



OFFICE OF THE COMMANDANT
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

MACC

AUG 28 2019

USCC POLICY MEMORANDUM (CC-19-07)

SUBJECT: Appointment of United States Corps of Cadets (USCC) Equal Opportunity Representatives (EOR)

1. REFERENCES:

- a. Army Regulation 600-20, Army Command Policy, 6 November 2014.
- b. USCC Military Equal Opportunity (EO) Policy CC-19-10, 27 August 2019.

2. PURPOSE: To establish the implementation and guidelines for the appointment of USCC Equal Opportunity representatives (EOR).

3. DISCUSSION: To reinforce the USCC Equal Opportunity (EO) program, command climate, and leader development programs; USCC will designate EORs down to the regiment level. The directorate through regiment level EORs, will serve in the same manner and capacity that EORs serve in active duty Army units at the battalion and company levels. The EOR's primary responsibility is to advise their directors/commanders in matters of EO, these duties include:

- a. Assist directors/commanders in addressing items that detract from a positive EO climate.
- b. Assist directors/commanders in the preparation and facilitation of unit command and organizational climate assessments.
- c. Assist directors/commanders in the preparation and facilitation of unit EO training.
- d. Establish and maintain liaison with other EORs and with the USCC Equal Opportunity Advisor (EOA) at higher headquarters.
- e. Attend and assist in the planning, resourcing, and facilitation of all ethnic observances and special commemorations.
- f. Assist complainants, witnesses and subjects by referring them to the appropriate agency(s) for assistance. Complaints received or referred to another agency will be

MACC

SUBJECT: Appointment of United States Corps of Cadets (USCC) Equal Opportunity Representative (EOR)

reported to the USCC EOA within 24 hours of referral. EORs are not authorized to conduct investigations and are not trained to fully advise AR 15-6 investigating officers.

g. In the conduct of EO complaint investigations. Any commissioned officer performing the additional duty of an EOR may be asked (in capacity of a commissioned officer and as a disinterested third party) to conduct investigations. Yet, those situations should not concern EO complaints within their organization.

h. Serve as a resource person for all EO matters in his/her unit or directorate.

4. **POLICY:** USCC Headquarters Staff (USCC HQ), Brigade Tactical Department, Department of Military Instruction, and each Regimental Tactical Officer (RTO) will screen and appoint in writing one primary and one alternate EOR with at least one year retainability from the time of appointment per each directorate and regiment. Due to staff size restrictions, the USCC HQ Staff EOR will serve as the EOR for Center for Personal Development, Department of Cadet Activities, the Department of Physical Education (DPE), and the Simon Center for Professional Military Ethic.

5. **TRAINING:** The appointed EORs must be in the rank of SGT (P) and above. Soldiers who are graduates of the Defense Equal Opportunity Management Institute (DEOMI) Equal Opportunity Advisors Course (EOAC) and have been awarded enlisted skill qualifications identifier (SQI) Q or officer additional skill identifier (ASI) 5T are still available to perform as unit EORs after successful completion of their special duty tour as an EOA. EOAs are available to train unit EORs using the 80 hour training support package published by the EO Prepotency Office, Soldier Support Institute. EORs will attend the mandatory 80 hour training requirement outlined in AR 600-20, section 6-3, paragraph I and any additional refresher training each semester as determined by the USCC EOA.

6. **RESPONSIBILITIES:**

a. Directors/RTOs:

(1) Designate and maintain two qualified EORs from different companies, and where possible have the primary being an NCO and the alternate an Officer.

(2) Ensure EORs attend all mandatory training as prescribed by the USCC EOA and AR 600-20, Para 6-3, Section I.

(3) Ensure unit EO training is conducted and Human Relations Readiness Training (HRRT) is incorporated into other unit training where possible.

b. USCC EORs:

(1) Serve as the proponent for the EO program in their assigned unit.

MACC

SUBJECT: Appointment of United States Corps of Cadets (USCC) Equal Opportunity Representative (EOR)

(2) Organize, conduct, and document any and all unit EO training and/or refresher training.

(3) Communicate regularly with their director/RTO regarding the unit's climate and regarding any trend, issues, concerns and/or need for further training.

(4) Coach, mentor, and communicate regularly with their Director/RTO and Cadet Respect Representatives with regards to EO were applicable.

(5) Notify the USCC EOA within 24 hours upon receipt of an informal complaint, request for a formal complaint and/or a referral to another agency.

(6) Ensure follow-ups are conducted within 30-45 days after an informal or formal EO complaint has been filed with individual complainants, subjects and witnesses whether the complaint is substantiated or unsubstantiated.

(7) Meet monthly with the USCC EOA for program updates, trend analysis and training highlights.

(8) Ensure that all directorates thru company EO that information boards are current.

c. USCC Equal Opportunity Advisor (EOA):

(1) Serve as the overall proponent for the EO program throughout USCC.

(2) Serve as the senior trainer for all EO and hazing/bullying training.

(3) Organize, conduct, and document all EOR qualifications and refresher training.

(4) Coach, mentor, and communicate regularly with all USCC EORs.

7. **EXPIRATION:** This policy memorandum remains in effect until superseded or rescinded.

8. **POINT OF CONTACT:** The proponent for this policy is the USCC EO Advisor at x8456.


CURTIS A. BUZZARD
Colonel, IN
Commandant of Cadets