



DEPARTMENT OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

NGB-EO-CR

18 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request Temporary Positions for Equal Opportunity Advisors (EOA)

1. References:

a. NGR 600-21, Equal Opportunity Program in the Army National Guard, dated 14 Sep 2001.

b. NGR 600-25, Military Technician Compatibility, dated 31 March 1995.

c. NGR 600-5, Active Guard/Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) dated 20 February 1990.

d. NGR 600-100, Commissioned Officer - Federal Recognition and Related Personnel Actions, dated 15 April 1994.

e. NGR 600-101, Warrant Officers - Federal Recognition and Related Personnel Actions, dated 1 October 1996.

f. NGR 600-200 Enlisted Personnel Management, dated 1 March 1997.

2. The purpose of this memorandum is to provide guidance in requesting temporary Equal Opportunity Advisor (EOA) positions. This memorandum supercedes Request of Temporary Positions for Equal Opportunity Advisors (EOAs) memorandum dated 5 January 2004.

3. The following personnel are not eligible for EOA temporary positions IAW references above:

a. State Level EO personnel.

b. Military technicians

c. Title 32 Active Guard Reserve personnel.

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4. The Adjutant General may request EOA temporary positions IAW to the following model:

- a. 28th, 40th & 49th Divisions are authorized 1 LTC, 1 MSG and 2 SFC
- b. All other Divisions are authorized 1 LTC and 1 MSG
- c. 07 Commands are authorized 1 LTC and 1 MSG
- d. All 06 commands are authorized 1 MAJ or 1 SFC

5. Submit request to NGB-EO-CR, ATTN: ARNG EO Program Manager, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. NGB-EO-CR will review the request and verify that the request meets the criteria set forth in this memorandum. Upon verification, NGB-EO-CR will forward the request to the Personnel Policy and Readiness Division (NGB-ARH) for final approval and issuance of the temporary position authorization. All request follow-ups will be channeled through the ARNG EO Program Manager.

TAG must sign the request with the following required sample information below:

- a. State: Florida
- b. Rank, Full Name & SSN: SFC John A. Doe, 000-00-0000
- c. Period of Duty: Three years minimum
- d. Command & Unit Identification Code: HQ 211th Regiment (RTI), W00ABB
- e. Mandatory Removal Date (MRD) & Expiration Time in Service (ETS): MRD - 15 Jun 2012; ETS - 14 Feb 2009
- f. Grade of the Commander's Position: Brigadier General or Colonel

6. Required Actions:

- a. If a soldier in an EOA position leaves that position before the end of the three-year tour, the State submits a request to NGB-EO to recind the initial request before requesting a replacement.

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b. If the EOA has completed the three-year tour and is recommended to remain as the EOA, the State must submit an extension request to NGB-EO.

c. Promotion of soldiers while serving in temporary positions is not authorized. Promotion action must take place prior to moving soldier into a temporary position - no exceptions.

7. An electronic copy of this and other ARNG EO related memorandums are located at the Equal Opportunity Web Site <http://www.ngb.army.mil/staff/special/eo/docs/EOA.ppt>

8. Point of contact is MAJ Edwin Perez at DSN 327-1704 or CM 703-607-1704: e-mail Edwin.Perez@ngb.ang.af.mil or contact SGM Judith Ackerman at DSN 327-0783 or CM 703-607-0783: e-mail Judith.Ackerman@ngb.ang.af.mil



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Director, Office of Equal Opportunity
and Civil Rights

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