



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

NGB-ARH

14 October 2008

MEMORANDUM FOR Military Personnel Management Officers of all States, Puerto Rico, Guam, the US Virgin Islands, and the District of Columbia

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

1. References:

- a. NGR 600-5, Active Guard/Reserve (AGR) Program, Title 32, Full Time National Guard Duty (FTNGD), 20 Feb 90.
- b. NGR 600-100, Commissioned Officer - Federal Recognition and Related Personnel Actions, 15 Apr 94.
- c. NGR 600-101, Warrant Officers - Federal Recognition and Related Personnel Actions, 1 Oct 96.
- d. NGR 600-200, Enlisted Personnel Management, 1 Mar 97.
- e. NGR 600-21, Equal Opportunity Program in the Army National Guard, 14 Sep 01.
- f. NGR 600-25, Military Technician Compatibility, 24 Aug 05.
- g. Memorandum, Army National Guard (ARNG), NGB-ARH, 1 Aug 07, subject: Suspension of Memorandum, NGB-ARH, 8 Jun 06, subject: Removal of Equal Opportunity Advisors (EOA) Temporary Positions (enclosure).
- h. Memorandum, NGB-ZC-EO, 13 Sep 07, subject: Request Temporary Positions for Equal Opportunity Advisors (EOA) (enclosure).

2. Purpose. The purpose of this memorandum is to provide guidance in requesting temporary positions for EOAs. This memorandum will remain in effect until 30 September 2011. States and Territories should reassess the assignment of EOA positions after this date; assignments should be designed to fit strategic plans that take into account Force Structure Allowance (FSA) changes.

3. Eligibility criteria. In accordance with references above, the following personnel are not eligible for EOA temporary positions:

- a. State-Level Equal Opportunity (EO) and Equal Employment Opportunity (EEO) personnel or civilians.

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- b. Military Technicians.
 - c. Title 32 (T32), AGR personnel.
4. There are minimum staffing requirements under the T32 status. Personnel with primary duty as EOAs will not be assigned collateral duties that interfere with their EO duties. The Adjutant General may request EOA temporary positions IAW the following model:
- a. The JFHQs are authorized two EOAs—a Lieutenant Colonel or Major, and a Sergeant Major or Master Sergeant.
 - b. The 28th Infantry Division (ID) and the 40th ID (M) are each authorized four EOAs—a Lieutenant Colonel, a Master Sergeant, and two Sergeants First Class.
 - c. All O7 commands or other divisions are authorized two EOAs—a Lieutenant Colonel and a Master Sergeant.
 - d. All O6 commands are authorized one EOA—a Major or Sergeant First Class.
5. Units mobilized and or deployed under Title 10 for 30 days or more must follow AR 600-20 staffing requirements.
6. Request procedure. Submit request(s) to NGB-ZC-EO, ATTN: ARNG EO Program Manager, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. The NGB-ZC-EO will review the request and verify that it meets the criteria set forth in this memorandum. Upon verification, NGB-ZC-EO 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. Submit a separate memorandum for each Unit Identification Code (UIC) within a State, Territory, or command.
7. The Adjutant General must sign the request with the required sample information below:
- a. State: Florida
 - b. Rank, Full Name, and SSN: SFC John A. Doe, 000-00-0000
 - c. Period of Duty: Three years minimum
 - d. Command and UIC: HQ 211th Regiment (RTI), W00ABB
 - e. Mandatory Removal Date (MRD), or Expiration Time in Service (ETS):
MRD 15 Jun 12; ETS 14 Feb 10

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f. Grade of commander's position: Brigadier General or Colonel

8. Required actions:

a. If a Soldier in an EOA position leaves that position before the end of the 3-year tour, the State or Territory must submit a request to NGB-ZC-EO to rescind the initial request before requesting a replacement.

b. If the EOA has completed the 3-year tour and is recommended to remain as the EOA, the State or Territory must submit an extension to NGB-ZC-EO.

c. Promotion of Soldiers while serving in temporary positions is not authorized. Promotion action must occur before a Soldier is assigned to a temporary position. No exceptions.

d. The EOA positions are temporary for documentation purposes only; the jobs are not additional duties, and they are full-time duties. Personnel selected for these positions should be handled as full-time.

9. Electronic copies of this and other ARNG EO-related memorandums are available on the EO Web Site: www.ngb.army.mil/jointstaff/zc/eo/policyprograms/arng/memos.aspx

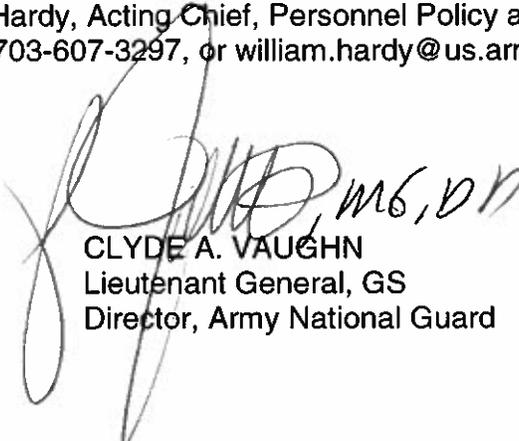
10. This memorandum supersedes reference h in paragraph 1 above.

11. The point of contact is Mr. William Hardy, Acting Chief, Personnel Policy and Readiness Division, at DSN 327-3297, 703-607-3297, or william.hardy@us.army.mil.

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