DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SIGNAL CENTER OF EX CELLENCE
AND FORT GORDON
FORT GORDON, GEORGIA 30905-5735

ATZH-EO DATE:

MEMORANDUM FOR INSTALLATION EQUAL OPPORTUNITY OFFICE, FORT GORDON, GA 30905

SUBJECT: Application for Equal Opportunity (EO) Training (IAW AR 600-20 Ch. 6)

1. Request the following applicant be scheduled for the EO Training:

STUDENT STATUS: ☐ PRIMARY ☐ ALTERNATE
Check primary or alternate to indicate EOL position in unit.

a. NAME: RANK: SGT (P)
b. UNIT: LOCATION:
c. STUDENT EMAIL ADDRESS:
d. DUTY POSITION:
e. REASON SOLDIER REQUIRES TRAINING:
f. LEVEL WILL SOLDIER BE PERFORMING EOL DUTIES: N/A
g. COURSE TITLE: Senior Leaders Workshop LOCATION: Ft. Gordon
h. PERIOD OF TRAINING:

2. I have personally counseled this Soldier on the reporting time and location. The Soldier will report at the prescribed time. The Soldier remains assigned to this unit. The Soldier is exempt from all duties, details, and has NO SCHEDULED APPOINTMENTS for the entire period of the course. Changes in attendance will only be made for emergency reasons.

3. I have checked and verified all personal data.

CDR/1SG Print/Sign CDR/1SG Phone Number CDR/1SG Email Address

BDE EOA Print/Sign BDE EOA Phone Number BDE EOA Email Address

** Attendance of SM's Chain of Command for graduation is highly encouraged.