



DEPARTMENT OF THE ARMY  
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN  
FORT IRWIN CA 92310-5000

AFZJ-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Statement on Equal Opportunity Special and/or Ethnic Observances

1. REFERENCE:

- a. DoD Directive 1440.1 paragraph 6.2.12.
- b. Army Regulation 600-20 (Army Command Policy), Chapter 6-19c 6 November 2014.

2. PURPOSE: To implement the Commanding General, NTC and Fort Irwin Command policy on special and/or ethnic observances. This policy applies to all military personnel and Department of the Army Civilian personnel assigned or attached to the NTC and Fort Irwin.

3. The EO special/ethnic observances, events, and activities are designed to enhance cross-cultural and cross-gender awareness and promote harmony, pride, teamwork, and esprit de corps among military members and the civilian work force. These observances are conducted to recognize the continuous achievements of all Americans to American culture and to increase awareness, mutual respect, and understanding. The focus of a special observance should be on encouraging interaction, not just recognition.

4. As needed, Commanders will form committees to plan special and/or ethnic observances along with consultation with the NTC EO/EEO offices. Members of the committee may include the EO Advisor; Equal opportunity leaders; Morale, Welfare and Recreations officer; Public Affairs Officer; Club managers; Unit chaplains; Library; Department of Defense dependent school representatives; Resource management personnel; and other individuals as commanders see necessary.

5. Activities will be designated and scheduled annually by the NTC EO/EEO offices in accordance with the NTC Rotational Calendar to allow for maximum attendance by all Soldiers and civilians within the command. Commanders will ensure that all personnel desiring to participate in these observances are given a reasonable opportunity to attend. Commanders or their designated representatives will submit recommendations for guest speakers and entertainment to the EO/EEO office 120 days prior to the scheduled event date. If the unit does not provide the information within 120 days of the event the EO/EEO offices will coordinate for speakers and entertainment on behalf of

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the NTC. The EO/EEO office will also assist commanders in providing names and recommendations for speakers and entertainment, along with PAO recommendations to Commanders as desired.

6. EO funding is authorized for food exhibits or samples to support activities and entertainment for African-American History Month, Asian-Pacific Heritage Month, American Indian Heritage Month, and Hispanic-Heritage Month events. Unit-sponsors must coordinate with the EO/EEO office for food-display funding no later than 30-45 days prior to the event date. Both prepared and unprepared food items must be procured from the commissary, and food preparation, and serving must be coordinated internally by the unit-sponsor, and food service professionals. Food displays are not intended as meals or refreshments. Units are authorized to request warming and cooling beverage support from a Fort Irwin dining facility to support all EO/EEO events.

7. I challenge the chain of command and every leader to practice this policy. In order to make this an accomplishment, it is imperative to enforce command support, cultural awareness, and diversity appreciation. Equal Opportunity Leaders throughout the installation commands should consider the ethnic observances their place of duty.

8. Commanders will post this policy on all official policy letter boards, and maintain copies in all Equal Opportunity Leaders books.

9. For further information and assistance, personnel and their family members can call the NTC installation EO Office at (760) 380-4963, or [mitchell.m.ledet2.mil@mail.mil](mailto:mitchell.m.ledet2.mil@mail.mil)



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