

## BN Equal Opportunity Programs Checklist

Proponent for Inspection: Equal Opportunity Office

Point of Contact: \_\_\_\_\_

Unit Inspected: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Unit Representative: \_\_\_\_\_

Unit Phone No.: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Inspector's Phone No.: \_\_\_\_\_

Unit Overall Rating: T P U

STANDARDS: "T"= 90% success rate of evaluated tasks with 5 NO GOs or less . "P"= 70% success rate of evaluated tasks with 17 NO GOs or less. "U"= less than 70% success rate of evaluated tasks 18 NO GOs or more.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	N/A
<b>LEADER INVOLVEMENT:</b>	-----			
1. Has the commander appointed an EOR in their unit? IAW AR 600-20, Para 6-3i (12).	BN			
2. Has the commander published separate policy statements for EO, sexual harassment, and complaint procedures and are they posted throughout the command? IAW AR 600-20 Para 6-3i (11).	BN			
3. Company policy statements forwarded to higher headquarters within 60 days of Commanders assuming command or whenever policy statements are revised? Suppl 1, Para 6-3i (11).	BN			
4. Does the command maintain an EO line and is the telephone number posted throughout the command? IAW AR 600-20 Para 6-3f (2).	BN			
5. Are Company commanders submitting timely and complete QNSR reports (EO Database) not later than the 5 <sup>th</sup> day of the following quarter.	BN			
6. Does the Company conduct SAVs to subordinates and activities on an annual basis? IAW AR 600-20 Para 6-3i.	BN			
a) Did the EOR conduct an in and out briefing with Commander or his/her designated representative? Suppl 1, Para 6-3i (9).	BN			
b) Were focus groups conducted with subordinated to assess the command climate? Suppl 1, Para 6-3i (9).	BN			
c) Was an official report provided from the Senior Mission Commander or representative to the Battalion Commander within 30 days of the Staff Assistance Visit? Suppl 1, Para 6-3i (9).	BN			
7. Did Company EOR's received sustainment training from brigade EOA quarterly? IAW AR 600-20, Para (22).	BN			
8. Has the principal EOR developed a working relationship with support agencies (i.e. SJA, IG, Chaplain and EEO)? IAW AR 600-20, Para 6-3j (15).	BN			
9. Does the command support HQDA recognition programs i.e. EOA of the Year and Civil Rights Meritorious Service Awards (NAACP, FAPAC, FEW, LULAC, and IMAGE)? Are disinterested panels Used in the selection process? IAW AR 600-20, Para 6-3j (19) and Para 6-4.	BN			
10. Does Company EOR keep the commander on human readiness concerns through quarterly EO progress reports analyzing trends of the data and making recommendations to the leadership? IAW AR 600-20, Para 6-3j (6).	BN			
<b>EO STAFFING:</b>	-----			
1. Are EORs utilized IAW AR 600-20 and TRADOC guidance? IAW AR 600-20, Para 6-3l.	BN			
2. Are EORs a member of the chain of command in the rank of SGT (P) through 1LT. IAW AR 600-20, Para 6-3l.	BN			
3. Are EORs assigned to each Company/Battery/Troop, and Battalion? IAW AR 600-20, Para 6-3l and Suppl 1, Para 6-3l.	BN			
4. Has EOR assist commanders in addressing EO climate detractors? IAW 600-20, Para 6-3l (1).	BN			
5. Has EOR continuously assist commanders in the conduct of unit climate assessments? IAW 600-20, Para 6-3l (4).	BN			
6. Has EOR prepare and assist the commander in the conduct of EO training? IAW 600-20, Para 6-3l (3).	BN			
7. Has EOR establish and maintain liaison with other EORs and with the EOA at higher headquarters? IAW 600-20, Para 6-3l (4).	BN			
8. Has EOR assist commanders and assigned project officers in preparing and conducting ethnic observances and special commemorations? IAW 600-20, Para 6-3l (5).	BN			

<b>INSPECTION CRITERIA:</b>	<b>LEVEL</b>	<b>GO</b>	<b>NO GO</b>	<b>N/A</b>
9. Is there an orders of appointment for the EOR?	BN			
<b>EQUAL OPPORTUNITY ACTION PLANS (EOAP)</b>	-----	-----	-----	-----
1. Does the command have an approved copy Equal Opportunity Action Plan of brigade and FLW? IAW AR 600-20, Para 6-14a.	BN			
2. Is the command submitting EOAP data and statistics not later than the 5 <sup>th</sup> day following the end of the quarter? Suppl 1, Para 6-16.	BN			
<b>COMPLAINT PROCESSING:</b>	-----	-----	-----	-----
1. Has EOR assist complainants by referring them to an appropriate agency for assistance. IAW AR 600-20, Para 6-3l (6).	BN			
<b>UNIT ASSESSMENTS:</b>	-----	-----	-----	-----
1. Are company/battery/troop commanders utilizing the Command Climate Survey within 90 days of assuming command and annually thereafter? IAW AR 600-20, Para 6-3i (13) and App E-1.	BN			
2. Are company/battery/troop commanders providing feedback to Soldiers within 30 days from the completion of Command Climate Surveys? IAW AR 600-20, Para 6-3i (14).	BN			
<b>TRAINING:</b>	-----	-----	-----	-----
1. Are units conducting EO/Sexual Harassment training IAW AR 600-20? Para 6-15a (2).	BN			
a). Is EO/Sexual Harassment training properly documented (i.e. training schedule, training files, and EO database)? IAW AR 600-20, Para 6-15a (2).	BN			
b). Is EO/Sexual Harassment training small group, discussion based, and interactive? IAW AR 600-20, Para 6-15a (2)	BN			
2. Are EO/Sexual Harassment training, command climate surveys, and EOA / EOR staffing briefed at the QTB / SATB? IAW AR 600-20, Para 6-15 <sup>a</sup> (1) (a).	BN			
3. Are EORs trained utilizing the 80 hour TSP? IAW AR 600-20, Para 6-3l.	BN			
4. Are EORs receiving sustainment training from brigade EOAs at least semiannually? Suppl 1, Para 6-3k (10.)	BN			
<b>SPECIAL / ETHNIC OBSERVANCES:</b>	-----	-----	-----	-----
1. Do standing committees plan Special and Ethnic Observances? IAW AR 600-20, Para 6-19e.	BN			
2. Are Special and Ethnic Observances adequately publicized? IAW AR 600-20, Para 6-19d.	BN			
<b>ADMIN SECTION ( Hard Copies and Digital ):</b>	-----	-----	-----	-----
1. Did the installation EO Office provide a briefing of their EO program to the TRADOC SAV team? Suppl 1, Para 6-3j (10)	BN			
2. Maintain the following reference publications: Suppl 1, Para 6-3k (25)	BN			
a) DoDD 1350.2, DoD Equal Opportunity Program (18 August 1995)	BN			
b) DoDD 1300.17, Accommodating Religious Practices (3 February 1988)	BN			
c). DoDD 7050.6 , Military WhistleBlower Protection (23 June 2000)	BN			
d) AR 600-20, Army Command Policy (7 June 2006)	BN			
e) AR 690-12, Equal Employment Opportunity and Affirmative Action Plan (4 March 1988)	BN			
f) AR 190-24, Armed Forces Disciplinary Control Boards And Off-Installation Liaison and Operations (27 July 2006)	BN			
g) AR 210-50, Housing Management (3 October 2005)	BN			
h) DA Pam 350-20, Equal Opportunity Training Guide (1 June 1994)	BN			
i) DA Pam 600-26, The DA Affirmative Action Plan (23 May 1990)	BN			
j) TC 26-6, Commander's EO Handbook (1 April 2005)	BN			
k) TRADOC Reg 600-11, Equal Opportunity Action Plan of TRADOC (8 April 2005)	BN			
l) FLW Reg 350-6, Initial Entry Training (IET) Policies and Administration (17 July 2002)	BN			

INSPECTION CRITERIA:	LEVEL	GO	NO GO	N/A
m) FLW EOAP, Equal Opportunity Action Plan (8 February 2006)	BN			
n) BDE EOAP	BN			
o) BDE SOP	BN			
<b>INFORMATION BOARD ACCESSIBLE TO ORGANIZATION MEMBERS CONSISTING OF:</b>	-----	-----	-----	-----
1. Policy Letters (Brigade, Installation, TRADOC) updated with current Commanders.	BN			
2. FLW EOA Poster, EOR picture with POC information.	BN			
3. Current FLW Off-Limits Area policy letter.	BN			
4. Complaint Process Matrix	BN			
5. Upcoming events posted	BN			
6. Is unit EO board organized and accessible?	BN			
<b>REMARKS AND FINAL COMMENTS:</b>				