

UNITED STATES ARMY CADET COMMAND AND FORT KNOX EQUAL OPPORTUNITY OFFICE

FY20 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), Army Reserve Careers Division (ARCD) 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 FY20:

<u>QTR</u>	<u>CLASS#</u>	<u>DATES</u>	<u>LOCATION</u>	<u>SEATS</u>	<u>HOSTING COMMAND</u>	<u>LEAD POC</u>
1	20-01	9-13 DEC 19	Bldg 65, Ed Center Ft Knox, KY 40121	45	USACC	MSG Reine 502-624-4583
2	20-02	2-6 MAR 20	Bldg 65, Ed Center Ft Knox, KY 40121	45	USACC	SFC Byrne 502-624-3510
3	20-03	22-26 JUNE 20	Bldg 65, Ed Center Ft Knox, KY 40121	45	USACC	SFC Byrne 502-624-3510
4	20-04	14-18 SEP 20	Bldg 65, Ed Center Ft Knox, KY 40121	45	USACC	SFC Brooks 502-624-4583

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) and above IAW AR 600-20. One to two year unit stability is strongly recommended. Walk-in attendees are prohibited without prior approval from the hosting unit.

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) and a copy of Appointment Order (Annex

B) through their respective commands to the designated hosting Command EO Offices NLT the suspense dates listed.

7. Course Capacity/Priority Fill. Student capacity: **No more than 45 attendees.** Priority seating is towards all deploying, untrained and appointed EOLs from within the supporting commands followed by EOLs 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.

8. Unit commanders/administrators are strongly encouraged to notify attendees immediately upon receiving confirmation.

9. Training will begin at 0800 on the start date and end No Later Than (NLT) 1600 on the ending date. 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!**

10. Course Standards. The EO Leaders Course is a very intense course filled with self-analysis, 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 who 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.

11. Uniform/Attire. The OCP is the only duty uniform for all military personnel attending this training. Personnel not in the proper uniform will have one day to acquire the proper uniform before dismissal from the course.

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

13. 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.

14. Attendees are strongly encouraged to bring a government or personal computer to the course. Computers will not be utilized during class instruction, but are needed to develop mandatory student information briefings.

15. 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.

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

**FORT KNOX EQUAL OPPORTUNITY LEADERS COURSE (EOLC) ATRRS
REGISTRATION FORM**

1. Full Name: (Last, first, MI): _____
2. Full SSN: _____
3. Rank: _____
4. Duty Position: _____
5. Gender: _____
6. Race: _____
7. MOS: (Enlisted only): _____
8. Branch: (Officer only): _____
9. Check which one applies to you:
 Active Duty NG USAR AGR
10. Enterprise Email: _____@mail.mil
11. Course Name and Number: (This is the course and class # from ATRRS)
Equal Opportunity Leaders Course # _____
12. Address: _____
City: _____ State: _____ ZIP: _____
13. Security Clearance: (Type): _____
14. Unit: _____
15. Unit EOA: _____
16. MACOM: _____
17. Unit Commander or 1SG Name (Last, first, MI): _____
18. Commander or 1SG Signature: _____

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