



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 2D INFANTRY DIVISION**  
**UNIT #15041**  
**APO AP 96258-5041**

13 MAY. 2014.

EAID-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2d Infantry Division Equal Opportunity Action Plan (EOAP)

1. REFERENCES:

a. AR 600-20, Army Command Policy, dated 18 March 2008 (RAR 20 September 2012).

b. DA PAM 600-26, Department of the Army Affirmative Action Plan, dated 23 May 1990.

2. APPLICABILITY: This policy applies to all 2d Infantry Division subordinate commands and tenant organizations/activities regardless of location.

3. PURPOSE: The Equal Opportunity Action Plan (EOAP) establishes planned, achievable actions that directly enhance readiness by ensuring equal opportunity and fair treatment based solely on merit and performance for all Soldiers, KATUSAs, and Family Members within the 2d Infantry Division. Human relations is a force readiness issue and the readiness of our units depends on a positive human relations climate. Therefore, it is essential that everyone is treated with fairness, dignity, and respect.

4. OBJECTIVES:

a. To ensure fairness, justice and equity for all regardless of race, color, national origin, gender, or religion by enforcing equal opportunity as an obligation of leadership. This will assist in maintaining the highest level of readiness and enhance mission accomplishment.

b. To infuse EO actions into the traditional leadership system by placing the responsibility into the hands of commanders, who in turn implement the actions through their subordinates.

c. To provide a management tool to assess the 2d Infantry Division Equal Opportunity (EO) Program and to foster a command climate that provides the opportunity for growth and effective utilization of individual capabilities.

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5. POLICY: It is the policy of the 2d Infantry Division to provide equal opportunity and fair treatment for all personnel regardless of race, color, national origin, gender, or religion and to provide an environment free of any form of discrimination.

6. RESPONSIBILITIES:

a. The Chief of Staff, 2d Infantry Division will:

(1) chair the Equal Opportunity Action Plan (EOAP) panel, which consists of the 2d Infantry Division EO Program Manager, the 2d Infantry Division Senior EO Advisor, and the 2d Infantry Division G-1; and

(2) involve the EOAP panel in a comprehensive annual review of the EOAP to ensure the actions are reasonable and attainable, and recommend revisions to the Division Commander as necessary.

b. Brigade/Unit Commanders will:

(1) develop and implement realistic EO action plan;

(2) assess narrative and statistical information reports and take appropriate action to remedy inequities when needed;

(3) manage functional areas of responsibility to identify those areas where discrimination exists. Once discrimination is identified, take appropriate actions to remedy the situation where possible;

(4) maintain EO programs which promote equal opportunity and interpersonal and intergroup harmony for all personnel;

(5) incorporate EO training into the overall training plan for their unit and ensure training schedules reflect quarterly EO training and make-up training as needed.

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c. The Equal Opportunity Advisor will:

(1) collect, organize, and interpret demographic data concerning all aspects of EO climate assessments;

(2) coordinate the revision and update of the EOAP annually;

(3) set up EOAP panel meetings and be responsible for maintaining the minutes;

(4) receive and assist in processing individual complaints of discrimination;

(5) conduct inquiries in accordance with the Commander's guidance;

(6) provide advisory assistance to commanders and investigating officers in the investigation and resolution of situations dealing with discrimination;

(7) train Equal Opportunity Leaders (EOLs) to assist battalion/unit commanders in meeting their EO responsibilities;

(8) assist unit commanders and/or EOL with unit training sessions; and

(9) establish and maintain a close liaison with other Equal Opportunity Advisors and Equal Opportunity Leaders.

## 7. EDUCATION AND TRAINING:

a. Education and training is the most important part of the 2d Infantry Division's EOAP. It is through education and training that we are able to proactively identify the root causes and prevent instances of discrimination in all categories. The education and training component of the 2d Infantry Division's Equal Opportunity Action Plan will focus on quarterly EO training and senior leader/executive-level seminars.

b. All Soldiers assigned or attached to 2d Infantry Division will attend quarterly EO training. Units will annotate training on their training schedules. They will maintain a record of all training for one year. This documentation must include the type of training, instructor, date, time, length of training, sign-in roster of attendees, and issues covered during each session. The Brigade EOA will maintain a copy of this documentation in addition to the unit training officer.

c. Training sessions should be discussion based, interactive and conducted in small group settings. The goal is to promote mutual respect and to foster an organizational environment that is consistent with the Army Values.

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d. Senior leader/executive-level seminars will be conducted a minimum of once a year for all division, brigade, and battalion staffs to include officers and noncommissioned officers. The intent of these seminars is to focus senior leaders on critical issues relating to their equal opportunity programs and findings determined as a result of unit command climate assessments.

8. SPECIAL/ETHNIC OBSERVANCES: Observances are the most exciting aspect of the Division's EOAP. They enhance cross-cultural awareness and promote teamwork, harmony, pride and esprit de corps among all individuals. It is also an extension of the education and training component. Commanders must support EOAs in the planning and conduct of all observances. This support includes funding, facilities and other required resources. The following observances will be planned and properly resourced by all MSCs:

- a. Martin Luther King Jr. Birthday (3d Monday in January)
- b. African American/Black History Month (February)
- c. Women's History Month (March)
- d. Holocaust Remembrance Day and Days of Remembrance (April/May)
- e. Asian American and Pacific Islander Heritage Month (May)
- f. Women's Equality Day (26 August)
- g. Hispanic Heritage Month (15 September-15 October)
- h. National American Indian Heritage Month (November)

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9. SUMMARY:

a. Every commander, leader, and supervisor is responsible for setting the example concerning equal opportunity. In the event an allegation arises, I expect expeditious and appropriate action to ensure a fair and unbiased investigation, either by a 15-6 Investigation or Commander's Inquiry.

b. The chain of command is available to assist with the resolution and redress of grievances. The EO office and unit EOAs are available to assist in all related complaints or grievances.

c. I will not tolerate intimidation, harassment, retaliation or any other form of reprisal against those exercising their lawful right to address their concerns. We owe our Soldiers, KATUSAs, and Family Members the right to be treated with the utmost dignity and respect.

10. POINT OF CONTACT: 2ID EO/SHARP Program Manager at 732-8815, or 2ID Senior EO Advisor at 732-6856.

  
THOMAS S. VANDAL  
Major General, USA  
Commanding