

- (1) Understand and articulate Department of Defense (DOD) and Army policies concerning EO.
- (2) Assist the commander in EO training that employs small-group facilitation methods like the consideration of others' methodology.
- (3) Recognize and assess indicators of institutional and individual discrimination in organizations.
- (4) Recognize sexual harassment in both overt and subtle forms.
- (5) Recommend appropriate remedies to eliminate and prevent unlawful discrimination and sexual harassment.
- (6) Continuously assess the command climate through formal surveys, interviews, facilitated small group discussions, and accessibility to the unit.
- (7) Collect, organize, and interpret demographic data concerning all aspects of EO climate assessment.
- (8) Assist commanders in assessing, planning, implementing and evaluating the EO program.
- (9) Prepare input for the Quarterly Narrative Statistical Review (Army Reserve as required).
- (10) Train unit EOLs and institutional training course\service school instructors to assist commanders/commandants in meeting their EO responsibilities.
- (11) Organize or assist with training sessions that pertain to EO, unlawful discrimination, prevention of sexual harassment, and the consideration of others methodology.
- (12) Assist in evaluating the effectiveness of unit training conducted by commanders.
- (13) Plan and help conduct executive seminars for senior leadership, on EO action plans and affirmative actions, EO, unlawful discrimination, the consideration of others methodology and the prevention of sexual harassment.
- (14) Receive and assist in processing individual complaints of unlawful discrimination and sexual harassment in the informal stage and conduct EO inquiries according to the commander's guidance.
- (15) Provide advisory assistance to commanders and investigating officers in the investigation and resolution of unlawful discrimination and sexual harassment complaints.
- (16) Review and comment on investigative reports of EO complaints for compliance with DOD and DA EO policy and objectives.
- (17) Conduct follow-up assessments of all formal EO complaints.
- (18) Assist in the planning and conduct of ethnic observances/special commemorations.
- (19) Assist commanders in developing the EO policy for their unit.
- (20) Maintain, where appropriate, informal liaison with community organizations fostering civil rights. If the EOA decides to become a member of such organizations in his/her private capacity, he/she must coordinate with the servicing judge advocate to preclude possible conflicts of interest.
- (21) Conduct staff assistance visits to subordinate units and other headquarters (equivalent or lower).
- (22) Conduct or attend EO coordination training at least once quarterly at the installation level.
- (23) Periodically prepare reports and briefings for commanders and other staff agents on the unit's EO Action Plan and other initiatives being done to improve or maintain the command climate.

(24) Assist commanders in the development of realistic EO Action Plans and monitor progress of plans.