

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Representative Course

1. Reference, AR 600-20, Ch 6 i.
2. The Equal Opportunity Representative Course (EORC) is a two week course designed to prepare personnel to perform duties as an Equal Opportunity Representative (EOR). Fort Belvoir will host an 80-hour Equal Opportunity Representative Course (EORC) 16 – 27 September 2002 in the Barden Education Center located at Bldg 1017 , Belvoir Road, Fort Belvoir. Entering through Pence gate, follow Belvoir Road to the first stop light. Look to the left just past the light, the Ed Center is there.
3. Course instruction is taught primarily on three levels of learning. The cognitive level deals with basic information pertinent to subjects that directly and indirectly relate to the equal opportunity field. The affective level deals with socialization, attitudes, and sensitivities related to equal opportunity. The performance level deals with performing the tasks, which will be required in the field. All training is accomplished through a variety of means including lecture, seminar, small group training, and practical exercises.
4. The course is open to soldiers in the grades of E-5 and above who will be serving in the capacity of Unit /Section EOR. Commanders and First Sergeants are asked to carefully select soldiers who are capable of performing the duties of an EOR as outlined in the reference above. Soldiers should have a minimum of one-year retention in their organizations upon completion of the course.
5. Normally, course hours are from 0800 to 1630 each duty day. Attendance at all classes is mandatory (unless by special arrangement with the instructor). Any student missing more than 4 hours of classes will be subject to dismissal from the course. Tutoring or remedial instruction will not be used to make-up more than 4 hours of missed classroom time. Punctuality is of utmost importance. The classes are carefully arranged to allow maximum learning time in a minimum amount of time. It is very disruptive to both the instructor and to other students when someone arrives after a class has already begun.
6. The course is limited to twenty participants. Coordinate enrollment through unit chain of command to the undersigned at, phone 703-805-5383/2288, e-mail – millerma@belvoir.army.mil, caink@belvoir.army.mil or FAX- COMM 703-805-2951, DSN

655-2951. Identify primary and alternate candidates. As seats become available alternates may get in the course.

7. POC is the undersigned.

/S/
MARGARET M. MILLER
MSG, USA
Equal Opportunity Advisor

DISTRIBUTION:

MDW Equal Opportunity Office

Fort Meade Equal Opportunity Office

Fort Myer Equal Opportunity Office MTMC Equal Opportunity Advisor

Fort Belvoir BASOPS and Tenant EOA's/EOR's