

**USAAC Regulation 600-1**

**Personnel—General**

# **Equal Opportunity Action Plan**

**Headquarters  
United States Army Accessions Command  
90 Ingalls Road  
Fort Monroe, Virginia 23651-1065  
19 December 2007**

**UNCLASSIFIED**

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## \*USAAC Regulation 600-1

Effective 2 January 2008

### Personnel—General

## Equal Opportunity Action Plan

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For the Commander:

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**History.** This publication is a revision to USAAC Reg 600-1, which is effective 2 January 2008.

**Summary.** This regulation outlines the U.S. Army Accessions Command's Equal Opportunity Action Plan. It sets forth goals, responsibilities, and policies that support the Department of the Army Equal Opportunity Program. The Equal Opportunity Ac-

tion Plan is a management document that fulfills a specific Department of the Army requirement that installations and major subordinate commands develop and publish comprehensive Equal Opportunity Action Plans to measure their equal opportunity programs at brigade and higher levels.

**Applicability.** This regulation applies to all military personnel assigned or attached to the U.S. Army Accessions Command.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Army management control process.** This regulation contains management con-

trol provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-PE, 90 Ingalls Road, Fort Monroe, VA 23651-1065.

**Distribution.** This regulation is available in electronic media only and is available online at <http://www.usaac.army.mil>.

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\*This regulation supersedes USAAC Regulation 600-1, dated 30 September 2005.

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## **Chapter 1 General**

### **1-1. Purpose**

This Equal Opportunity Action Plan (EOAP) sets forth the goals and objectives of the Commander, U.S. Army Accessions Command (USAAC), which constitute equal opportunity (EO) actions in support of the U.S. Army Training and Doctrine Command (TRADOC) and Department of the Army EO programs. This EOAP provides guidance for the effective implementation of EO programs and sets EO program goals and objectives for USAAC's reporting offices and organizations.

### **1-2. References**

Required and related publications and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations**

- a. Abbreviations used in this regulation are explained in the glossary.
- b. References made in this regulation to equal opportunity representative (EOR) may be considered to be the same reference as equal opportunity leader (EOL).

### **1-4. Objectives**

- a. Foster a command climate that provides the opportunity for growth and effective utilization of individual capabilities based solely on merit, fitness, and potential by reinforcing EO as an obligation of leadership and function of command.
- b. Infuse EO actions into existing traditional management systems by placing the responsibility for EO actions with the heads of staff agencies that implement the action through their functional managers.
- c. Provide a viable mechanism for reporting offices and organizations within USAAC to assess EO programs through objective goals, milestones, and measurements based on the following functional areas:
  - (1) EO policy and procedures.
  - (2) EO climate assessment and communication.
  - (3) EO indicators.
  - (4) Human relations training and education.

### **1-5. Policy**

It is the policy of USAAC to provide EO and treatment for Soldiers without regard to race, color, gender, religion, or national origin. This plan directs the development of positive EO actions in support of this policy. It reflects the high priority afforded these important tasks and the commitment of the Commanding General (CG), USAAC, as well as the rest of the leadership to achieve common EO program goals.

### **1-6. Responsibilities**

- a. USAAC's Deputy Commanding General/Chief of Staff will:
  - (1) Chair USAAC's EOAP panel that provides the forum for EOAP proponents and staffs to report on EO matters falling within their functional areas of responsibility as well as EOAP goal attainment on an annual basis.
  - (2) Ensure the CG is provided with a formal assessment of EOAP goal attainment and the EO environment within the command by submission of the Narrative and Statistical Analysis Report.
  - (3) Ensure through the Deputy Chief of Staff, G-1, and the command EOR that USAAC's EOAP is submitted to Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC), ATTN: ATBO-BPE, Fort Monroe, VA 23651-5000, for review not later than 30 November annually.
- b. Deputy Chief of Staff, G-1, will:
  - (1) Maintain general staff responsibility for the development, publication, review, and management of USAAC's EOAP.
  - (2) Assist proponents and special staff with initiatives within functional areas.
  - (3) Work with the command EOR to ensure USAAC's EOAP is submitted to HQ TRADOC not later than 30 November of each year.
  - (4) Assist the commander in executing climate surveys.
- c. USAAC's principal staff listed in paragraph 1-7a will:
  - (1) Serve as proponents for specific actions directed in figures 2-1 through 2-6.
  - (2) Serve as EOAP panel members.

- (3) Have staff responsibility for EO matters falling within their functional areas.
- (4) Develop goals and reporting procedures for EO actions described in figures 2-1 through 2-6.
- (5) Manage functional areas of responsibility to identify those areas where discrimination exists. Once discrimination is identified, take appropriate actions to remedy the situation where possible.
- (6) Prepare graphic and/or statistical analysis of data to:
  - (a) Determine if the EOAP goal is still relevant or requires revision.
  - (b) Determine if a change in policy or procedure is required.
  - (c) Brief functional areas and provide assessment of goal achievement as required.
  - d. Headquarters, U.S. Army Accessions Command (HQ USAAC) EOR will:
    - (1) Perform as primary liaison between the Fort Monroe equal opportunity advisor (EOA) and HQ TRADOC EO Office (both provide matrixed EO support to USAAC).
    - (2) Include EO action progress in the Narrative and Statistical Report submitted through Headquarters Company, Fort Monroe, to HQ TRADOC.
    - (3) Coordinate the revision and update of the EOAP as required. Set up formal and informal EOAP panel meetings and be responsible for minutes.
    - (4) Analyze goal assessment and recommend revisions where appropriate.
    - (5) Promulgate EO-related information to the rest of the members of the USAAC staff.
    - (6) Ensure all military members of the staff are aware of EO-related training conducted by Headquarters Company, Fort Monroe, and monitor attendance.
  - e. Matrixed staff support.
    - (1) Because there is no EOA authorized in HQ USAAC, those functions normally provided to the CG and staff will be provided (matrixed) by the Fort Monroe EOA, and when necessary, by the HQ TRADOC EO Office. These matrixed offices will provide requisite support to that portion of the headquarters staff that is located on Fort Monroe.
    - (2) The Headquarters, U.S. Army Recruiting Command EOA will provide direct support to the USAAC staff working on Fort Knox.
  - f. Major subordinate commands will:
    - (1) Develop an EOAP for their organization in accordance with established policies. Their command level EOAPs need to include goals to support their specific needs and/or problem areas as well as any USAAC and Army command guidance.
    - (2) Submit a copy of their annual EOAP to HQ USAAC, ATTN: ATAL-PE, 90 Ingalls Road, Fort Monroe, VA 23651-1065, not later than 1 December annually.
    - (3) Manage functional areas of responsibility to identify those areas where discrimination exists. Once discrimination is identified, take appropriate actions to remedy the situation where possible.
    - (4) Prepare graphic and/or statistical analysis of data to:
      - (a) Determine if EOAP goals are still relevant or require revision.
      - (b) Determine if a change in policy or procedure is required.

### **1-7. EOAP panel**

- a. The Deputy Commanding General/Chief of Staff will form the USAAC EOAP Panel when directed by the CG, USAAC. The panel consists of command and staff representatives as follows:
  - (1) Deputy Commanding General/Chief of Staff (Chair).
  - (2) Command Sergeant Major.
  - (3) EOAs (matrixed to Fort Monroe (Garrison) and the U.S. Army Recruiting Command (USAREC)).
  - (4) USAAC Deputy Chief of Staff, G-1.
  - (5) Staff Judge Advocate (matrixed support from TRADOC).
  - (6) USAAC EOR.
  - (7) Company Commander and First Sergeant, Headquarters Company, Fort Monroe.
  - (8) Company Commander and First Sergeant, Headquarters Company, USAREC.
- b. The panel meeting will report the status of EOAP objectives and review EO objectives for appropriateness. Panel members and attendees may recommend changes as deemed necessary. Changes to the EOAP after review will be used as input to the annual report due to HQ TRADOC in November of each year.
- c. The TRADOC EO Office will assist panel members in preparing applicable information and determining trends.

## **Chapter 2**

### **Goal Development, Review, Analysis, and Measurements**

## **2-1. Goal development**

a. Goals must be developed to support all aspects of the Army's EO Program. Requirements for EO actions may arise from a need to manage, access, and report on the status of minority and/or female Soldiers. Goals, however, should not be limited to statistical analysis. Any EO-related area may become a goal (for example, training).

b. DA Pam 600-26 as well as TRADOC Reg 600-11 directs that certain goals be included in all EOAPs:

- (1) Annual Army command EOA training workshop.
- (2) Training and assignment opportunities.
- (3) Institutional and unit training.

c. As an exception to policy, HQ USAAC has received exemption status for goal in b(1) above because the Army did not authorize an EOA position for the headquarters and it is unlikely one will be assigned in the future. The exemption does not apply to those major subordinate commands of USAAC that have EOA personnel authorized and assigned.

d. Besides those mandated, other goals may be recommended for inclusion through the command's EOAP panel process.

e. Each goal has a functional area proponent who is ultimately responsible for monitoring, reviewing, and analyzing. More than one proponent may be assigned to each goal. Ownership, however, should not be limited to the proponent(s). EOAP panel members should be comfortable and familiar with all the goals, not just within their functional area.

## **2-2. Goal revision**

EO action goals may require revision. Goals that have been achieved and are no longer relevant should be discarded. Also, goals sometimes become obsolete, overcome by events, or simply not achievable. Proponents will review each goal annually as well as during any EOAP panel meetings. At that time, the panel will decide whether the goal is to be maintained, revised, or dropped.

## **2-3. Review and analysis**

a. Proponents will present their goals at the EOAP panel. Review will include goal status and statistical analysis where appropriate. Recommendations for change (additions, deletions) will be included.

b. Proponents will provide a written annual review of goals to HQ USAAC, ATTN: ATAL-PE, not later than 31 October each year.

## **2-4. Measurement**

a. Goals, which are quantifiable, are measured in order to:

- (1) Identify trends.
- (2) Highlight differences or discrepancies.

b. Goals, which are not quantifiable, will be presented in narrative.

## **2-5. EOAP goal format**

a. TRADOC Reg 600-11 directs the use of TRADOC Form 600-11-1 (Equal Opportunity Action Plan) for the use of publishing EOAP goals.

b. An explanation of the format elements contained in the EOAP follows. Figures 2-1 through 2-6 lists specific USAAC goals.

(1) Subject: Title of the goal.

(2) Number: Goals are developed sequentially as they are developed.

(3) Goal(s): Statement of intention on the part of the commander that represents a desired end to be attained.

(4) Basis for Goal(s): What established the requirement for the goal (that is, Department of the Army, TRADOC, USAAC, local intent, or other guidance).

(5) Positive Actions and Milestones:

(a) Positive actions list those initiatives or activities that are required to meet the goal.

(b) Milestones developed by the proponent for the goal. They are listed on the form in a timetable format to facilitate management effort. They are not ceilings, nor are they base figures to be reached at the expense of requisite qualifications. In EO action efforts, milestones are not quotas. Milestones should be realistic, attainable with "good faith" effort, time phased, measurable, and within the span of control or responsibility of the commander who will sign the EOAP.

(6) Proponent: The proponent block must reflect a specific agency designated for each EOAP goal. The command or staff agency must have the resources and authority to control or influence the outcome of the goal. Subject areas will normally have several proponents listed for an EO action. An example would be EO Office (1-2). This indicates that the EO Office will be responsible for actions 1 and 2.

<b>EQUAL OPPORTUNITY ACTION PLAN</b> <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
<b>SUBJECT:</b> Military Justice	<b>NUMBER:</b> USAAC 1
<b>GOAL(S):</b> Ensure all Soldiers are treated equitably by monitoring the administration of military actions by racial ethnic designation category (REDCAT) and gender.	
<b>BASIS FOR GOAL(S):</b> DA Pam 600-26, TRADOC Reg 600-11	
POSITIVE ACTIONS	MILESTONES
1. Develop and report data by REDCAT and gender on each of the following military justice actions: <ol style="list-style-type: none"> <li>a. Article 15.</li> <li>b. Summary courts-martial.</li> <li>c. Special courts-martial.</li> <li>d. General courts-martial.</li> <li>e. Punitive discharges approved by general court-martial convening authority.</li> </ol>	Report statistics quarterly, review annually
2. Using data captured in EO reporting database, analyze trends in the quarterly narrative statistical report.	Quarterly
<b>PROPOONENT:</b> Headquarters Company Commanders from Fort Monroe and USAREC and Supporting (Matrixed) EOAs.	

TRADOC Form 600-11-1, Feb 05

**Figure 2-1. Military justice EOAP**

<b>EQUAL OPPORTUNITY ACTION PLAN</b> <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
<b>SUBJECT:</b> EO Program Staffing	<b>NUMBER:</b> USAAC 2
<b>GOAL(S):</b> Maintain 100 percent of Defense Equal Opportunity Management Institute (DEOMI) trained equal opportunity advisor (EOA) positions within USAAC's major subordinate commands.	
<b>BASIS FOR GOAL(S):</b> AR 600-20, DA Pam 600-26, TRADOC Reg 600-11, Tables of Distribution and Allowances belonging to each command	
POSITIVE ACTIONS	MILESTONES
1. Identify USAAC EOA positions by name, rank, military occupational specialty, and projected loss date.	Annually
2. USAAC major subordinate commands' EOAs coordinate with TRADOC EO Office 3 months prior to DEOMI class start date to fill pending vacancies.	As required in accordance with DEOMI classes
3. USAAC EOAs will notify TRADOC EO Office of any unprogrammed losses.	As required
<b>PROPOONENT:</b> TRADOC EO Office and USAAC EOR.	

TRADOC Form 600-11-1, Feb 05

**Figure 2-2. EO program staffing EOAP**

<b>EQUAL OPPORTUNITY ACTION PLAN</b> <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
<b>SUBJECT:</b> Training of Equal Opportunity Representatives	<b>NUMBER:</b> USAAC 3
<b>GOAL(S):</b> To ensure equal opportunity leaders (EOLs) attend required 60-hour EOL Course.	
<b>BASIS FOR GOAL(S):</b> AR 600-20	
POSITIVE ACTIONS	MILESTONES
1. Identify appropriate personnel for training as specified in AR 600-20, paragraph 6-2i.  2. Ensure personnel receive formal EOL training before detailing them as command EOLs.	Semiannually or as needed  Annually
<b>PROPONENT:</b> USAAC EOLs and Headquarters Company Commanders from Fort Monroe and USAREC.	

TRADOC Form 600-11-1, Feb 05

**Figure 2-3. Training of EORs EOAP**

<b>EQUAL OPPORTUNITY ACTION PLAN</b> <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
<b>SUBJECT:</b> Military Awards	<b>NUMBER:</b> USAAC 4
<b>GOAL(S):</b> Ensure that all Soldiers are awarded equitably by monitoring the administration of awards by racial ethnic designation category (REDCAT) and gender.	
<b>BASIS FOR GOAL(S):</b> DA Pam 600-26, TRADOC Reg 600-11, AR 600-8-22	
POSITIVE ACTIONS	MILESTONES
1. Develop and report data by REDCAT and gender on each of the following awards category: a. Army Achievement Medal. b. Army Commendation Medal. c. Army Meritorious Service Medal. d. Army Legion of Merit.  2. Include an analysis of trends in the quarterly narrative statistical report submitted by Company Commander, Headquarters Company, Fort Monroe.	Report statistics quarterly, review annually  Quarterly
<b>PROPONENT:</b> USAAC G-1 and USAAC EOR.	

TRADOC Form 600-11-1, Feb 05

**Figure 2-4. Military awards EOAP**

<b>EQUAL OPPORTUNITY ACTION PLAN</b> <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
<b>SUBJECT:</b> Unit Training	<b>NUMBER:</b> USAAC 5
<b>GOAL(S):</b> Implement effective equal opportunity training to include prevention of sexual harassment training into unit training.	
<b>BASIS FOR GOAL(S):</b> AR 600-20, TRADOC Reg 600-11	
POSITIVE ACTIONS	MILESTONES
1. Incorporate equal opportunity and prevention of sexual harassment training into unit training.  2. Maintain status of trained individuals and report to TRADOC through use of the Quarterly Narrative Statistical Report process.  3. Develop and conduct senior leader training.	Semiannually  Quarterly and semi-annually  Annually
<b>PROPOONENT:</b> USAAC G-1, USAAC EOR, and Headquarters Company Commanders from Fort Monroe and USAREC.	

TRADOC Form 600-11-1, Feb 05

**Figure 2-5. Unit training EOAP**

<b>EQUAL OPPORTUNITY ACTION PLAN</b> <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
<b>SUBJECT:</b> Training and Assignment Opportunities	<b>NUMBER:</b> USAAC 6
<b>GOAL(S):</b> Provide equal training and career assignment opportunities for all Soldiers assigned to the command.	
<b>BASIS FOR GOAL(S):</b> AR 600-20, TRADOC Reg 600-11	
POSITIVE ACTIONS	MILESTONES
1. Ensure position (authorization) coding contained in tables of distribution and allowances do not bar assignment of females.  --Identify positions which may inadvertently bar females (for example, officer military occupational specialty of 02A (Combat Arms immaterial) when 01A (branch immaterial) may be suitable).  2. Ensure internal assignment processes are inclusive and permit all Soldiers equal opportunity for professionally developing and rewarding assignments.  3. Ensure selection for and attendance at training is unbiased, based on merit and needs of the command.	Semiannually  Quarterly and semi-annually during tables of distribution and allowances method of change window submissions  Continuous  Continuous
<b>PROPOONENT:</b> USAAC G-1, G-3, and G-4/8; and Headquarters Company Commanders from Fort Monroe and USAREC.	

TRADOC Form 600-11-1, Feb 05

**Figure 2-6. Training and assignment opportunities EOAP**

## **Appendix A References**

### **Section I Required Publications**

#### **DA Pam 600-26**

The Department of the Army Affirmative Action Plan. (Cited in para 2-1b.)

#### **TRADOC Reg 600-11**

Equal Opportunity Action Plan. (Cited in paras 2-1b and 2-5a.)

### **Section II Related Publications**

#### **AR 600-8-22**

Military Awards.

#### **AR 600-20**

Army Command Policy.

#### **DODD 1350.2**

Department of Defense Military Equal Opportunity (MEO) Program.

#### **DODI 1350.3**

Affirmative Action Planning and Assessment Process.

### **Section III Prescribed Forms**

There are no entries in this section.

### **Section IV Referenced Form**

#### **TRADOC Form 600-11-1**

Equal Opportunity Action Plan.

## **Glossary**

### **Section I Abbreviations**

**CG**  
Commanding General

**DEOMI**  
Defense Equal Opportunity Management Institute

**EO**  
equal opportunity

**EOA**  
equal opportunity advisor

**EOAP**  
Equal Opportunity Action Plan

**EOL**  
equal opportunity leader

**EOR**  
equal opportunity representative

**HQ TRADOC**  
Headquarters, U.S. Army Training and Doctrine Command

**HQ USAAC**  
Headquarters, U.S. Army Accessions Command

**REDCAT**  
racial ethnic designation category

**TRADOC**  
U.S. Army Training and Doctrine Command

**USAAC**  
U.S. Army Accessions Command

**USAREC**  
U.S. Army Recruiting Command

### **Section II Terms**

There are no entries in this section.

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