



DEPARTMENT OF THE ARMY
NORTH ATLANTIC REGIONAL MEDICAL COMMAND
6900 GEORGIA AVENUE NW
WASHINGTON, DC 20307-5001


REPLY TO
ATTENTION OF:

MCAT-EO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memo # 04-10, Responsibilities of Equal Opportunity Representatives (EOR)

1. Equal Opportunity Representatives (EOR) will assist commanders at the battalion-level or equivalent and below in carrying out the Equal Opportunity (EO) program within their units. EO duties may be assigned to a soldier as a part-time, secondary, or additional duty assignment.
2. EORs who have not received the duration of training that Equal Opportunity Advisors (EOA) have, should not be utilized in a special duty assignment. EORs may not conduct investigations nor advise investigating officers in the conduct of equal opportunity complaint investigations.
3. It is recommended that commanders appoint EORs who are members of the chain of command, in the grade of Staff Sergeant to First Lieutenant. Typical roles and duties of the EOR are as follows:
 - a. Assist commanders in recognizing detractors of a healthy climate.
 - b. Assist commanders in conducting unit climate sessions.
 - c. Prepare and assist commanders in conducting EO training.
 - d. Establish and maintain liaison with other EORs and EOAs at higher headquarters.
 - e. Assist commanders in preparing and conducting ethnic and special observances.
 - f. Serve as a resource person for EO issues and concerns.
4. Questions concerning this policy may be addressed to the Equal Opportunity office at (202) 782-5080/7381, DSN 662.


KENNETH L. FARMER, JR.
Major General, MC
Commanding

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