equal Opportunity Leader Course Candidate

SUBJECT: Welcome Letter for Equal Opportunity Leader Course (EOLC)

1. As the Installation Equal Opportunity Advisor, I would like to welcome you to the Fort Jackson Equal Opportunity Leader Course. This program is designed with you in mind. You will gain valuable knowledge and acquire the tools necessary to assist your commander with his/her Equal Opportunity (EO) Program.
2. You were selected by your commander/directorate to be his/her assistant in implementing the EO program within your unit. You must understand from the beginning that this program is the commander's program. You must have his/her backing for the program to be viable and productive. The 7-day training you receive will give you many of the necessary tools and knowledge to perform your important task. Although your job as an Equal Opportunity Leader (EOL) will be an additional duty, you must keep abreast of what takes place within your unit. This helps you to establish creditability through demonstrated professionalism.
3. The EOLC will probably be different from most of the training you are familiar with. You will learn the basic facets of the program in a classroom setting; however, you will also share and gain knowledge through group discussions, practical exercises, and experiences.
4. This is a 7-day course which will be held at Building 3230 Bay D, located on Sumter Street, just past the Safety Office. Your uniform during the course will be duty uniform and each day will begin promptly at 0800 hours and end at approximately 1700 hours. **Please ensure you have a printed copy of AR 600-20, dated 18 March 2008 (Rapid Action Revision Issue Date: 20 September 2012), writing material, and a 1 1/2" binder.** Lastly, don't forget to bring your "open mind". I look forward to seeing you in class. If you have any questions prior to the course, please contact me at (803) 751-2990.
5. I strongly urge everyone to become involved from the very beginning and keep up on a daily basis. You will get out of the course what you put into it. Upon graduation you will become a part of the team making Equal Opportunity a reality. Good luck in your endeavor.
6. Maps, Lodging, and EOLC information please go to www.jackson.army.mil/sites/eo/.

//Original Signed//
DIETRA A. WOODS
MSG, USA
Chief, Equal Opportunity Staff Office