



DEPARTMENT OF THE ARMY
U. S. ARMY MEDICAL COMMAND
2050 WORTH ROAD, FORT SAM HOUSTON, TEXAS 78234-6013

REPLY TO
ATTENTION OF:

MCEE

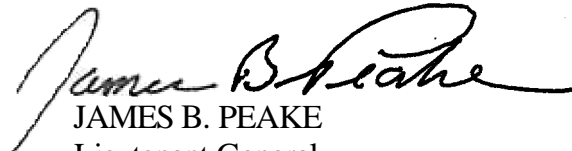
24 FEB 2003

MEMORANDUM FOR Commanders, MEDCOM Major Subordinate Commands

SUBJECT: The U.S. Army Medical Command (MEDCOM) Minority College Relations Program

1. In 1997, the Minority College Relations Program (**MCRP**) was transferred to the DA Equal Employment Opportunity (EEO) Agency within the Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs (OASA M&RA). The MEDCOM endorsed the implementation of its own MCRP at that time and continues to support the partnerships and community projects in which many medical activities are currently involved.
2. At this time, I want to emphasize the DA EEO Agency policy that states minority college relations efforts will be supported by a team of advisors that should include, but not be limited to: the EEO Officer, Legal Counsel, Civilian Personnel official, senior level management official(s), managers/supervisors, and the Acquisition/Small and Disadvantaged Business Utilization advocate.
3. In keeping with the AMEDD strategy to "Recruit & Retain a Quality AMEDD Force," I encourage commanders at every level to identify and develop relevant MCRP initiatives at their respective activities. The enclosed Information Paper and Action Plan will provide additional data to assist in carrying this out.
4. Our point of contact is Mrs. Delia Ramirez Trimble, Director, Office of EEO Programs, at delia.trimble@us.army.mil and on the AMEDD global directory.

Encl
as


JAMES B. PEAKE
Lieutenant General
Commanding

Feb 2003

INFORMATION PAPER

SUBJECT: The U.S. Army Medical Command (MEDCOM) Minority College Relations Program (MCRP)

1. PURPOSE. To provide an overview of the MEDCOM MCRP and program options for MEDCOM Commanders.

2. FACTS.

a. Bases for the MEDCOM MCRP:

- DA Letter (21 May 99), subj: Equal Employment Opportunity (EEO) Agency's Policy on Minority College Relations
- AR 690-12 (draft), subj: EEO and Affirmative Employment, Chapter 8, Minority College Relations Program
- Presidential executive orders (EOs) require DA to develop and sustain partnerships/collaborations with Minority Institutions (MIs): Hispanic Serving Institutions, Historically Black Colleges & Universities, and Tribal Colleges & Universities. A list of the EOs may be found at the EEO web site: <http://eeo.amedd.army.mil>
- An official listing of Accredited Postsecondary MIs is available at the Department of Education web site at: <http://www.ed.gov/offices/OCR/minorityinst.html>

b. Some options for MCRP implementation with MIs:

- Contracts for: research and development; services; facilities
- Employment (funded & unfunded): students, faculty members
- Permanent career opportunities, military and civilian
- Job fairs, career days, shadowing projects; military and civilian subject matter experts as student advisers/mentors
- Curriculum development (specific skills needed by MEDCOM)
- Speakers' bureaus
- Donation of excess computer and/or medical equipment

c. Some related options with minority schools at the elementary, middle or high school levels:

- Adopt a school
- Mentoring or tutoring programs
- Book drives; collecting & donating school supplies
- Career days; judging/coordinating at science fairs

Delia Ramirez Trimble/Office of EEO Programs
US Army Medical Command/MCEE/DSN 471-8170

ENCL

Feb 2003

Action Plan for the U.S. Army Medical Command (MEDCOM)
Minority College Relations Program (MCRP)

REFERENCES. Bases for the MCRP:

- AR 690-12 (draft), Equal Employment Opportunity and Affirmative Employment
- Executive Order (EO) 13125 (6-7-99) President's Advisory Commission on Asian Americans/Pacific Islanders, as amended by EO 13216 (6-6-01)
- EO 12928 (9-29-94) Promoting Procurement with Small Business Owned and Controlled by Socially & Economically Disadvantaged Individuals, HBCUs and Minority Institutions
- EO 13096 (8-6-98) American Indian & Alaska Native Education
- EO 13171 (10-12-00) Hispanic Employment in the Federal Government
- EO 13230 (10-12-01) President's Advisory Commission on Educational Excellence for Hispanic Americans
- EO 13256 (2-12-02) President's Board of Advisors on Historically Black Colleges & Universities
- EO 13270 (7-3-02) Tribal Colleges and Universities

PURPOSE. Under the MEDCOM MCRP, this Command will implement relationships/partnerships/collaborations with Hispanic Serving Institutions (HSIs), Historically Black Colleges & Universities (HBCUs), Tribal Colleges & Universities (TCUs), and other Minority Institutions (MIs). These formal relationships will demonstrate MEDCOM's commitment to "Recruit & Retain a Quality and Diverse AMEDD Force" by increasing and enhancing employment and developmental opportunities for women and minorities now and in the future.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Publish an updated policy statement endorsing the MEDCOM MCRP.	CG MEDCOM EEO Officer	Feb 03
2. Endorse MCRP policy to all command levels.	MSC Commanders MTF Commanders	Feb 03
3. Establish multi-functional working group that will determine local initiatives in relation	MSC Commanders MTF Commanders Managers Supervisors	2003

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target date</u>
to the respective HSIs, HBCUs, TCUs, and other MIs.	Advisors from: Legal EEO Civilian Personnel Acquisition-SADBU PAO	
4. Use external recruitment methods to reach qualified candidates at HSIs, HBCUs, TCUs, and other MIs for hard-to-fill vacancies and as part of the Command's strategy for succession planning.	Management officials Selecting officials Civilian Personnel EEO Officials	2003
5. Recognize/publicize MCRP success stories—in MEDCOM and respective installation Affirmative Employment Program Plans, newsletters, bulletins, and newspapers.	MSC Commanders MIF Commanders Management Officials EEO Officials Civilian Personnel PAO	2003

ABBREVIATIONS USED:

CG	Commanding General
EO	(Presidential) Executive Order
EEO	Equal Employment Opportunity
HSIs	Hispanic Serving Institutions (colleges and universities)
HBCUs	Historically Black Colleges & Universities
MSC	Major Subordinate Command
MIF	Medical Treatment Facility
PAO	Public Affairs Office
TCUs	Tribal Colleges and Universities

An official list of the Accredited Postsecondary Minority Institutions can be found at the following Department of Education web site:
<http://www.ed.gov/offices/OCR/minorityinst.html>

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