REGULATION NUMBER 600-13

Personnel - General

EQUAL OPPORTUNITY ACTION PLAN (EOAP)

1. PURPOSE. This regulation identifies and establishes goals, milestones, responsibilities and policies that directly enhance readiness and supports the Fort Jackson Equal Opportunity (EO) Program.

2. APPLICABILITY. This regulation applies to all military personnel and civilian supervisors of military personnel on Fort Jackson.

3. OBJECTIVES.

   a. To infuse Equal Opportunity actions into the traditional management system by placing the responsibility for Equal Opportunity actions with commanders and heads of staff agencies, who in turn implement the actions through their functional managers.

   b. To provide a management tool to assess Fort Jackson's Equal Opportunity Program.

   c. To ensure fairness, justice and equity for all soldiers regardless of race, color, national origin, gender, or religion by enforcing equal opportunity as an obligation of leadership and function of command.

   d. Foster a command climate that provides the opportunity for growth and effective utilization of individual capabilities.

4. POLICY. It is the policy of Fort Jackson to provide equal opportunity and fair treatment for all Soldiers, family members and DA civilians regardless of race, color, national origin, gender, or religion.

5. RESPONSIBILITIES.

   a. Chief of Staff will:

      (1) Chair the Equal Opportunity Actions Panel that will provide a forum for chiefs of general and special staffs to report on EO matters within their functional areas of responsibility and Equal Opportunity goal attainment.
(2) Involve staff agencies in the development, implementation, and evaluation of Equal Opportunity actions. Foster a command climate that provides the opportunity for growth and effective utilization of individual capabilities.

(3) Provide the Commanding General with a formal program assessment of Equal Opportunity goal attainment and the EO environment within Fort Jackson.

b. Fort Jackson general/special staff and Equal Opportunity proponent agency chiefs will:

(1) Develop and implement Equal Opportunity actions and milestones.

(2) Manage functional areas of responsibility to identify those areas where discrimination and sexual harassment exists. Once discrimination and/or sexual harassment are identified, take appropriate actions to remedy the situation where possible.

(3) Collect data in their functional area and provide the data to the Equal Opportunity Staff Office (EOSO).

(4) Brief on Equal Opportunity actions status in their functional area during Equal Opportunity Actions Panel (EOAP) meetings.

(5) Serve as Equal Opportunity Panel members. The following staff offices are currently proponents/panel members for Equal Opportunity Action goals.

(a) Post Command Sergeant Major (PCSM).
(b) Adjutant General (AG).
(c) Equal Opportunity Staff Office (EOSO).
(d) Equal Employment Opportunity (EEO).
(e) Civilian Personnel Advisory Center (CPAC).
(f) Staff Judge Advocate (SJA).
(g) Public Affairs Office (PAO).
(h) AG, Retention Branch.
(i) Provost Marshall (PM).
(j) 37th MP Detachment (Criminal Investigation Division).
(k) Directorate of Logistics and Engineering, Housing Services.
(l) Installation Chaplain’s Office (ICO).

c. Commanders of major subordinate commands will:
(1) Develop an effective Equal Opportunity Action Plan at each brigade and equivalent unit levels using this regulation as a guide.

(2) Ensure plan is developed to support and achieve designated goals.

FJ Reg 600-13

(3) Conduct Equal Opportunity Action Plan Panel meetings at least once annually and ensure the minutes of the meeting are recorded and kept on file.

(4) Ensure that the initial Equal Opportunity Action Plan or revisions are submitted to the Equal Opportunity Staff Office (EOSO) for review prior to publication and a final copy furnished EOSO upon publication.

d. Equal Opportunity Staff Office will:

(1) Include Equal Opportunity actions progress in the Quarterly Narrative Statistical Report (QNSR) and completed in conjunction with the QNSR.

(2) Coordinate the revision and update of the Equal Opportunity Action Plan as required. Set up installation Equal Opportunity Action Plan Panel meetings and be responsible for maintaining the minutes.

(3) Analyze goal assessment and recommend revisions where appropriate.

6. REPORTS.

a. All brigade EOAs must submit required reports on a quarterly basis via the internet to TRADOC Equal Opportunity Staff Office with availability to the FJ Equal Opportunity Staff Office not later than the 15th of the following month.

b. A report period is designated in the milestone column of the Equal Opportunity actions requirement form.

7. CHANGES. The following procedures will be used when submitting an action for change, deletion, or addition.

a. Forward a memorandum noting action to ATZJ-EO for concurrence/non-concurrence.

b. Extracting and destroying the old page and adding the new page will effect approved changes to the Equal Opportunity Action Plan.

9. REFERENCES.

a. AR 600-20, Army Command Policy.
FJ Reg 600-13


FOR THE COMMANDER:

/signed/

OFFICIAL: LEVI R. MARTIN, JR.
Colonel, General Staff
Chief of Staff

PATRICIA KELLY-JOHNSON
DHR Records Management

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EQUAL OPPORTUNITY ACTION PLAN

(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)

SUBJECT: ACTIVE ARMY COMPOSITION

NUMBER 1

GOAL(S):

To provide accurate demographics of the installation.

BASIS FOR GOAL(S):

DA Pam 600-26

POSITIVE ACTIONS

MILESTONES

TRADOC Form 600-11-1, Feb 05

1. Determine and report the composition of the installation by rank, Racial Ethnic Designation Category (REDCAT), and gender.

2. Review data to identify trends and monitor changes by rank, Racial Ethnic Designation Category (REDCAT), and gender.

As required

AG, Cdrs, EOAs
EQUAL OPPORTUNITY ACTION PLAN

(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)

SUBJECT: ALL POSITIONS

NUMBER 2

GOAL(S):
To ensure all soldiers have an equal opportunity according to their merit and fitness.

BASIS FOR GOAL(S):
DA PAM 600-26

POSITIVE ACTIONS

MILESTONES

TRADOC Form 600-11-1, Feb 05

AG, Cdrs, EOAs

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Milestone</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine and report on personnel filling key positions by Racial Ethnic Designation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Commanders</td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>First Sergeants</td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>Command Sergeant Majors</td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>S-3s at all echelons</td>
<td>Quarterly</td>
<td></td>
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<tr>
<td>XOs at all echelons</td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>Review data to identify any positions that are coded to deny assignments based on gender without justification.</td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>Include statistical analysis in quarterly narrative and statistical report.</td>
<td>Quarterly</td>
<td></td>
</tr>
</tbody>
</table>
EQUAL OPPORTUNITY ACTION PLAN

SUBJECT: AWARDS NUMBER

GOAL(S):
To ensure all soldiers are treated equitably.

BASIS FOR GOAL(S):
DA Pam 600-26

POSITIVE ACTIONS

MILESTONES

1. Determine and report on award category by Racial Ethnic Designation Category (REDCAT) and gender.
2. Review data to identify trends and monitor changes by Racial Ethnic Designation Category (REDCAT) and gender.

As required
As required

Cdrs, 1SGs, EOAs
EQUAL OPPORTUNITY ACTION PLAN

SUBJECT: DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINTS

GOAL(S):
Ensure there is no sexual harassment or discrimination due to race, color, religion, gender or national origin.

BASIS FOR GOAL(S):
AR 600-20

POSITIVE ACTIONS

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Process all discrimination and sexual harassment complaints within 14 days.</td>
</tr>
<tr>
<td>2.</td>
<td>Review data to identify trends and monitor changes by Racial Ethnic Designation Category (REDCAT) and gender.</td>
</tr>
<tr>
<td>3.</td>
<td>Include statistical analysis in quarterly complaint report.</td>
</tr>
<tr>
<td>4.</td>
<td>Include statistical analysis in quarterly narrative and statistical report.</td>
</tr>
</tbody>
</table>

Sustain Quarterly

Cdrs, 1SGs, EOAs
EQUAL OPPORTUNITY ACTION PLAN

(For use of this form, see TRADOC Reg 600-11. The proponent is DCSPIL.)

SUBJECT:
OFFICERS COMMISSIONING PROGRAMS (OFFICER CANDIDATE SCHOOL (OCS) AND U.S. ARMY MILITARY ACADEMY PREPARATORY NUMBER

GOAL(S):
Ensure all qualified individuals are encouraged to apply without regard to race or gender.

BASIS FOR GOAL(S):
DA Pam 600-26

POSITIVE ACTIONS

MILESTONES

TRADOC Form 600-11-1, Feb 05

PROPOSER

AG, Cdrs, EOAs

1. Determine and report the composition of the applicants by Racial Ethnic Designation Category (REDCAT) and gender.
2. Review data to identify trends and monitor changes by Racial Ethnic Designation Category (REDCAT) and gender.

As required
As required
## Subject:
JUDICIAL AND NON-JUDICIAL PUNISHMENT

### Number
6

### Goal(s):
To ensure all soldiers are treated equitably.

### Basis for Goal(s):
DA PAM 600-26

### Positive Actions

<table>
<thead>
<tr>
<th>Goal</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine and report Uniformed Code of Military Justice actions by Racial Ethnic Designation Category (REDCAT) and gender.</td>
<td>As required</td>
</tr>
<tr>
<td>2. Review data to identify trends and monitor changes by Racial Ethnic Designation Category (REDCAT) and gender.</td>
<td>As required</td>
</tr>
</tbody>
</table>

Cdrs, 1SGs, EOAs
SUBJECT: EQUAL OPPORTUNITY AND UNIT TRAINING

GOAL(S):
To provide quality training to meet the needs of the organization.

BASIS FOR GOAL(S):
AR 600-20 and FJ Regulation 350-1

POSITIVE ACTIONS:
1. Annotate EO, POSH and CO2 training on unit training schedule.
2. Ensure EO and POSH training is conducted quarterly.
3. Evaluate EO and POSH training and provide the EOSO with evaluation reports.
4. Ensure each unit has one trained Equal Opportunity Representative.
5. Conduct Equal Opportunity Representative Courses as required. Instructors will be the installation EOAs.
6. Equal Opportunity special/ethnic observances will be sponsored by one of the FJ major commands.
7. Include analysis in annual narrative and statistical report.
8. Conduct EOA sustainment training.
   a. Select site and dates. Develop agenda based on concerns.
   b. Conduct workshop
9. Develop senior leader training.

MILESTONES:
Quarterly
Quarterly
Quarterly
Sustain
Sustain
As required
Quarterly
Annually
Annually

Cdrs, 1SGs, EOAs
SUBJECT: STAFF ASSISTANCE VISITS

GOAL(S): To ensure implementation of the EO Program initiatives.

BASIS FOR GOAL(S): AR 600-20

POSITIVE ACTIONS

2. Review EO and S/H training records.
3. Conduct staff assistance visits.
4. Conduct focus groups with soldiers.
5. Administer EO surveys.
6. Include statistical analysis in quarterly narrative and statistical report.

MILESTONES

Annually
Quarterly
Annually
As Required
As Required
Quarterly

Cdrs, 1SGs, EOAs
**SUBJECT:** ARMY INFORMATION MEDIA

**NUMBER**

**GOAL(S):** Publish articles in support of the Equal Opportunity Program.

**BASIS FOR GOAL(S):** DA Pam 600-26

**POSITIVE ACTIONS**

1. Develop and publish news releases on significant developments in the Army’s Equal Opportunity Program.
2. Provide coverage and publish articles of special/ethnic observances such as Dr. Martin L. King Jr.’s Birthday, Black History Month, Women’s History Month, “Days of Remembrance” for Victims of the Holocaust, Asian/Pacific Heritage Month, Women’s Equality Day, Hispanic Heritage Month, and Native American Heritage Month.
3. Promote the use of nonsexist language in information releases to include photography, cartoons, and other visual media.

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustain</td>
<td>Sustain</td>
</tr>
<tr>
<td>Sustain</td>
<td>Sustain</td>
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</tbody>
</table>

**PAO, EOAs, All**