



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
CYBER CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

11 February 2016

MEMORANDUM FOR Cyber Center of Excellence Noncommissioned Officer Academy (CNCOA)

SUBJECT: Policy Memorandum #2 – The Army's Equal Opportunity (EO) Program

1. This memorandum establishes command policy relative to the Unit's EO Program. This policy applies to both military and civilian employees assigned or attached to the CNCOA and is required reading by all personnel.
  2. As Commandant of the CNCOA, I want to personally state my support and commitment to the Army's EO Program. I fully endorse the EO policy set forth by the Commanding General, Fort Gordon, Georgia.
  3. Equal Opportunity is everybody's business, every Soldier and leader assigned to this Academy has a responsibility to promote a positive EO climate that supports readiness and unit cohesion. I want to guarantee Soldiers and civilians, their leaders and family members a command climate that treats everyone on the basis of capability and merit without regard to race, color, religion, nationality or gender. Behavior that constitutes race or gender discrimination cannot and will not be tolerated. It is only with full command support that equal Opportunity can become a reality. Towards that goal, anyone assigned or attached to this Academy who violates this policy will be dealt with accordingly.
  4. I ask that all members of this Academy commit themselves to making this policy work. You are encouraged to use the chain of command to identify and solve problems. If anyone feels that his or her grievance is not receiving command attention, my door is always open.
  5. EO complaints must be filed with the chain of command. The CNCOA EO Representative, Cyber Center of Excellence EO Advisor, Inspector General, Housing Referral Office, Staff Judge Advocate, PMO, CID, Chaplain, and medical personnel can assist commanders, Soldiers, and civilians with their equal Opportunity or sexual harassment complaints. All members of this command will be protected from reprisal or retaliation for filing complaints. No employee or Soldier may take or threaten to take an unfavorable personnel action, or withhold a favorable action, in reprisal against any person for filing a complaint. Should a person be threatened with such an act, or should an act of reprisal occur, it must be reported to the Department of Defense Inspector General (DoD IG). If the allegation is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DoD IG. The DoD hotline number is 1-800-424-9098 or DSN 664-8799. It is strongly encouraged to simultaneously report such threats or
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acts to the appropriate chain of command. Soldiers submitting a complaint must give specifics about their allegation of discrimination to ensure accurate and rapid resolution.

6. All complaints should be resolved at the lowest level possible and within the timelines stated on the EO Complaint Process chart posted on the bulletin board.

7. All Soldiers and civilians are expected to comply with this policy letter. Violation of this policy memorandum by any CNCOA Soldiers provides a basis for disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action. Any violation by Soldiers on student status may result in them being withdrawn from the course.

8. A copy of this memorandum will be placed on all CNCOA HQs, Senior Leader Course and Advanced Leader Course bulletin boards.

9. The point of contact for this memorandum is the Deputy Commandant, MSG Jason M. Holland at 706-791-7882 or [jason.m.holland2.mil@mail.mil](mailto:jason.m.holland2.mil@mail.mil).

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Commandant