

Personnel—General

Equal Opportunity Action Plan

For the Commander:

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History. This regulation publishes a new USAAC Reg 600-1, which is effective 31 October 2005.

Summary. This regulation outlines the United States Army Accessions Command's Equal Opportunity Action Plan. It sets forth goals, responsibilities, and policies that support the Department of the Army Equal Opportunity Pro-

gram. The Equal Opportunity Action 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 United States Army Accessions Command.

Proponent and exception authority. The proponent of this regulation is the Director of Human Resources. 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 control 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-P, 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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Chapter 1

General

1-1. Purpose

This Equal Opportunity Action Plan (EOAP) sets forth the goals and objectives of the Commander, United States Army Accessions Command (USAAC), which constitute equal opportunity (EO) actions in support of the United States 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

Abbreviations used in this pamphlet are explained in the glossary.

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 Director of Human Resources and the command equal opportunity representative (EOR) that USAAC's EOAP is submitted to Headquarters, United States Army Training and Doctrine Command (HQ TRADOC), ATTN: ATBO-BPE, Fort Monroe, VA 23651-5000, for review not later than 30 November, annually.

b. Director of Human Resources 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, United States 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) and HQ 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, United States 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 major Army command guidance.

(2) Submit a copy of their annual EOAP to HQ USAAC, ATTN: ATAL-P, 90 Ingalls Road, Fort Monroe, VA 23651-1065, no 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. The panel will meet annually and as necessary as determined 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 United States Army Recruiting Command (USAREC)).

(4) USAAC Director of Human Resources.

(5) Inspector General (matrixed to TRADOC).

(6) Staff Judge Advocate (matrixed to TRADOC).

(7) USAAC EOR.

(8) Company Commander and First Sergeant, Headquarters Company, Fort Monroe.

(9) Company Commander and First Sergeant, Headquarters Company, USAREC.

b. The panel will generally meet during the first quarter of each fiscal year or as required for special assessments.

(1) 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.

(2) 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. Require-

ments for EO actions may arise from a need to manage, access, and report on the status of minority and female Soldiers. Goals, however, should not be limited to statistical analysis. Any EO-related area may become a goal (e.g., training).

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

(1) Annual major 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 without an authorization it is unlikely one will be assigned in the future. The exemption does not apply to major subordinate commands of USAAC who have EOA personnel authorized and assigned.

d. Besides those mandated, other goals are developed by the command's EOAP panel members.

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 require constant revision. Discard goals that have been achieved and are no longer relevant. Goals sometimes become obsolete, overcome by events, or simply not achievable. Proponents will review each goal at 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, EO Branch, not later than 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 con-

tained 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 (i.e., 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.

EQUAL OPPORTUNITY ACTION PLAN <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
SUBJECT: Unit Training	NUMBER: USAAC 5
GOAL(S): Implement effective equal opportunity training to include prevention of sexual harassment training into unit training.	
BASIS FOR GOAL(S): AR 600-20, TRADOC Reg 600-11	
P O S I T I V E A C T I O N S	M I L E S T O N E S
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. 3. Develop and conduct senior leader training.	Semiannually Quarterly and semi-annually Annually
PROPONENT: USAAC Human Resources Directorate, USAAC EOR, Headquarters Company Commanders from Fort Monroe and USAREC	
<small>TRADOC Form 600-11-1, Feb 05</small>	

Figure 2-5. Unit training EOAP

EQUAL OPPORTUNITY ACTION PLAN <small>(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)</small>	
SUBJECT: Training and Assignment Opportunities	NUMBER: USAAC 6
GOAL(S): Provide equal training and career assignment opportunities for all Soldiers assigned to the command.	
BASIS FOR GOAL(S): AR 600-20, TRADOC Reg 600-11	
P O S I T I V E A C T I O N S	M I L E S T O N E S
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 (e.g., 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
PROPONENT: Resource and Logistics Management Directorate; Human Resources Directorate; Operations and Training Directorate; Headquarters Company Commanders from Fort Monroe and USAREC	
<small>TRADOC Form 600-11-1, Feb 05</small>	

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 Form

There are no entries in this section.

Section IV
Referenced Form

TRADOC Form 600-11-1

Equal Opportunity Action Plan.

Glossary

CG

Commanding General

DEOMI

Defense Equal Opportunity Management Institute

EO

equal opportunity

EOA

equal opportunity advisor

EOAP

Equal Opportunity Action Plan

EOR

equal opportunity representative

HQ TRADOC

Headquarters, United States Army Training and Doctrine Command

HQ USAAC

Headquarters, United States Army Accessions Command

REDCAT

racial ethnic designation category

TRADOC

United States Army Training and Doctrine Command

USAAC

United States Army Accessions Command

USAREC

United States Army Recruiting Command