



DEPARTMENT OF THE ARMY

Evans Army Community Hospital

7500 Cochrane Circle

FT Carson, CO 80913-4604

MCXE

01 July 2003

MEMORANDUM OF INSTRUCTION

SUBJECT: Evaluation and Reporting of the effectiveness of the USA MEDDAC Equal Opportunity Program

1. The Senior Equal Opportunity (EO) Representative will use the tools outlined below to evaluate and report the effectiveness of the EO program to the MEDDAC Commander. The MEDDAC Commander will review any negative findings and initiate any required actions in response to those findings.

2. Responsibilities.

A. Commander, USA MEDDAC. The MEDDAC Commander is personally responsible and accountable for the implementation and execution of the hospital EO program.

B. Senior EO Representative (EOR).

(1) Coordinate, collect and analyze data pertinent to the effective evaluation of the EO Program.

(2) Provide feedback to hospital commander on effectiveness of EO Program.

3. **Command Climate Survey.** The hospital commander will review findings of the Command Climate Survey. IAW AR 600-20, company-level Command Climate Surveys are required within 90 days of a company level change of command.

4. **Quarterly Narrative Statistics Report (QNSR).** The QNSR provides measurable feedback on population distribution, distribution of awards, enlisted promotions and EO training. The hospital commander will review and sign the QNSR prior to submission to Great Plains Regional Medical Command. The commander will initiate any required actions in response to negative findings or trends. The QNSR awards distribution is also reviewed by the Human Resources Functional Management Team and reported to the hospital commander through the QMB.

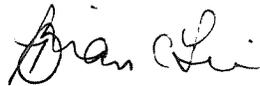
5. **Random Surveys/Sensing Sessions.** The Senior EOR will conduct random sensing sessions quarterly or as needed to gauge the effectiveness of the EO program. The Senior EOR will report the findings from the survey/sensing session to the hospital

3. Purpose: These orders appoint the Named NCOs as Equal Opportunity Representatives.

4. Period: Until officially relieved or released from appointment. This order supersedes all previous orders concerning these appointments.

5. Special Instructions: Be familiar and comply with all Army EO program policies, including local command initiatives, and promote/attend all MEDDAC EO events.

6. Point of contact is SSG Evans, Sr. EO Representative, 6-7102.



BRIAN C. LEIN
COL, MC
Commanding

CF:

1 – Individual

1 – Chief, INSERT CARELINE/CLINIC/SECTION

1 – Equal Opportunity Officer



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
7500 Cochrane Circle
Fort Carson, Colorado 80913-4604

MXCE-EO

14 March 2003

MEMORANDUM FOR RECORD

SUBJECT: Equal Opportunity Representative Appointment Orders

1. Effective 14 MARCH 2003, SSG Cabral, Fredys D. is appointed to serve as an Equal Opportunity Representative (EOR) for the Pharmacy.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Carline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

A handwritten signature in black ink, appearing to read "S. G. Goodrich".

SCOTT G. GOODRICH
COL, MC
Commanding

CF:

- 1 – Individual
- 1 – Chief, Carline or Section
- 1 – Equal Opportunity Officer



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MXCE-EO

14 March 2003

MEMORANDUM FOR RECORD

SUBJECT: Equal Opportunity Representative Appointment Orders

1. Effective 14 MARCH 2003, SGT Calime, Lawrence D. is appointed to serve as an Equal Opportunity Representative (EOR) for the Surgical Careline.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Careline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

A handwritten signature in black ink, appearing to read "Scott G. Goodrich".

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MEMORANDUM FOR RECORD

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1. Effective 14 MARCH 2003, SSG Downey, Hugh is appointed to serve as an Equal Opportunity Representative (EOR) for the Preventive Medicine.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Carline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

A handwritten signature in black ink, appearing to read "Scott G. Goodrich", is positioned above the typed name.

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1. Effective 14 MARCH 2003, SSG Evans, Enos D. is appointed to serve as an Equal Opportunity Representative (EOR) for the Pharmacy.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Carline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

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1. Effective 14 MARCH 2003, SFC Kestner, Kevin is appointed to serve as an Equal Opportunity Representative (EOR) for the OB/GYN Careline.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Careline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

A handwritten signature in black ink, appearing to read "S. G. Goodrich", written over a horizontal line.

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1. Effective 14 MARCH 2003, SSG Kidd, Kenneth is appointed to serve as an Equal Opportunity Representative (EOR) for the Primary Careline.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Careline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

A handwritten signature in cursive script, appearing to read "Scott G. Goodrich".

SCOTT G. GOODRICH
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MEMORANDUM FOR RECORD

SUBJECT: Equal Opportunity Representative Appointment Orders

1. Effective 14 MARCH 2003, SFC Rocha, Brian is appointed to serve as an Equal Opportunity Representative (EOR) for the Command Group.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Carline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

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MEMORANDUM FOR RECORD

SUBJECT: Equal Opportunity Representative Appointment Orders

1. Effective 14 MARCH 2003, SGT Rolle, Luis M. is appointed to serve as an Equal Opportunity Representative (EOR) for the Mental Health Careline.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Careline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

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1. Effective 14 MARCH 2003, SSG Sparks, Sabrina is appointed to serve as an Equal Opportunity Representative (EOR) for the Logistics.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Carline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

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1. Effective 14 MARCH 2003, SSG Vilorio, Luis A. is appointed to serve as an Equal Opportunity Representative (EOR) for the Department of Pathology.
2. An EOR's responsibilities include planning, scheduling and executing mandatory EO/CO2 training and tracking and reporting training statistics for his or her particular section/clinic/department/Carline.
3. The appointment is effective until officially relieved or released.
4. POC is SSG Evans, Sr. Equal Opportunity Representative, 526-7102.

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