



Building and Organizing an EO Office

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This briefing is
UNCLASSIFIED



PURPOSE and SCOPE

To understand how to effectively create a successful EO Program to enhance mission support of National Guard units.

ANGI 36-7 Program Objective:

1.3.1. The primary objective of the EO Program is to improve mission effectiveness by promoting an environment free from personal, social or institutional barriers that prevent members from rising to the highest level of responsibility possible.



Agenda

1. PEOPLE
2. ENVIRONMENT
3. OFFICE
4. WHO DOES WHAT
5. MARKETING



- How to select the members of your office
 - ANGI 36-7 3.8.2 Evaluating EO Applicants
 - Ability to speak distinctly and communicate well with others
 - Skills in completing structured tasks and activities
 - Written verbal and communication skills
 - Military bearing and appearance
 - Record of disciplinary action and financial irresponsibility
 - Prior qualification in any AFSC at the 5 skill level or higher



- EO Director
 - Must fully understand human relations
 - Honest
 - Approachable
 - Flexible
 - Non-controlling
 - Empowering
 - Visionary
 - Doesn't have to be the smartest in the room



- Setting Up EO Office Facilities
 - Location
 - Private consultation area
 - Proper cabinets with locks
 - Accessible for people with disabilities
 - Enough computers
 - Space
 - Professional appearance
 - Properly marked inside/outside of bldg.



WHO DOES WHAT

- Responsibilities
 - Director is responsible for the administration of the EO Program ANGI 36-7, 2.5.2
 - Wing Commander's staff officer for EO Programs
 - Manage EO personnel, office operations, assignment of duties, resources and documentation, budgets
 - Coordinate with Base Education and Training Manager
 - Mentor EO staff for professional career development
 - Review EO Education and Training lesson plans and materials and coordinate approval from Wing Commander
 - Evaluate and document EO instructor's presentation skills annually. Review critiques and give feedback to instructors regularly
 - Inspect EO office annually to ensure compliance



WHO DOES WHAT

Responsibilities cont.

- EO Specialists
 - SME
 - Training and education
 - Out and abouts
 - Other assigned tasks



MARKETING

- Establishing an effective program requires marketing
 - Advertise
 - Posters, newsletters, special events, deployments , *HRE training , HRE training, HRE TRAINING
 - Credibility
 - SME
 - Honesty
 - Upfront
 - Confront without being confrontational
 - Don’ t become the morality police
 - Become a “VALUED” resource



MARKETING

Being a member of the EO community brings with it, many opportunities to effect mission readiness. By assisting members with sensitive matters that you have been trained to manage, you become a vital part of your organizations. Always be aware that every time you are approached with an issue, you are representing your Wing Commanders, Unit Commanders, organizations, and foremost yourselves. You no longer have the luxury of saying; “I don’t know” or “I can’t help you.” Run your programs as if you are CEO’s of Fortune 500 companies and every member of your unit is a share holder. Treat each person with the same dignity and respect that you would want for yourself and never forget that a smile is free and goes a long way. A true leader understands that it is better to be carried on the shoulders of his people, rather than ride on their backs.

Captain Gary Richardson
174th, Fighter Wing



CONCLUSION

1. PEOPLE
2. ENVIRONMENT
3. OFFICE
4. WHO DOES WHAT
5. MARKETING