

UNITED STATES ARMY CADET COMMAND AND FORT KNOX EQUAL OPPORTUNITY OFFICE

FY19 EO LEADERS COURSE

MEMORANDUM OF INSTRUCTION (MOI)

1. The United States Army Cadet Command and Fort Knox Equal Opportunity (USACCFK) Office works with United States Army Recruiting Command (USAREC), Human Resources Command (HRC), 4th Cavalry Regiment, 1st Theater Sustainment Command (1st TSC) and other supporting AC commands across the continental United States to conduct the Equal Opportunity Leaders Course in pursuit of training EO Leaders at Company, Battalion and Brigade (for USACC only) level organizations. We are assisted by the other active duty Equal Opportunity Advisors on Fort Knox.

2. We will conduct one EO Leaders Course per quarter per the schedule FY19:

QTR	CLASS #	DATES	LOCATION	SEATS	HOSTING COMMANDS	REGISTRATION SUSPENSE	LEAD POC
1	19-01	3 – 7 DEC 18	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	35	USACC	09-Nov-18	SFC Reine 502-824-4583
2	18-02	4 - 8 MAR 19	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	35	USACC	05-Feb-19	SFC Byrne 502-824-3510
3	18-03	3 - 7 JUN 19	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	35	USAREC	03-May-19	MSG Slocum 502-974-6696
4	18-04	16 – 20 SEP 19	BLDG #9309, HILL HALL, FT. KNOX, KY 40121	35	USAREC	15 Aug-19	MSG Slocum 502-974-6696

3. AC Commands are strongly encouraged to provide a copy of this MOI to all attending Soldiers. Lead/hosting POCs are responsible for managing student rosters to accommodate AC ratios and update ATRRS if applicable.

4. Each battalion and company to include headquarters and headquarters companies and detachments must appoint an EO Leader in the rank of SGT (P) through 1LT IAW AR 600-20 to include WO1 thru CW3. Waivers for non-promotable SGTs and O3/CPTs must be submitted with registration forms and appointment memorandums. One to two year unit stability is strongly recommended. Walk-in attendees are prohibited without prior approval from the hosting unit.

Note. This course is NOT for current or projected Company or Battalion Commanders, First Sergeants and/or Command Sergeants Majors or Executive Officers.

5. The EO Leaders Course is designed to provide EO Leaders at Battalion and

Company levels the critical skills needed to assist commanders, military personnel and family members with all matters concerning equality, diversity and inclusion in their organizations.

6. All attendees must complete and submit the enclosed EO Registration Packet consisting of the registration form (Annex A), a copy of Appointment Order (Annex B) and a copy of the Values in Action Survey (Annex C) through their respective commands to the designated hosting Command EO Offices NLT the suspense dates listed.

7. 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>.

8. Course Capacity/Priority Fill. Student capacity: **No more than 35 attendees.** Priority seating is towards all deploying, untrained and appointed EO Leaders from within the supporting commands followed by EO Leaders from other commands, alternate EOLs and re-certifying EOLs. *Specifically, mobilizing Soldiers and supporting commands (i.e., commands providing EO facilitators) will have priority seating.*

Note. Units needing additional allocations are strongly encouraged to coordinate with their Battalion, Brigade or the hosting EO Office.

9. Unit commanders/administrators are strongly encouraged to notify attendees immediately upon receiving confirmation. Confirmation notification will include strip maps, local hotels for reservations, etc. for travel purposes.

10. Training will begin at 0730 on the start date and end No Later Than (NLT) 1600 on the ending date (travel day). Soldiers missing more than three (3) hours of the course (to include arrival day and sick call) will be released to return back to their unit of assignment. Additionally, attending Soldiers should schedule return transportation no earlier than 1800 on the course end date which will allow time to return rental vehicles (if authorized) and move through security to reach departure gates on time. **Early release from the course is not authorized!**

11. Course Standards. The EO Leaders Course is a very intense course filled with self-analysis and self-assessments (Values in Action Survey), presentation development and a “closed book” end of course written examination. Outside unit work is prohibited during the course. Personnel acting/behaving unprofessionally, cheating (plagiarizing) or miss more than 3 hours of instruction will automatically be released from the course. Sick and/or injured personnel will be managed on a case by case basis.

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.

12. Uniform/Attire. The ACU and/or OCP with appropriate patrol cap is the only duty uniform for all military personnel attending this training. Soldiers are encouraged to bring appropriate business casual attire for cultural field trip (if applicable). Absolutely no flight uniforms! Personnel not in the proper uniform will have one day to acquire the proper uniform before dismissal from the course.

13. Funding. The Soldiers assigned unit (Company, Battalion Brigade) is responsible for funding attendance to EO Leader Courses IAW unit funding guidance. Soldiers are encouraged to contact their respective battalion and Brigade S3s for funding availability and guidance.

14. Lodging and Meals are unavailable. Government quarters and meals are not available. **Personnel must adhere to current Defense Travel System (DTS) and Joint Travel Regulations integrated lodging program, per diem and transportation guidance. Failure to adhere to travel guidance may result in failure to receive full reimbursements.** Rental vehicles are strongly recommended.

15 Attendees must bring a copy (paper or digital) of AR 600-20, dated 6 NOV 14, and are strongly encouraged to bring a government or personal computer to the course. An active CAC Identification Card with uploaded certificates to government computers is essential. Computers are needed to develop mandatory student information briefings or classes.

16. Risk Reduction Control Measures. Personnel traveling by Privately Owned Vehicles, Government vehicle, or rental vehicles from home station to the course location will utilize the Travel Risk Planning System (TRiPS), located at <https://safety.army.mil> prior to departing. Soldiers will upload a copy of their TRIP form in DTS for final Authorizing Official (AO) approval.

17. Physical Security/Force Protection Risk Assessment. Current risk assessment for each area is low. All personnel are strongly encouraged to maintain situational awareness and refrain from traveling alone or in uniform.

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

EO CENTRAL COMMUNITY EO Leaders Certification Course Registration Form

(Incomplete forms will not be processed)

(Full SSN)

NAME: **RANK:** **SSN:**

COMPONENT: AC: || AGR RESERVIST/TPU || NG/AGR MDAY

RACE: WHITE BLACK HISPANIC ASIAN
 NAT AM UNKWN OTHER

GENDER: MALE FEMALE **CLEARANCE LEVEL:**

DOR: **PCS:** **ETS/MRD:**

PENDING UCMJ: YES NO **FLAGGED:** YES NO

ASSIGNED UNIT: **UIC:**

DUTY LOCATION: **ST:** **ZIP:**

ASSIGNED POSITION/TITLE:

APPOINTED POSITION: PRI. BN EOL || PRI. CO EOL || RECERT EOL
 ALT. BN EOL || ALT. CO EOL (Every 36 months)

EMAIL ADDRESS:

UNIT PHONE: **CELL PHONE:**

SECTION OR DIRECTORATE:

SECTION OR DIRECTORATE SIGNATURE:

CDR, 1SG, CSM OR EOA:

CDR, 1SG, CSM OR EOA SIGNATURE:

SIGNATURE REQUIRED! Once signed by the unit Commander, Director or EO Advisor; scan and email your registration form with a signed copy of your Appointment Orders and VIA Survey through your chain of command to the EOL Course Manager per MOI. Registration Forms without CDRs, 1SG, CSM or EOA's signature will **NOT** be accepted!

EMERGENCY CONTACT INFORMATION

NAME: **RELATIONSHIP:**

PHONE #: (Course will contact the parent unit per SOP!)

PRIVACY ACT STATEMENT

10 U.S.C. Section 3013, Secretary of the Army; AR 600-20, Army Command Policy and E.O. 9397 (SSN). To provide a means for registering students/Soldiers in the Equal Opportunity Leader's Course in ATRRS. Blanket Routine Use set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies to this system. Disclosure is voluntary. However, failure to provide all the requested information could lead to rejection of course registration due to inadequate and/or incomplete data. Information on this form will not be provided to third parties without the consent of registered Soldier.

DEPARTMENT OF THE ARMY
(YOUR UNIT HEADING)



REPLY TO
ATTENTION OF

Office Symbol

Date: _____

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment – Headquarters and Headquarters Company, Equal Opportunity Leaders (EOLs)

1. Effective. _____ 2016, the following individuals is assigned the additional duties as Headquarters and Headquarters Company, Equal Opportunity Leader:

_____. (Primary)

_____. (Alternate)

2. Authority. AR 600-20, Army Command Policy, dated 6 Nov 14
DA Pam 350-20, Unit Equal Opportunity Training Guide, dated 1 Jun 94
DA Pam 600-69, Unit Climate Profile Commander's Handbook, dated 1 Oct 06

3. Purpose. To monitor and carry out the Equal Opportunity Program within Headquarters and Headquarters Company, _____ Command.

4. Period. Until officially relieved or released from appointment or assignment.

5. Special Instructions. Individual(s) will familiarize with the policies and procedures outlined in AR 600-20, DA Pam 600-69, and DA Pam 350-20 and applicable command directives.

6. POC is the undersigned at (XXX) XXX-XXXX.

Encl

CPT, AV
Company Commander

DISTRIBUTION

1 – G1
1 – Individual
1 – MPRJ
1 – Additional Duty Book

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