

UNITED STATES ARMY CADET COMMAND AND FORT KNOX EQUAL OPPORTUNITY OFFICE

FY19 EO AMBASSADORS ACADEMY

MEMORANDUM OF INSTRUCTION (MOI)

1. The United States Cadet Command and Fort Knox (USACCFK) Equal Opportunity Office conducts the Equal Opportunity Ambassadors Academy in pursuit of training personnel in the ranks of E5 and below on the EO Program in order to enhance the commander's ability to create and sustain a healthy climate. We are assisted by other active duty/reserve Equal Opportunity Advisors/Specialists on Fort Knox.

QTR	CLASS #	DATES	LOCATION	SEATS	HOSTING COMMANDS	REGISTRATION SUSPENSE	LEAD POC
1	19-01	14 – 16 NOV 18	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	20	USACC	01-Nov-18	SFC Byrne 502-824-3510
2	19-02	12 - 14 FEB 19	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	20	USACC	01-Feb-19	SFC Reine 502-824-4583
3	19-03	8 – 10 MAY 19	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	20	USACC	01-Apr-19	SFC Byrne 502-824-3510
4	19-04	7 – 9 AUG 19	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	20	USACC	01-Jul-19	SFC Reine 502-824-3510

2. We will conduct one course per quarter per the schedule FY19:

3. Units listed in paragraph six are encourage to send NCOs and Soldiers in the rank of E5 and below to this three day course. There is no retain ability requirement and **walk-in attendees are prohibited without prior approval from the USACCFK EO office.**

4. The EO Ambassadors Academy is designed to provide NCOs and Soldiers in the rank of E5 and below with the critical interpersonal skills needed to understand differences among genders, cultures, races, etc. and to communicate better and resolve conflicts in a professional manner. This course will give the students a better understanding of what discrimination looks like and why it is important to prevent and stop it from happening. **All students must use the registration form and their commander/1SG must sign it and send back to the POC listed at the end of this MOI with the VIA results NLT the suspense show above.**

5. Students must complete the VIA-120 survey version, printout their free character strengths profile (option #3), and submit it with the registration packet and bring it to the first day of class. The VIA survey is at <http://www.viacharacter.org/survey/account/register>.

6. Academy Capacity will be no more than 20 students. Commands will have allocations for the course. **Commands sending students will provide their EOA to help facilitate the course.** The allocations for each command are below.

UNIT	SLOTS
1TSC	5
19 th EN BN	5
USACC	2
HRC	2
IRMC	2
JORDAN DENTAL CLINIC	1
34 th MPs	1
HHD, GARRSION	1
PUBLIC HEATH ACTIVITY	1
TOTAL	20

7. Confirmation Memorandums will be emailed to each Soldier and Commander/ 1SG's (.mil) email address upon their approved registration. Confirmation notification will include welcome letter, MOI and strip map to the training site.

8. Training will be NET 0800 on the start date and end NLT 1630 on the end date. Students are authorized to use their POVs, however each unit will be responsible for ensuring their students have transportation to and from the training site. **Hill Hall is building 9309, 4454 Wilson Road.**

9. Course Standards. The EO Ambassadors Academy is a very intense course filled self-assessments (Values in Action Survey), interpersonal skills building and several interactive activities. **There will not be an exam, however there will be Capstone Event and a thorough check on learning at the end of the course using the website KAHOOT. All students will be asked to use their cell phones for this and free WIFI will be provided.**

10. Uniform/Attire. Appropriate Civilian attire will be the duty uniform for this course. Students will not wear any type clothing that is offensive or inappropriate for a professional learning environment.

11. Funding. There will no funding requirements for this course.

12. Meals. Students will be allowed at least an hour for lunch and will be during the time that the DFAC is open.

13. Risk Reduction Control Measures. Students should obey all posted traffic signs and laws while traveling to and from the training site.

14. Physical Security/Force Protection Risk Assessment. Current risk assessment each area is low. All students are strongly encouraged to maintain situational awareness at all times.

15. Point of contact for this MOI is the Fort Knox Equal Opportunity Office at 502-624-3510/4583/3565.

Annex A Registration form

UNCLASSIFIED//FOUO

Equal Opportunity Ambassadors Academy Class 18-

(Office Symbol)

Date: _____

MEMORANDUM FOR U.S. Army Cadet Command and Fort Knox Equal Opportunity Office, ATTN: NCOIC, EOAC

1. The following Soldier of _____(Unit) requestes to attend the EO Ambassadors Academy from _____ to _____.

Privacy Act Statement: The Authority for soliciting this information comes from 10 USC 3012. The Purpose for soliciting the information is to provide data to Equal Opportunity Advisors to assist in reference and performance data of students completing the course. The information will be maintained under strict guidelines at the USACC and Fort Knox Equal Opportunity Office for a period of 2 years after which the files will be destroyed. Providing the information is voluntary, however, individuals not furnishing the information may be denied enrollment in the course.

TO BE COMPLETED BY THE UNIT COMMANDER OR 1SG
PLEASE PRINT INFORMATION CLEARLY

NAME (Last) _____ (First) _____ (MI) _____

RANK _____ GENDER _____ ETHNICITY _____ SSN _____

UNIT/ORGANIZATION _____ PHONE NUMBER _____

EMAIL ADDRESS _____

2. Does the individual/Soldier demonstrate high standards of leadership, communication skills, and professional knowledge? Y/N _____
3. Does the Soldier display a desire to promote interpersonal harmony? Y/N _____
4. Will the Soldier be exempt from all duties during the course period? Y/N _____

CDR's SIGNATURE

NAME _____
RANK _____ BRANCH _____
POSITION _____

YOUR NAME

1. Fairness

Treating all people fairly is one of your abiding principles. You do not let your personal feelings bias your decisions about other people. You give everyone a chance.

2. Perseverance

You work hard to finish what you start. No matter the project, you "get it out the door" in timely fashion. You do not get distracted when you work, and you take satisfaction in completing tasks.

3. Honesty

You are an honest person, not only by speaking the truth but by living your life in a genuine and authentic way. You are down to earth and without pretense; you are a "real" person.

4. Leadership

You excel at the tasks of leadership: encouraging a group to get things done and preserving harmony within the group by making everyone feel included. You do a good job organizing activities and seeing that they happen.

5. Teamwork

You excel as a member of a group. You are a loyal and dedicated teammate; you always do your share, and you work hard for the success of your group.

6. Creativity

Thinking of new ways to do things is a crucial part of who you are. You are never content with doing something the conventional way if a better way is possible.

7. Gratitude

You are aware of the good things that happen to you, and you never take them for granted. Your friends and family members know that you are a grateful person because you always take the time to express your thanks.

8. Kindness

You are kind and generous to others, and you are never too busy to do a favor. You enjoy doing good deeds for others, even if you do not know them well.

9. Zest

Regardless of what you do, you approach it with excitement and energy. You never do