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Training

**EQUAL OPPORTUNITY REPRESENTATIVE COURSE (EORC)**

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**HISTORY.** This circular supersedes III Corps and Fort Hood Circular dated 1 October 2004.

**SUMMARY.** This circular establishes the guidelines for the Equal Opportunity Representative Course (EORC).

**APPLICABILITY.** This circular applies to all major subordinate commands (MSCs), tenant units, Reserve and National Guard units during activation, mobilization, and/or located, assigned or attached to Fort Hood.

**INTERIM CHANGES.** Interim changes to this circular are not official unless authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent for this circular is the Program Manager, III Corps and Fort Hood EO Office. Users are invited to send comments and suggested improvements to the

Commander, III Corps and Fort Hood,  
ATTN: AFZF-EO,  
Fort Hood, Texas 76544-5056

FOR THE COMMANDER:

JOHN M. MURRAY  
Colonel, GS  
Chief of Staff

*Official:*



DENNIS SHEPPARD  
DOIM

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**OVERVIEW**

1

**Purpose** This circular outlines procedures and establishes responsibilities for conducting the III Corps and Fort Hood (EORC).

1a

**References Section I. Required references**

**AR 600-20**, Chapter 6, Army Command Policy.  
**AR 670-1**, Wear and Appearance of Army Uniforms and Insignia

**FH Reg 350-1**, III Corps and Fort Hood Training Catalog.

**Section II. Related References**

This section not used.

**Section III. Referenced Forms**

**FH Reg Form 1853**, Distribution Scheme

1b

**Abbreviations and terms** The glossary explains abbreviations and terms used in this circular.

1c

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**RESPONSIBILITIES**

2

**III Corps Equal Opportunity Office (EO)** The III Corps EO Office, as directed by the Commanding General:

- Direct, supervise, update or revise, organize, coordinate, schedule, fund, and conduct the EORC.
- Will provide support to outlying active, reserve, and National Guard units.
- Will provide applications for any personnel in outlying units who request to be scheduled for the EORC.
- Personnel requesting to attend the course must meet the prerequisites prescribed in this circular.
- Conduct course at the Soldier Development Center, Building 33009, or the Community Catering Conference Center, Building 5764.
- Changes to the location will be published as required.

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- III Corps Equal Opportunity Office (EO)**
- Coordinate course schedule with the Community Catering Conference Center.
  - Will provide the NCOIC for the EORC.
- (continued)**
- Maintain required historical files for all EORCs.

2a

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- Major Subordinate Command Equal Opportunity (EO) Office**
- Conduct EORC and institutional training for their respective MSC Soldiers and EORs to meet their EO responsibilities.
- Guest speakers for the EORC graduation will be provided by the MSC EO Offices on a rotating basis.

2b

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- Major Subordinate Command (MSC) Equal Opportunity (EO) Program Manager**
- Ensure adequate personnel, funding and other resources are available to conduct the EORC.
- May coordinate with the III Corps EO Office to enroll MSC EOR candidates in the III Corps EORC class.

2c

- 
- Unit Commanders**
- Unit commanders must appoint EORs in their units who are members of the chain of command in the rank of Staff Sergeant (SSG) through First Lieutenant (1LT). SGT (P) can be appointed with an exception to policy memorandum, providing there are no SSG through First Lieutenant to fill the position
  - Appointed EORs must have 1-year retainability/stabilization in their current unit upon completion of the course.
  - Are required to appoint at a minimum, one EOR per company, battery, troop, or detachment.
  - Ensure that EORs assist them at battalion-level or equivalent and below in implementing the EO program within their units.
  - Notify EORC candidates no later than 10 duty days in advance of the course enrollment date.
  - Ensure EORC candidates know the location, enrollment time, and have the required equipment for courses.

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**Unit  
Commanders  
(continued)**

Exempt EORC candidates during the EORC from all duties and formations for period of the course, except for morning accountability formation, which does not interfere with class attendance.

- Ensure EORC candidate has no appointments during the course period.

2d

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**Equal  
Opportunity  
Advisors  
(EOAs)**

EOAs assigned/attached to III Corps, MSCs, and Separate Brigades stationed at Fort Hood:

- Will instruct the EORC.
- Instructors will attend the Course In-Progress Review (IPR), the Administrative Brief, the Graduation Ceremony and the After Action Review (AAR).
- EOAs who are unable to instruct the assigned scheduled class due to emergency or scheduling conflict are responsible for coordinating with another EOA to ensure that there is a primary and assistant instructor for the assigned class.
- The original primary instructor must notify the EORC NCOIC of the substitution once it is finalized.
- Both the primary and assistant instructor will be present during his/her assigned class.
- Identify units requiring EORs and submit application for next available course.
- Will verify that the EOR candidate(s) meet all the prerequisites as described in this circular.
- Will ensure that the EORC application is correctly filled out to include the Commander or First Sergeant's initials and signature on the application.
- Applications must be submitted no later than 7 days prior to the start date of the course. Applications may be hand-carried to the III Corps EO Office or via fax at 287-4910.
- Ensure the EORC candidate(s) know the location, enrollment time and have required documentation for class.
- Ensure the EOR candidates cancel or reschedule any appointments during the class period.

2e

**Chief, Educational Service Division** Will provide a classroom in the Soldiers Development Center, Building 33009 or the Community Catering Conference Center Building 5764 for the EORC on dates indicated in Table 4-1.

2f

**Equal Opportunity Representative Course (EORC)** All students will attend morning accountability formation as directed by the unit before reporting to class.

- Report for enrollment not later than 0830 on the start date to the prescribed location.
- Students will bring any required paperwork (i.e. signed hard copy of the application) on start date.
- Standby Soldiers must have all required documentation and must meet all prerequisites in order to be eligible to attend the course.
- Students should always bring something to write with. Students may bring a notebook. All other materials will be provided.
- Maintain personal standards as prescribed in AR 600-20 (Army Command Policy) and AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).
- The uniform for the EORC is the BDUs.
- May not have appointments during the course period and may not miss more than 1 hour during the course.
- Student who misses more than one hour will be disenrolled from the course.

2g

**POLICY**

3

**Training Goal** Focuses on identifying and understanding contemporary leadership issues relating specifically to EO and sexual harassment.

- Teaches EORC Candidates (SSG through 1LT) the skills to effectively resolve human relations issues, enhance interpersonal communication and promote unit cohesion.
- An 80-hour course, conducted every other month.
- There are no classes in July and December.

3a

**Training** Training subjects are:

**Subjects  
Covered**

- Overview of the Army EO Program.
- Role of the EOA and EOR.

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- 
- Training Subjects Covered (continued)**
- Facilitator Training.
  - Socialization.
  - Self-Awareness.
  - Communication Process.
  - Values, Attitudes, and Behavior.
  - Group Development.
  - Conflict Management.
  - EO Complaint Procedures.
  - Sexism.
  - Racism.
  - System/Victim Focus.
  - Institutional Discrimination.
  - Surveys/Climate Assessment.
  - Sexual Assault.
  - Religious Accommodation.
  - Extremism.
  - Prevention of Sexual Harassment.
  - Information Brief.

3b

**Training Instructors**

All EOAs assigned to III Corps and Fort Hood, 4th ID, 1st CD, 13th COSCOM, and separate brigades are the primary and assistant instructors for the EORC.

- Instructors will be graduates of the Defense Equal Opportunity Management Institute.
- Instructors will be selected from all EOAs assigned to Fort Hood to conduct the training during the EORC. EORC NCOIC will assign classes.
- Instructors must be serving in an EOA position.
- Both the primary and assistant instructor will be present during their assigned class.
- Primary and assistant instructors scheduled to teach small group discussion classes will be the alternate facilitators for small group discussion.
- The primary instructor will help facilitate small group one and the alternate instructor will help facilitate small group two.
- If only one small group is assigned for the course, only the primary instructor will help facilitate.

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**Training  
Instructors  
(continued)**

- Must submit any scheduling conflicts to the III Corps EO Sergeant Major and the EORC NCOIC by the suspense date before the EORC training schedule is published.
- Must coordinate with other EOAs to resolve any scheduling conflicts they may have with the published schedule.
- Once a substitution is agreed upon and finalized, the original instructor must notify the EORC NCOIC.

3b

**COORDINATING INSTRUCTIONS**

4

**Allocations** The III Corps EORC has 50 slots per class.

There are 40 primary slots and 10 additional standby slots.

- III Corps' operation tempo (OPTEMPO) may cause the EORC to be cancelled.
- The minimum number of students required to conduct the course is 15.
- If the minimum requirement is not met 7 days prior to the start of the course, the course will be cancelled.
- Soldiers who do not attend the course due to cancellation, must re-submit the EORC application through the appropriate channels for the next scheduled class.
- Soldiers will not be automatically enrolled for the next class.
- Non-III Corps Soldiers from other military posts, Fort Hood tenant units, USAR Soldiers, and Army National Guard Soldiers may attend the III Corps and Fort Hood EORC on a space available basis.

4a

**Enrollments** EORC Enrollment is from 0830-0900.

- Units enrolling students from other installations are responsible for their billeting and rations.

4b

**Student  
Release**

The III Corps EO Program Manager has student release authority.  
*Release criteria include:*

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**Student Release (continued)**

- Academic: when academic performance is so poor that continued attendance is not beneficial to either party.
- Disciplinary: when a student's motivation, violation, or infraction of the rules or regulations warrants release.
- The EORC NCOIC will notify the MSCs EOA of the student's release.
- The MSC EOA notifies the unit commander or first sergeant of the release.

4c

**Waivers**

- The waiver to attend the Fort Hood EORC will be granted to Soldiers who had attended the course within the past 2 years.
- DA Form 87 (Certificate of Training) must be provided to the MSC EOA for verification and approval.
- The brigade EOA will interview the Soldier to ensure that he/she has remained proficient as an EOR.
- The Soldier should be able to articulate current DA policies regarding EO.
- Upon completion of the interview, the brigade EOA will schedule the Soldier to take a refresher test at the III Corps EO Office.
- The Soldier must pass the refresher test in order to be assigned to duties as a unit EOR.
- The Soldier must familiarize themselves with III Corps and Fort Hood, Division and Brigade EO policies.
- Additional information can be obtain from the III Corps web site: [www.hood.army.mil/III\\_CorpsEOProgram/](http://www.hood.army.mil/III_CorpsEOProgram/).
- In the event that the EOR does not meet the above requirements, he/she must attend the III Corps and Fort Hood EORC.

4d

**Graduates**

Graduates of the course will:

- Serve at least one year of additional duty as the unit EOR.
- Assist commanders in identifying and addressing potential indicators/detractors not conducive to a positive unit EO climate.
- Recognize detractors from a healthy unit EO climate.

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- Graduates (continued)**      Continuously assist the commanders in the conduct of unit climate assessments.
- Prepare and assist the commander in the conduct of EO training.
  - Assist commanders and assigned project officers in preparing and conducting ethnic observances and special commemorations.
  - Establish liaison with Brigade, Division, or Corps EOAs.
  - Assist complainants in conflict resolution, notify the chain of command, or refer them to an appropriate agency for assistance.
  - Serve as a resource person for EO matters in the unit.

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4e

**Table 4-1. Equal Opportunity Representative Course Dates for FY '05 and FY '06.**

<b>FY '06</b>	<b>COURSE NUMBER</b>
3-19 Oct 05	06-01
31 Oct-17 Nov 05	06-02
9-27 Jan 06	06-03
6-22 Mar 06	06-04
3-19 Apr 06	06-05
1-16 May 06	06-06
5-21 Jun 06	06-07
7-23 Aug 06	06-08
11-26 Sep 06	06-09
<b>FY '07</b>	<b>COURSE NUMBER</b>
2-11 Oct 06	07-01
6-15 Nov 06	07-02
8-18 Jan 07	07-03
5-13 Feb 07	07-04
5-12 Mar 07	07-05

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**GLOSSARY**

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***ABBREVIATIONS***

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**AAR**

After Action Review

**ACofS**

Assistant Chief of Staff

**AR**

Army Regulation

**Bde**

Brigade

**Cdr**

Commander

**CIR**

Circular

**DA**

Department of the Army

**DOIM**

Directorate of Information Management

**EO**

Equal Opportunity

**EOA**

Equal Opportunity Advisor

**EOR**

Equal Opportunity Representative

**EORC**

Equal Opportunity Representative Course

**FH**  
Fort Hood

**FY**  
Fiscal Year

**IAW**  
In Accordance With

**IPR**  
In-Progress Review

**LTC**  
Lieutenant Colonel

**MSC**  
Major Subordinate Command

**NLT**  
Not later than

**OPTEMPO**  
Operations Tempo

**REG**  
Regulation

**SA**  
School Application

**SC**  
Signal Corps

**SSG**  
Staff Sergeant

**1CD**  
First Cavalry Division

**1LT**  
First Lieutenant

**4ID**  
Fourth Infantry Division

**13<sup>th</sup> COSCOM**  
Thirteen Corps Support Command