

Headquarters
US Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5230
19 March 2008

*Fort Knox Reg 600-2

Personnel - General

EQUAL OPPORTUNITY ACTION PLAN

History. This regulation is a major revision.

Summary. This regulation presents the US Army Armor Center (USAARMC) and Fort Knox Equal Opportunity Action Plan (EOAP). It sets forth the goals, responsibilities, and policies that support the Department of the Army (DA) Equal Opportunity Program. The USAARMC and Fort Knox EOAP is a management document; it fulfills a specific DA requirement for each installation to develop and implement a comprehensive EOAP. An EOAP is required for all Army organizations, commands, and agencies, including brigade-level.

Applicability. This regulation applies to all military personnel of the Active Army, US Army Reserve, and US Army National Guard on Fort Knox.

Supplementation. Supplementation of this regulation is not authorized, and establishment of command and local forms are prohibited without prior approval from the Equal Opportunity Office (ATZK-EO), US Army Armor Center and Fort Knox, Fort Knox, KY 40121-5230.

Forms. The prescribed form is found in appendix B of this regulation and is available on the US Army Training and Doctrine Command (TRADOC) homepage at <http://www.tradoc.army.mil/tpubs/TRADOCforms.htm>.

Proponent. The proponent of this regulation is the Equal Opportunity Office (ATZK-EO), US Army Armor Center and Fort Knox.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Equal Opportunity Office (ATZK-EO), US Army Armor Center and Fort Knox, Fort Knox, KY 40121-5230. Suggestions may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Internal Control Systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

*This regulation supersedes USAARMC Reg 600-2, 10 October 1995.

Availability. This publication is only available on the Fort Knox homepage at <http://www.knox.army.mil/garrison/doim/publications/regs.htm>.

Table of Contents

	Paragraph	Page
Chapter 1 - General		
Purpose.....	1-1	1-1
References.....	1-2	1-1
Abbreviations and Acronyms	1-3	1-1
Policy	1-4	1-1
Chapter 2 – Responsibilities		
Garrison Commander.....	2-1	2-1
Proponents and Special Staff	2-2	2-1
Installation Equal Opportunity Office	2-3	2-1
Brigade Commanders.....	2-4	2-2
Chapter 3 - Goals		
Goal Development	3-1	3-1
Review and Analysis.....	3-2	3-1
Goal Revision.....	3-3	3-1
Measurement.....	3-4	3-1
Equal Opportunity Action Plan (EOAP) Goal Format	3-5	3-1
Appendices		
A. References.....		A-1
B. TRADOC and USAARMC and Fort Knox Equal Opportunity Action		
Goals.....		B-1
B-1. Development.....		B-1
B-2. Specific Goals		B-1
Figure B-1. Command Profile		B-2
Figure B-2. Military Justice.....		B-3
Figure B-3. Training and Assignment Opportunities.....		B-4
Figure B-4. Equal Opportunity Program Staffing		B-5
Figure B-5. Institutional and Unit EO Training		B-6
Figure B-6. Equal Opportunity Leaders (EOL).....		B-7
Figure B-7. Annual Equal Opportunity Advisor Training		B-8
C. Abbreviations and Acronyms		C-1

Chapter 1

General

1-1. Purpose. This EOAP sets forth the goals and objectives of the Commanding General (CG) and staff agencies which constitute equal opportunity (EO) actions in support of the DA EO Program. The objectives of the EOAP are the following:

- a. Monitor structural imbalances that have EO implications and correct where possible.
- b. Foster a command climate that provides opportunity for growth and effective utilization of individual capabilities.
- c. Place the responsibility for EO actions with commanders and heads of staff agencies who implement the action through their functional managers and to infuse positive actions into the traditional management system.
- d. Reinforce EO as an obligation of leadership and function of command to ensure fairness, justice, and equity for all Soldiers, regardless of race, color, national origin, gender, or religion.
- e. Provide a mechanism to assess the USAARMC and Fort Knox EO program.

1-2. References. Appendix A contains required publications and prescribed and referenced forms.

1-3. Abbreviations and Acronyms. Appendix C contains abbreviations and acronyms used in this regulation.

1-4. Policy. It is the policy of USAARMC and Fort Knox to provide EO and treatment for Soldiers and their Families without regard to race, color, gender, religion, or national origin. This plan directs positive actions in support of this policy. It reflects the high priority afforded these important tasks and the commitment of USAARMC and Fort Knox to achieve EO goals.

(This page intentionally left blank)

Chapter 2 Responsibilities

2-1. Garrison Commander.

- a. Chair the EOAP Panel.
- b. Provide the CG and Deputy Commanding General, USAARMC and Fort Knox, with a formal process assessment of EOAP goal attainment and the EO environment within USAARMC and Fort Knox.
- c. Maintain a general staff responsibility for the development, publication, review, and management of the USAARMC EOAP.
- d. Assist proponents and special staff with initiatives within functional areas.
- e. Ensure the plan is executed within USAARMC and Fort Knox activities and units.
- f. Send a copy of the new or revised EOAP to Headquarters, US Army Training and Doctrine Command (ATBO-BP), 5 North Gate Road, Fort Monroe, VA 23651-1048.

2-2. Proponents and Special Staff.

- a. Serve as a member of the EOAP Panel.
- b. Have staff responsibility for EO matters falling within their functional areas.
- c. Manage functional areas of responsibility to identify those areas where discrimination exists. Upon identification of discrimination, take appropriate actions to remedy the situation, where possible.

2-3. Installation EO Office.

- a. Develop goals and reporting procedures for EO actions described in appendix B.
- b. Analyze goal assessment, recommend revisions, where appropriate, and update, as required.
- c. Ensure an annual review of the EOAP.
- d. Prepare graphic and/or statistical analysis of data to determine if –
 - (1) The EOAP goal is still relevant or requires revision.
 - (2) There is a requirement for change in policy or procedure.

e. Include the action process in the annual narrative and statistical report submitted to HQ, TRADOC.

f. Send copy of new or revised EOAP to Headquarters, US Army Training and Doctrine Command (ATBO-BP), 5 North Gate Road, Fort Monroe, VA 23651-1048.

2-4. Brigade Commanders.

a. Ensure an EOAP exists for their brigade. Headquarters, TRADOC, is the waiver authority for this requirement.

b. Ensure development of plans to support and achieve designated goals. These goals must include, but are not limited to, DA goals listed in DA Pam 600-26, paragraph 2-13. Commanders at brigade level need to develop goals for supporting their specific needs/problem areas. Additional topics for consideration could include, but are not limited to, EO training, personnel actions (for example, awards and promotions), unit staff assistance visits, etc.

c. Ensure their EOAP includes plans for executing the TRADOC and USAARMC EOAP goals in appendix B.

d. Ensure an annual review of the EOAP.

e. Submit the following reports to the Installation Equal Opportunity Office (ATZK-EO), Fort Knox, KY 40121-5230. Reports will outline actions, achievements, and shortfalls, including actions programmed to correct existing problems or conditions. Submit the Quarterly Narrative and Statistical Report no later than (NLT) 10 days following the end of the quarter. This report consists of:

(1) Complaint Information (including a synopsis of the case), the Command Profile (Key Positions), Equal Opportunity Representative (EOR) listing, Unit Assessment, Training Assessment, and Upcoming Training submitted via the EO database.

(2) Command Profile, Uniform Code of Military Justice, Punitive Discharges, and Administrative Discharges submitted via the Staff Judge Advocate database.

Chapter 3 Goals

3-1. Goal Development.

a. The functional area proponent is ultimately responsible for monitoring, reviewing, and analyzing each goal. The assignment of more than one proponent to each goal, however, does not limit ownership to the proponent(s).

b. Develop goals to support all aspects of the HQDA EO Program. Requirements for EO actions may arise from a need to manage, assess, and report on the status of minority and female Soldiers. However, do not limit goals to statistical analysis. Any EO-related area may become a goal (for example, training).

3-2. Review and Analysis.

a. Proponents will review their goal status and statistical analysis. Include recommendations for change (i.e., additions, deletions).

b. Proponents will provide a written annual review of goals to the installation EO office NLT 20 October each year.

3-3. Goal Revision. The EO Action goals require constant revision. Discard achieved goals that are no longer relevant. Goals sometime become obsolete, overcome by events, or simply not achievable. Headquarters, USAARMC and Fort Knox, proponents will review each goal and decide to maintain, revise, or delete the goal.

3-4. Measurement.

a. Measure quantifiable goals in order to accomplish the following:

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

b. Present non-quantifiable goals in narrative.

3-5. Equal Opportunity Action Plan (EOAP) Goal Format.

a. Use TRADOC Form 600-11-1 (Equal Opportunity Action Plan) to document goals. An explanation of the format elements of the EOAP follows:

- (1) SUBJECT: General area or title.
- (2) NUMBER: Sequence (1, 2, 3. . .).

(3) GOAL(S): Statement of intent on the part of the commander/staff director, which represents a desired end to attain.

(4) BASIS FOR GOAL(S): The source that established the requirement for the goal – DA, TRADOC, local intent, or other guidance.

(5) POSITIVE ACTIONS: The activities' steps or initiatives to ensure EO for all Soldiers and their Families.

(6) MILESTONES:

(a) Arrange milestones in a timetable format to facilitate management effort. They are not ceilings, nor base figures to reach at the expense of requisite qualifications. In EO efforts, milestones are not quotas.

(b) Ensure milestones are realistic and attainable with "good faith" effort, time phased, measurable, and within the span of control or responsibility of the commander who will sign the EOAP.

(c) Milestone development responsibilities and positive action goal accountability rests with the proponent.

(7) 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.

DONALD M. CAMPBELL, JR.
Brigadier General, USA
Commanding



ROBERT L. BROOKS
Director, Information Management

DISTRIBUTION:
A

Appendix A
References

Section I
Required Publications

AR 600-20
Army Command Policy

DA Pam 600-26
The Department of the Army Affirmative Action Plan

TRADOC Reg 600-11
TRADOC Equal Opportunity Action Plan

Section II
Prescribed Forms

TRADOC Form 600-11-1
Equal Opportunity Action Plan

(This page intentionally left blank)

Appendix B

TRADOC and USAARMC and Fort Knox Equal Opportunity Action Goals

B-1. Development. Guidance found in DA Pam 600-26, paragraph 2-13, is the basis for development of USAARMC and Fort Knox goals.

B-2. Specific Goals. The TRADOC and USAARMC and Fort Knox goals are as follows: Command Profile (Figure B-1), Military Justice (Figure B-2), Training and Assignment Opportunities (Figure B-3), Equal Opportunity Program Staffing (Figure B-4), Institutional and Unit Training (Figure B-5), Equal Opportunity Leaders (EOL) (Figure B-6), and Annual Equal Opportunity Advisor Training (Figure B-7).

EQUAL OPPORTUNITY ACTION PLAN (For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)	
SUBJECT: COMMAND PROFILE	NUMBER: FIG: B-1
GOAL(S): PROVIDE DEMOGRAPHICS OF THE COMMAND	
BASIS FOR GOAL(S): DA PAM 600-26 CHAPTER 2-13a, TRADOC Reg 600-11	
POSITIVE ACTIONS	MILESTONES
1. Determine and report the composition of the command by rank, position, Racial Ethnic Designation Category (REDCAT), and gender.	1. Quarterly by 10 January, 10 April, 10 July, and 10 October
PROPONENT: EO Database	

TRADOC Form 600-11-1, Feb 2005

Figure B-1. Command Profile

EQUAL OPPORTUNITY ACTION PLAN (For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)	
SUBJECT: MILITARY JUSTICE	NUMBER: FIG: B-2
GOAL(S): ENSURE THAT ALL SOLDIERS ARE TREATED EQUITABLY BY MONITORING THE ADMINISTRATION OF MILITARY ACTIONS BY REDCAT AND GENDER	
BASIS FOR GOAL(S): DA PAM 600-26 CHAPTER 2-13c, TRADOC Reg 600-11	
POSITIVE ACTIONS	MILESTONES
1. Develop and report data by REDCAT and gender on each of the following military justice actions: <ul style="list-style-type: none"> a. Article 15, broken down by Field Grade, Company Grade, and Summarized b. Summary courts-martial. c. Special courts-martial. d. General courts-martial. e. Punitive discharges approved by general courts-martial convening authority. 	1. Annually by 10 October
PROPONENT: Staff Judge Advocate	

TRADOC Form 600-11-1, Feb 2005

Figure B-2. Military Justice

EQUAL OPPORTUNITY ACTION PLAN (For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)	
SUBJECT: TRAINING AND ASSIGNMENT OPPORTUNITIES	NUMBER: FIG: B-3
GOAL(S): PROVIDE EQUAL TRAINING AND CAREER ASSIGNMENT OPPORTUNITIES BY REMOVING GENDER BASED BARRIERS, WHERE POSSIBLE.	
BASIS FOR GOAL(S): TRADOC REG 600-11	
POSITIVE ACTIONS	MILESTONES
1. Review TDA position codes and MOS/specialty designators that bar females, where possible. <ul style="list-style-type: none"> a. Identify positions which appear to be coded to deny assignment of females without justification. b. Change TDA when necessary. c. Monitor/enforce policy. 	1. TBD
PROPONENT: Commanding General, Brigade Level Commanders, Installation EO Office	

TRADOC Form 600-11-1, Feb 2005

Figure B-3. Training and Assignment Opportunities

EQUAL OPPORTUNITY ACTION PLAN (For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)	
SUBJECT: EQUAL OPPORTUNITY PROGRAM STAFFING	NUMBER: FIG: B-4
GOAL(S): ENSURES THAT ALL EQUAL OPPORTUNITY ADVISOR (EOA) POSITIONS ARE STAFFED BY DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE (DEOMI) TRAINED INDIVIDUALS.	
BASIS FOR GOAL(S): DA PAM 600-26, AR 600-20, TRADOC REG 600-11	
POSITIVE ACTIONS	MILESTONES
1. Provide updated TRADOC Form 369-R (Equal Opportunity Personnel Assignments) 2. USAARMC EOA coordinates with TRADOC three months prior to DEOMI class start date to fill pending vacancies. 3. USAARMC EOA will notify TRADOC-EO of any unprogrammed losses	1. Quarterly 2. As required IAW DEOMI classes 3. As required
PROPONENT: Installation EO Office	

TRADOC Form 600-11-1, Feb 2005

Figure B-4. Equal Opportunity Program Staffing

EQUAL OPPORTUNITY ACTION PLAN (For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)	
SUBJECT: INSTITUTIONAL AND UNIT EO TRAINING	NUMBER: FIG: B-5
GOAL(S): IMPLEMENT EFFECTIVE EQUAL OPPORTUNITY TRAINING TO INCLUDE THE PREVENTION OF SEXUAL HARRASSMENT (POSH) AND CONSIDERATION OF OTHERS (CO2) TRAINING IN UNIT TRAINING AND THE EQUAL OPPORTUNITY LEADERS COURSE (EOLC).	
BASIS FOR GOAL(S): AR 600-20, CHAPTER 6-15	
POSITIVE ACTIONS	MILESTONES
1. Evaluate EO/POSH training in the EOLC and training for the Soldiers and units stationed on Fort Knox. 2. Develop and conduct senior leader training.	1. Annually 2. Annually
PROPONENT: Installation EO Office	

TRADOC Form 600-11-1, Feb 2005

Figure B-5. Institutional and Unit EO Training

EQUAL OPPORTUNITY ACTION PLAN (For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)	
SUBJECT: EQUAL OPPORTUNITY LEADERS (EOL)	NUMBER: FIG: B-6
GOAL(S): ENSURE EQUAL REPRESENTATION BASED ON COMMAND DEOMGRAPHICS AND ENSURE THAT EACH DEPARTMENT, COMPANY/TROOP OR SECTION HAS ACCESS TO AN EOL. TO ENSURE EQUAL OPPORTUNITY LEADERS TRAINING AND PLACEMENT WITHIN THE COMMAND.	
BASIS FOR GOAL(S): AR 600-20, CHAPTER 6-3I.	
POSITIVE ACTIONS	MILESTONES
1. Ensure EOL training is conducted IAW the 80-hour course developed by the Soldier Support Institute. 2. Ensure that each company/troop has one trained EOL. 3. Ensure EOLs have immediate and direct access to the command in which he/she supports. 4. Report EOL staffing by company/troop to Installation EO Office.	1. As needed 2. Continually monitored 3. As needed 4. Quarterly
PROPONENT: Installation EO Office	

TRADOC Form 600-11-1, Feb 2005

Figure B-6. Equal Opportunity Leaders (EOL)

EQUAL OPPORTUNITY ACTION PLAN (For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)	
SUBJECT: ANNUAL EQUAL OPPORTUNITY ADVISOR TRAINING	NUMBER: FIG: B-7
GOAL(S): CONDUCT ANNUAL EOA TRAINING TO ENSURE ALL USAARMC AND FORT KNOX EOAS UNDERSTAND THEIR DUTIES AND RESPONSIBILITIES.	
BASIS FOR GOAL(S): TRADOC REQUIREMENT, USAARMC AND FORT KNOX REQUIREMENT - TO PROVIDE PROFESSIONAL DEVELOPMENT AND STANDARDIZE PROCEDURES	
POSITIVE ACTIONS	MILESTONES
1. Select training site and dates. Develop an agenda, select and invite guest speakers (if needed), publish and distribute information on training. 2. Conduct training	1. 1st Quarter Annually 2. 3rd Quarter Annually
PROPONENT: Installation EO Office	

TRADOC Form 600-11-1, Feb 2005

Figure B-7. Annual Equal Opportunity Advisor Training

Appendix C
Abbreviations and Acronyms

CG	Commanding General
DA	Department of the Army
DEOMI	Defense Equal Opportunity Management Institute
EO	equal opportunity
EOA	Equal Opportunity Advisor
EOAP	Equal Opportunity Action Plan
EOR	Equal Opportunity Representative
HQDA	Headquarters, Department of the Army
MOS	military occupational specialty
NLT	no later than
POSH	prevention of sexual harassment
REDCAT	Race and Ethnic Designation Category
TBD	to be determined
TDA	table of distribution and allowance
TRADOC	US Army Training and Doctrine Command
USAARMC	US Army Armor Center