ATZB-EO 00 March 2025

MEMORANDUM FOR RECORD

SUBJECT: Additional Duty Appointment

1. The following individual is designated as the primary Equal Opportunity Leader (EOL) for Company Name, Battalion Name, Brigade Name.

RANK LAST FIRST LAST FOUR UNIT POSITION

2. Authority: Army Regulation 600-20

3. Purpose: To perform duties as required by above references.

4. Period: Until officially released or relieved from duty appointment or assignment.

5. Special Instructions: Individual will become familiarized with applicable regulations and attend the Equal Opportunity Leaders Course (EOLC) prior to performing duties as an EOL.

 COMMANDER NAME

 CPT, IN

 Commanding