

12 April 2005

Personnel - General

Equal Opportunity Adviser Award Program

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\*This regulation supersedes AE Regulation 600-8-225, 18 June 2003.

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For the CG, USAREUR/7A:

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**Summary.** This regulation prescribes procedures for managing the Equal Opportunity Adviser of the Quarter and of the Year Award Program for the Army in Europe.

**Summary of Change.** This revision corrects the format of the sample biographical sketch (fig C-1) and incorporates a sample narrative (fig C-2).

**Applicability.** This regulation applies to equal opportunity advisers assigned or attached to U.S. Army units in Europe.

**Supplementation.** Organizations will not supplement this regulation without HQ USAREUR/7A Equal Opportunity Office (AEAO) approval.

**Forms.** This regulation prescribes AE Form 600-8-225A. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System Web site at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is the HQ USAREUR/7A Equal Opportunity Office (AEAO, DSN 370-8337). Users may suggest improvements to this regulation by sending DA Form 2028 to the HQ USAREUR/7A Equal Opportunity Office (AEAO), Unit 29351, APO AE 09014-9351.

**Distribution.** B (AEPUBS).

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## 1. PURPOSE

This regulation prescribes procedures for the Equal Opportunity Adviser of the Quarter and of the Year Award Program. This program recognizes equal opportunity advisers (EOAs) in the European theater who demonstrate exceptional professionalism, motivation, and knowledge as leaders and representatives of commanders, soldiers, and the community in matters pertaining to equal opportunity (EO).

## 2. REFERENCES

Appendix A lists references.

## 3. EXPLANATION OF ABBREVIATIONS

CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
DA	Department of the Army
DSN	Defense Switched Network
EO	equal opportunity
EOA	equal opportunity adviser
EOCAS	Equal Opportunity Climate Assessment Survey
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IMA-E	United States Army Installation Management Agency, Europe Region Office
NCOIC	noncommissioned officer in charge
QNSR	Quarterly Narrative and Statistical Report
SFC	sergeant first class
USAREUR	United States Army, Europe
YTD	year to date

## 4. RESPONSIBILITIES

a. The Sergeant Major, HQ USAREUR/7A Equal Opportunity Office, has overall responsibility for the Equal Opportunity Adviser of the Quarter and of the Year Award Program.

b. Noncommissioned officers will help nominees prepare award-nomination packets and meet suspense dates for submitting nominations.

c. Supervisors are strongly encouraged to nominate their EOAs to serve as board members.

## 5. AWARD ELIGIBILITY

Nominees for the Equal Opportunity Adviser of the Quarter or Year award must—

- a. Be assigned or attached to USAREUR or IMA-E.
- b. Have no pending unfavorable actions and no history of adverse disciplinary actions while assigned to their current command.
- c. Have passed the Army physical fitness test within the last year.

## 6. EQUAL OPPORTUNITY ADVISER OF THE QUARTER

a. Nomination packets for Equal Opportunity Adviser of the Quarter must include letters of recommendation from the nominee's first-line supervisor and brigade or higher-level commander; a double-spaced, one-page biographical sketch of the nominee; and a double-spaced narrative of no more than two pages that explains the nominee's contributions to the EO program (according to AR 600-20, chap 6) and the community. Appendix B provides a sample letter of recommendation. Appendix C provides a sample biographical sketch and a sample narrative.

b. Nomination packets must reach the Sergeant Major, HQ USAREUR/7A Equal Opportunity Office, no later than 7 days after the last day of the fiscal quarter. On receipt of the nomination packet—

(1) The HQ USAREUR/7A EO Program Manager or the Sergeant Major, HQ USAREUR/7A Equal Opportunity Office, will select a panel of at least three persons working outside the EO field to read and assess each narrative.

(2) The Sergeant Major, HQ USAREUR/7A Equal Opportunity Office, will evaluate the nominee's performance in meeting EOA responsibilities using the EOA worksheet in appendix D. After the evaluation, the Sergeant Major will return the worksheet to the nominee's commander for review. The commander will complete the "Commander's Points" block, sign the worksheet, and return it to the HQ USAREUR/7A Equal Opportunity Office.

c. The points awarded by the panel will be added to the points on the EOA worksheet to determine the nominee's score. The nominee with the highest score will be declared the Equal Opportunity Adviser of the Quarter.

## 7. EQUAL OPPORTUNITY ADVISER OF THE YEAR

**a. General.** The nomination requirements for the Equal Opportunity Adviser of the Year are the same as those for the Equal Opportunity Adviser of the Quarter, except that nominees must also include a current, official DA photograph with their nomination packet. Nominees will—

(1) Appear before a selection board (c below). This board will be held by 15 October each year. Nomination packets must be sent through the nominee's unit command sergeant major and the brigade or higher-level commander to the Sergeant Major, HQ USAREUR/7A Equal Opportunity Office, at least 10 days before the nominee appears before the board.

(2) Be evaluated on their answers to questions presented by board members. Questions will be based on the publications in appendix A. Nominees will also be asked to provide a 2-minute, impromptu, oral presentation on a topic that will be provided by the board. Nominees will not be required to perform hands-on tasks.

**b. Uniform.** Board members and nominees will wear the battle dress uniform.

**c. Selection Board.**

(1) The HQ USAREUR/7A EO Program Manager will appoint (in writing) an odd number of at least three unbiased voting members and a recorder (without vote) to serve on the board. The board president may be designated as a voting member.

(a) The Sergeant Major, HQ USAREUR/7A Equal Opportunity Office, will serve as the board president. The EO Sergeant Major, V Corps, will serve as president in the absence of the Sergeant Major, HQ USAREUR/7A Equal Opportunity Office. The board president will review all nomination packets at least 5 workdays before the board convenes.

(b) Board members must have a higher grade than all nominees.

(c) Board membership will be diverse. At least one voting member will be of the same sex as the soldier being evaluated. If this is not possible, the board president will record the reasons why in the board proceedings.

(2) The board location and convening dates will be announced when the board members are notified. Boards will be convened and adjourned in the same geographic area. After the board is convened, the same board members will be present during the entire board proceedings.

(3) The board president will brief board members on procedures for assessing nominees and selecting the winner. Each voting member will have one vote. Board members will—

(a) Be assigned certain subject areas (based on the publications in app A) on which to question nominees. Board members will ask nominees two or three questions from each assigned area. Each nominee appearing before the board must be asked the same questions.

(b) Provide a thorough assessment of each nominee on AE Form 600-8-225A.

## **8. INCENTIVES AND AWARDS**

a. The Equal Opportunity Adviser of the Quarter will—

(1) Receive a plaque on behalf of the CG, USAREUR/7A.

(2) Have his or her name added to the Equal Opportunity Adviser of the Quarter plaques displayed in the LTG Timothy J. Maude Building (building 16, Campbell Barracks, Heidelberg, Germany).

(3) Qualify to compete for the Equal Opportunity Adviser of the Year award.

b. The Equal Opportunity Adviser of the Year will—

(1) Receive a trophy on behalf of the CG, USAREUR/7A.

(2) Receive an achievement award, if appropriate.

(3) Have his or her name added to the Equal Opportunity Adviser of the Year plaque displayed in the LTG Timothy J. Maude Building.

(4) Qualify to compete for the HQDA Equal Opportunity Adviser of the Year award.

**APPENDIX A  
REFERENCES**

**SECTION I  
PUBLICATIONS**

DOD Directive 7050.6, Military Whistleblower Protection

AR 25-55, The Department of the Army Freedom of Information Act Program

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 600-8-2, Suspension of Favorable Personnel Actions (Flags)

AR 600-13, Army Policy for the Assignment of Female Soldiers

AR 600-20, Army Command Policy

AR 600-46, Attitude and Opinion Survey Program

DA Pamphlet 600-15, Extremist Activities

Army in Europe command policy letters

**SECTION II  
FORMS**

DA Form 2028, Recommended Changes to Publications and Blank Forms

AE Form 600-8-225A, Board Appraisal Worksheet

**APPENDIX B  
SAMPLE LETTER OF RECOMMENDATION**

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**UNIT LETTERHEAD**

OFFICE SYMBOL

Date

MEMORANDUM FOR HQ USAREUR/7A Equal Opportunity Office (Sergeant Major), Unit 29351,  
APO AE 09014-9351

SUBJECT: Letter of Recommendation for *Grade, First Name, Middle Initial, Last Name* to appear  
before the Equal Opportunity Adviser of the (*Quarter* or *Year*) Board

1. Recommend that *Grade, First Name, Middle Initial, Last Name, Unit Name*, appear before the Equal Opportunity Adviser of the (*Quarter* or *Year*) Board.
2. *Explain why the soldier should appear before the board. Use one or two paragraphs, but do not exceed one page.*
3. The POC is the undersigned at DSN *telephone number*.

SIGNATURE BLOCK

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**APPENDIX C**  
**SAMPLE BIOGRAPHICAL SKETCH AND NARRATIVE**

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**BIOGRAPHICAL SKETCH**  
**SERGEANT FIRST CLASS JOHN SMITH**

Sergeant First Class John Smith is the NCOIC of the 26th Area Support Group Equal Opportunity Office in Heidelberg, Germany.

SFC Smith was born in Brooklyn, New York, on 15 August 1963. He graduated from Campton High School, Fort Jackson, South Carolina, in July 1981. He holds an Associates Degree in Criminal Justice from Alabama Community College. He started his military career on 15 August 1982.

His military education includes One Station Unit Training (OSUT - Infantry), the Equal Opportunity Representative Course, the Master Fitness Trainer Course, the Combat Lifesaver Course, the Primary Noncommissioned Officer Course, and the Master Driver Course.

His assignments include Alpha Company, 1/18th Infantry, United States Army Correctional Brigade, 937th Engineer Group Fort Riley, Kansas; Headquarters, 1/23d Infantry, Camp Hovey, Korea; and 47th Field Hospital, 2/2 Field Artillery, Headquarters, Training Center Command.

His awards and decorations include the Meritorious Service Medal (with one oak leaf cluster), the Army Commendation Medal (with four oak leaf clusters), the Army Achievement Medal (with eight oak leaf clusters), the Good Conduct Medal (with four oak leaf clusters), the National Defense Service Medal, the NCO Professional Development Ribbon (with numeral 3), the Army Service Ribbon, the Overseas Service Ribbon (with numeral 4), the Kuwait Liberation Medal, the Driver Wheel Badge, and the Drill Sergeant Badge.

SFC Smith is married to the former Ms. Mary Jones. They reside in Mannheim, Germany, with their children, Betty and Mark.

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**Figure C-1. Sample Biographical Sketch**

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## **SERGEANT FIRST CLASS JOHN SMITH**

Sergeant First Class John Smith is an outstanding equal opportunity adviser. He remains extremely attuned to the needs of the unit, and ensures that all mandatory training is scheduled and executed in accordance with the guidance established by the Department of the Army and the 26th Area Support Group.

This quarter, SFC Smith helped the commander and equal opportunity leaders conduct valuable Consideration of Others training in cultural diversity. This training significantly increased cultural awareness in the command and improved overall unit cohesion. He also conducted Prevention of Sexual Harassment training for the command, including training on sexual assault (which is a new Army in Europe requirement).

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**Figure C-2. Sample Narrative**

**APPENDIX D  
EQUAL OPPORTUNITY ADVISER WORKSHEET**

ITEM	POINTS
<p><b>*ASSESSMENT OF COMMANDER’S NARRATIVE</b>  <b>Maximum: 50 points</b></p>	
<p><b>*MAINTENANCE OF HQDA DATABASE</b>            (Completed unit assessment, training assessment, command profile, effective password (year to date (YTD)), and monthly reports.)  <b>Maximum: 25 points</b></p>	
<p><b>*MAINTENANCE OF EQUAL OPPORTUNITY CLIMATE ASSESSMENT SURVEY (EOCAS)</b>            (Surveyed all companies (YTD) 90 days after a change of command and annually thereafter, submitted to the HQ USAREUR/7A Equal Opportunity Office for processing within 5 days after completion, and surveyed 90 to 100 percent of company population.)  <b>Maximum: 50 points</b></p>	
<p><b>*PROCESSING FORMAL COMPLAINTS</b>            (Met timelines in AR 600-20, provided timely updates to the HQDA database, followed procedures prescribed on the USAREUR Formal Complaint Interview Form.)  <b>(Maximum: 25 points)</b></p>	
<p><b>*APPOINTED EQUAL OPPORTUNITY LEADERS AND REPRESENTATIVES</b>            (Appointed at least one equal opportunity leader at battalion and company levels.)  <b>Maximum: 25 points</b></p>	
<p><b>*SUBMISSION OF QUARTERLY NARRATIVE AND STATISTICAL REPORTS (QNSRs)</b>            (Met suspenses, submitted accurate data, completed all fields, and provided narratives consistent with the overall equal opportunity climate assessment.)  <b>Maximum: 20 points</b></p>	
<p><b>COMMANDER’S POINTS</b>            (Demonstrated confidence, competence, responsibility, leadership, and physical fitness.)  <b>Maximum: 25 points</b></p>	
<p><b>*TOTAL:</b>  <b>Maximum: 220 points</b></p>	
<p>* = Must be completed by the HQ USAREUR/7A Equal Opportunity Office</p>	
<p>Commander’s Signature/Date: _____</p>	
<p>HQ USAREUR/7A EO Program Manager’s Signature/Date: _____</p>	