

SOUTH CAROLINA ARMY NATIONAL GUARD  
REGIONAL TRAINING INSTITUTE  
4<sup>th</sup> Battalion (Modular), 218<sup>th</sup> Regiment (Leadership)  
5411 Leesburg Road  
Eastover, South Carolina 29044-9732

NGSC-LDR-DCI

MEMORANDUM FOR Attendees of Equal Opportunity Leader Course (EOLC) Class.

SUBJECT: Equal Opportunity Leader Course (EOLC) Welcome Letter

1. Assigned Commanders have identified you to attend Equal Opportunity Leader Course (EOLC). This 60-hour course will certify participants to effectively accomplish the duties of a Unit EOL to assist their commander in implementing their EO Program. It will provide participants with the information and skills necessary to prevent, identify, and intervene in instances of inequality, diversity and inclusion, unlawful discrimination, and other EO discrepancies.

2. The following administrative instructions pertain to your class:

a. **Location:** 5411 Leesburg Road, Building 3800, Eastover, SC 29044

b. **Date/Time:** Report to Dozier Building 3800 (Red Brick Building) Room 400 on the report date at 0800 hours. Refer to the attached class schedule. Ensure that you bring the following documents:

(1) Copy of your orders/DA Form 1610

(2) Duty Appointment assigning you as the EOL signed by your Commander.

c. **Uniform:** OCPs

d. **Lodging:** If you live over 50 miles from McCrady Training Center or is an out of state student, you will need to make reservations through the onsite Billeting Office, McCrady Training Center Billeting at 803-299-2210. The rate is \$24 per night (2-person occupancy). **NOTE: Wi-Fi is not available, you will need to use a personal hotspot or mi-fi.**

e. **Meals:** Meals are available in the building 3800 at the Crescent Moon Café. Meal costs: Breakfast - \$5.00, Lunch - \$7.00, and Dinner - \$10.00.

f. **Personal computer:** You will be paired up with another Soldier to develop and present an EO lesson. It is highly recommended that you bring your personal computers to assist you with this task.

g. **Point of Contact:** MSG Cathy Donald, (803) 507-4322,  
[cathy.m.donald.mil@army.mil](mailto:cathy.m.donald.mil@army.mil).

3. Throughout the duration of the course, we will be discussing many diverse and potentially uncomfortable topics. You are encouraged to participate and be open-minded.
4. **COVID:** All personnel attending the course will be fully vaccinated. Being fully vaccinated means that you have finished your vaccine, whether that's one dose (Johnson and Johnson Janssen) or two Pfizer-BioNTech or Moderna), and two weeks have passed. Ensure that you bring a facemask with you. Fort Jackson directs the use of facemasks on the McCrady Training Center installation. They update their mask policy on a weekly basis.
5. After successfully meeting the objectives of the course and passing the end of course exam, you will receive a certificate of completion. **This course does not generate a DA form 1059.**
6. POC for this memorandum is the undersigned at 803-299-5471 or [cathy.m.donald.mil@army.mil](mailto:cathy.m.donald.mil@army.mil).

///ORIGINAL SIGNED///

CATHY M. DONALD  
MSG, SCARNG  
State Equal Opportunity Advisor