

MILITARY TRAINING REQUEST

The proponent of this form is the Directorate of Plans, Training, Mobilization and Security

SECTION 1. STUDENT DATA

NAME _____	RANK/GRADE _____	SSN _____
UNIT _____	DUTY POSITION _____	PHONE _____
SECURITY CLEARANCE _____	GENDER _____	CIVILIAN JOB SERIES/PAY PLAN _____
DATE OF RANK _____ (YY/MM/DD)	PROM PTS _____	BOARD DATE (PLDC) _____ (YY/MM/DD)
GT _____	PMOS _____	STAR MOS _____
UIC _____	PROFILE? (ATTACH COPY) YES NO (Please Circle)	
DEROS _____ (YY/MM/DD)	ETS _____ (YY/MM/DD)	AUTH MTOE/TDA PARA/LN _____ (REQUIRED FOR ASI/SQI PRODUCING COURSES)
EMAIL ADDRESS (REQUIRED) _____		
STUDENT SIGNATURE _____		
By signing this document, I acknowledge that an application has been submitted on my behalf to attend school.		

SECTION 2. COURSE INFORMATION

COURSE TITLE _____		
COURSE NUMBER _____	SCHOOL CODE _____	
PURPOSE/JUSTIFICATION (REQUIRED) _____		
PRIMARY CLS NO. _____	DATES _____	
ALTERNATE CLS NO. _____	DATES _____	

SECTION 3. COMMAND APPROVAL FOR REQUEST

COMPANY COMMANDER CONCUR / NONCONCUR _____	DATE _____
BATTALION COMMANDER CONCUR / NONCONCUR _____	DATE _____
BRIGADE COMMANDER CONCUR / NONCONCUR _____	DATE _____
S3/G3 REPRESENTATIVE CONCUR / NONCONCUR _____	DATE _____
CIVILIAN SUPERVISOR CONCUR / NONCONCUR _____	DATE _____

SECTION 4. STATUS OF TRAINING REQUEST

STUDENT HAS BEEN CONFIRMED FOR COURSE DATES _____
STUDENT HAS BEEN PLACED ON THE WAITING LIST FOR COURSE DATES _____
TRAINING IS DISAPPROVED FOR THE FOLLOWING REASON(S): _____ _____

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 4101-4118; and E.O. 9397.

PRINCIPAL PURPOSE: To request training by military and civilian personnel and to document the authorization of such training by their chain of command.

ROUTINE USE: The information provided on this form will be used to register military and civilian personnel for formal military training through the Army Training Requirements and Resources System (ATRRS).

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in your ineligibility for participating in this training.



DEPARTMENT OF THE ARMY
 HEADQUARTERS, 25th Infantry Division
 SCHOFIELD BARRACKS, HAWAII 96858-5100

APTS-CS

DATE: _____

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Application for Equal Opportunity Leader Course (EOLC) (IAW AR 600-20 Ch. 6)

1. Request the following applicant be scheduled for the EOLC:

STUDENT STATUS: PRIMARY ALTERNATE

Check primary or alternate to indicate EOL position in unit.

a. NAME: _____ RANK: _____ SSN: _____ GENDER: _____

b. UNIT: _____ LOCATION: _____

c. RACE: WHITE ASIAN AMERICAN/PACIFIC ISLANDER OTHER

BLACK NATIVE AMERICAN HISPANIC

d. DUTY POSITION: _____

e. REASON SOLDIER REQUIRES TRAINING: _____

f. AT WHAT LEVEL WILL SOLDIER BE PERFORMING EOL DUTIES: CO BN

g. ARE APPOINTMENT ORDERS COMPLETE AND SIGNED: YES NO (**REQUIREMENT TO ATTEND COURSE**)

h. COURSE TITLE: EQUAL OPPORTUNITY LEADER COURSE LOCATION: TBD
 ENROLLMENT TIME: 0930 hrs CLASS START DATE: _____
 CLASS END DATE: _____

i. Students **WILL NOT** be released from course to conduct any appointments during this course.

j. Students **WILL NOT** be released from course to conduct any unit work during this course.

2. I have personally interviewed and counseled this Soldier on the importance of this duty for my command. 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 and statements on this form. Soldier is not being sent to this course as corrective training as this Soldier is my recommendation for my unit EOL per AR 600-20.***

CDR Signature

CDR Phone Number

CDR Email Address

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

SOLDIER's AKO EMAIL: _____

SOLDIER's Signature: _____

BDE EOA Print/Sign

BDE EOA Phone Number

BDE EOA Email Address



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BRIGADE, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY)
BUILDING 1714 MISSISSIPPI AVENUE
XXXX, HAWAII 96786

XXXX-XXX-X

XX XXXX 20XX

ADDITIONAL DUTY APPOINTMENT ORDERS

FOR SEE DISTRIBUTION

SUBJECT: Unit Equal Opportunity (EO) Leader

1. Effective XX XXXX 200X, the following soldiers are appointed as unit Equal opportunity Representatives:

SFC DOE, John	Primary
SSG SKYWALKER, Luke	Alternate

2. Authority: AR 600-20, 20 September 2012.

3. Period: Indefinite

4. Purpose: To perform duties as required by applicable directives.

5. Special Instructions: None

6. The point of contact is SFC YOUR NAME at YOUR NUMBER.

CAPTAIN CRUNCH
CPT, OD
Commanding

DISTRIBUTION:

1 Appointed Individuals
1 BDE- EO
1 25th ID EO Office

EOL TRAINING REQUIREMENTS

(IAW AR 600-20 RAR, 20 SEPT 12)

1. Equal opportunity representatives' responsibilities include assisting commanders at the battalion-level or equivalent and below in carrying out the EO Program within their units. EORs serve a special duty at small unit level. Commanders must appoint EORs in their units who are members of the chain of command in the rank of SGT (P) through 1LT. Soldiers who are graduates of DEOMI and have been awarded enlisted skill qualifications identifier (SQI) Q or officer additional skill identifier (ASI) 5T are still available to perform as unit EORs after successful completion of their special duty tour as an EOA. Units of action or higher headquarters' EOAs are available to train unit EORs using the 80 hour training support package published by the EO Proponency Office, Soldier Support Institute. Army Reserve can use the 40-hour training support package. Typical roles and duties of EORs are as follows: