



Appendix O



EIGHTH ARMY EQUAL OPPORTUNITY

INSPECTION / STAFF ASSISTANCE VISIT CHECKLIST

Unit Inspected:

Date:

Inspector(s):

Rating:

SECTION I - ADMINISTRATION/POLICIES/REGULATIONS

REQUIREMENTS	IAW	STATUS	REMARKS
1-1 REGULATIONS		YES/NO	
1. AR 600-20, Army Command Policy	AK Suppl 1 to AR 600		
2. AR 15-6, Procedures for Investigating Officers,	AK Suppl 1 to AR 600		
3. DA Pam 350-20, Unit EO Training Guide	AK Suppl 1 to AR 600		
4. TC 26-6, Commander's EO Handbook	AK Suppl 1 to AR 600		
5. DA PAM 600-26, DA Affirmative Action Plan	AK Suppl 1 to AR 600		
6. AR 25-50, Preparing and Managing Correspondence	AK Suppl 1 to AR 600		
7. AR 25-400-2, The Army Records Information Management System (ARIMS)	AK Suppl 1 to AR 600		
8. Army in Korea Supplement 1 to AR 600-20	AK Suppl 1 to AR 600		
9. Command Equal Opportunity Action Plan	AK Suppl 1 to AR 600		
10. Equal Opportunity Continuity Book	AK Suppl 1 to AR 600		
11. US Army in Korea Standards Handbook	AK Suppl 1 to AR 600		
12. 8 th Army 600-2 Republic of Korea Army Personnel with the United States Army	AK Suppl 1 to AR 600		
13. DA Consideration of Others Handbook	AK Suppl 1 to AR 600		
1-2 EO POLICY MEMORANDUMS (Published & Posted)	AR 600-20, Ch 6	YES/NO	
1. EO Policy (DA, 8 th Army, Brigade, and Battalions)	AR 600-20, 6-3i (11)		
2. Prevention of Sexual Harassment (DA, 8 th Army, Brigade, and Battalions)	AR 600-20, 7-2b		
3. EO Complaint Procedures (DA, 8 th Army, Brigade, and Battalions)	AR 600-20, 6-3i (11)		
4. Open Door Policy (DA, 8 th Army, Brigade, and Battalions)	AR 600-20, 2-2		
5. Photo, Name and Phone Number of EOA	AK Suppl 1 to AR 600-20		
6. Name and Phone Number of Battalion Primary EOLs	AK Suppl 1 to AR 600-20		

7. DA Poster 600-4, Army EO Complaint Process flowchart	AR 600-20, 6-3i (11)		
8. Do memorandums follow guidelines IAW AR 600-20, 6-3i(11)	AR 600-20, 6-3i (11)		
1-3 QUARTERLY/ ANNUAL NARRATIVE STATISTICAL REPORT (QNSR)/(ANSR)	AR 600-20, Ch 6	YES/NO	
1. Is QNSR submitted quarterly no later than the 15 th day of the new quarter?	OPORD 95-09		
2. Is ANSR submitted no later than the 30 th of the new fiscal year?	AK Suppl 1 to AR 600-20		
3. Does the unit maintain the QNSR and ANSR reports on file?	AR 25-400-2		
4. Is the QNSR and ANSR reviewed and signed by the commander?	AR 600-20,6-3i (23)		
1-4 EQUAL OPPORTUNITY ACTION PLAN (EOAP)	AR 600-20, Ch 6	YES/NO	
1. Is an EOAP present and reviewed by commander? EOAP on hand or draft copy for approval	AR 600-20, 6-3j (2)		
1-5 COMMAND CLIMATE SURVEY (CCS)	AR 600-20, Ch 6	YES/NO	
1. Was the date of first CCS within 90 days of assumption of command and annually thereafter? All units assigned to must be accounted for.	AR 600-20, E-1		
2. Are commanders providing feedback within 30 days of conduct of CCS? EOA has a memorandum from Cdr stating feedback to unit.	AR 600-20, E-2		
3. Are results of the CCS on file for inspection?	AR 600-20, E-3		
4. Are surveys being supplemented by group interviews, analysis of records, and review of complaint reports? Documented by memorandum.	AR 600-20, 6-3i (13)		
5. Are CCS being annotated on the QNSR?	AR 600-20, E-3		
1-6 STAFF ASSISTANCE VISITS (SAV)			
1. Are staff assistance visits conducted on subordinate units? Documented via checklist. SAV results on individual units are required to be kept on file.	AR 600-20, 6-3k (21)		
2. Are SAV being annotated on the QNSR	AR 600-20, E-3		
SECTION II – COMPLAINT PROCESSING AND PROCEDURES			
2-1 ACTIONS UPON RECEIVING A COMPLAINT (FORMAL)	AR 600-20, Ch 6	YES/NO	
1. Is the general court-martial convening authority notified within 72 hours of all formal complaints? Documented via MFR or Email	AR 600-20, D-4a		
2. Are progress reports sent to the GCMCA 21 days after the start of the investigation and 14 days thereafter? Documented via MFR or Email	AR 600-20, D-4a		

3. Are 15-6 investigations conducted?	AR 600-20, D-6		
4. Is a protection plan created to prevent acts of reprisal? Documented via Memorandum	AR 600-20, D-4c		
2-2 INVESTIGATION TIMELINES (FORMAL)	AR 600-20, Ch 6, App D.	YES/NO	
1. Are investigations completed within 14 calendar days? Documented via the DA 7279	AR 600-20, D-5		
2. Are extensions granted by the next higher command when applicable? Documented via MFR or Email	AR 600-20, D-5		
3. Are additional extensions requested through the GCMCA in the chain of command? Documented via MFR or Email	AR 600-20, D-5		
4. Was the complainant and alleged offender briefed on the results of the investigation and given the opportunity to appeal if applicable? Documented via the DA 7279	AR 600-20, App D-7 thru D-8		
5. Was appeal presented within seven calendar days? Documented via Appeal documents	AR 600-20, D-8a		
6. Was the appeal forwarded to the next higher level Commander within 3 calendar days of receipt? Documented via email or hard copy transmittal document	AR 600-20, D-8b		
7. Did the Appellate authority review, act, and provide written feedback to the complainant of the appeals results within 14 calendar days? Documented via appeal results from higher	AR 600-20, D-8c		
8. Does the EOA provide a written review of the investigation prior to submission to appointing authority? Documented via MFR	AR 600-20, D-6k (9)		
9. Are follow-up assessments conducted for formal complaints (30-45 days after) EOA document via MFR	AR 00-20, D-10		
10. Did the EOA advise or assist the commander and Investigating Officer throughout the complaints inquiry/investigation?	AR 600-20, D-6d		
11. Is a copy of the complaint filed and maintained by the EOA for 2 years? Filed IAW AR 25-400-2	AR 600-20, D-11		
2-3 FORMAL EO COMPLAINT PACKET	AR 600-20, Ch 6, App D.	YES/NO	
1. Orders of appointment on investigating officer.	AR 600-20, D-6k (1)		
2. Copy of the completed DA 7279 with attached continuation sheets.	AR 600-20, D-6k (2)		
3. Copy of the completed/initialed Commander's Plan to prevent reprisals.	AR 600-20, D-6k (3)		
4. List of questions developed with assistance of the EOA.	AR 600-20, D-6k (4)		
5. Statements/synopses of interviews with complainant(s), named witness(es), subject(s), and relevant members of the chain(s) of command.	AR 600-20, D-6k (5)		
6. Copies of supporting documents if applicable.	AR 600-20, D-6k (6)		
7. Description/assessment of unit policies, procedures that may have contributed to perceptions of unlawful discrimination or sexual harassment within the unit.	AR 600-20, D-6k (7)		
8. Written approval from higher echelon commander for any approved extensions.	AR 600-20, D-6k (8)		
9. Written explanation of extenuating circumstances that prevented the investigating officer from interviewing any named witness(es), complainant(s), or subject(s).	AR 600-20, D-6k (9)		
10. Does each packet contain a written review by the EOA?	AR 600-20, D-6j		

11. Does the packet contain a legal review?	AR 600-20, D-7		
2-4 INFORMAL COMPLAINTS	AR 600-20, Ch 6, App D.	YES/NO	
1. Are memorandum for records (MFRs) prepared for informal complaints? Does the MFR include information indicating nature of complaint and identifying pertinent information to assist in the identification of unit's command climate? Filed IAW AR 25-400-2	AR 600-20, D-1a(1)		
2. Are informal complaints tracked at Bde level and annotated on QNSR?	AK Suppl 1 to AR 600-20		
SECTION III – DEPARTMENT OF THE ARMY EQUAL OPPORTUNITY DATA BASE			
3-1 EO DATABASE			
1. Is there a current log-in and password?			
2. Are all formal and informal complaints entered into EORS?			
3. Unit reporting: Check system for 3 random input			
a. Are Unit Assessments entered?			
b. Are Training Assessments entered?			
c. Is Upcoming Training entered?			
d. Is Monthly Reporting entered?			
e. Are Command Profiles entered?			
SECTION IV – TRAINING			
4-1 EXECUTIVE SEMINAR	AR 600-20		
1. Has Senior Leader /Executive-level Seminar EO/POSH training conducted or scheduled? Documented via training schedule/calendar and sign-in sheet	AR 600-20, 6-15a (4)		
2. Is Senior Leader/Executive-level training progressive, interactive, and small group? View training documents closely to assess if training is progressive, interactive, and small group	AR 600-20, 6-15a (4)		
4-2 EO TRAINING	AR 600-20, Ch 6	YES/NO	
1. Has EO training been conducted for 2 of the 4 quarters? Documented via Sign-in roster	AR 600-20, 6-15a (2)		
2. Does the conducted training match the training schedule? View training schedule and sign-in roster for all companies	AR 600-20, 6-15a (2)		
3. Does documented training show type; instructor/facilitator, date/time, length of training, and roster of attendees? View sign-in sheet for all companies	AR 600-20, 6-15a (2)		

4. Does attendance roster show the chain of command present? View sign-in roster for PSG, 1SG, and Cdr signature; all chain of command may not be present at the same time	AR 600-20, 6-15a (3)		
5. Is the training progressive, interactive, and small group? View training documents closely to assess if training is progressive, interactive, and small group	AR 600-20, 6-15a (2)		
4-3 PREVENTION OF SEXUAL HARASSMENT (POSH)	AR 600-20, Ch 7	YES/NO	
1. Has POSH training been conducted for 2 of the 4 quarters? Documented via Sign-in roster	AR 600-20, Ch 7-8		
2. Does the conducted training match the training schedule? View training schedule and sign-in roster for all companies	AR 600-20,6-15a (2)		
3. Does documentation show type of training; instructor/facilitator, date/time, length of training, and roster of attendees? View sign-in sheet for all companies	AR 600-20, 6-15a (2)		
4. Does the attendance roster show the chain of command present? View sign-in roster for PSG, 1SG, and Cdr signature; all chain of command may not be present at the same time	AR 600-20, 6-15a (2)		
5. Is POSH trained progressive, interactive, and small group? View training documents closely to assess if training is progressive, interactive, and small group	AR 600-20 Ch 7-8		
4-4 QUARTERLY TRAINING BRIEFS (QTB) (BDE/BN)	AR 600-20, CH 6		
1. Did the unit brief the type and date of human relations training conducted by the unit since the last QTB? View QTB slides	AR 600-20, 6-15a (1) (a)		
2. Did the unit brief the type and date of human relations training scheduled before the next QTB? View QTB slides	AR 600-20, 6-15 (1) (b)		
3. Did the unit brief the number of EOA/EOLs required authorized, or on hand and the training they have completed or scheduled prior to the next QTB? View QTB slides	AR 600-20, 6-15a (1) (c)		
4. Did the commander brief the date the last command climate survey was conducted and date the next command climate survey is scheduled? View QTB slides	AR 600-20, 6-15a (1) (d)		
5. SATB- Senior Leaders Training? View SATB Slides	AR 600-20, 6-15a		
SECTION V –SPECIAL COMMEMORATIONS/ETHNIC OBSERVANCES			
1. Does the unit plan and conduct special commemorations/special observances? Look for info to show observances was conducted or planned	AR 600-20, 6-19		
2. Is there a standing committee to plan special commemorations/special observances? Document via MFR of committee	AR 600-20, -19e		
3. Are the special commemorations/special observances conducted during prescribed dates and has funding been designated for them? Look for each company's info on observances conducted or planned	AR 600-20, 6-19h-i		
4. Are Soldiers notified of observances and events prior to their start? Look for flyers and other forms of notification of observances	AR 600-20, 6-19d		
SECTION VI –STAFFING			
5-1 EOA/EOL STAFFING	AR 600-20, Ch 6	YES/NO	
1. Is the EOA assigned to the personal or special staff of the MSC commander?	AR 600-20, 6-3i(6)		
2. Does the EOA have an area to conduct private interviews?	AK Suppl 1 to AR 600-20		
3. Is the EOA included in staff meetings and deployments in order to accomplish the Human Relations' mission?	AR 600-20, 6-3i(6)		

4. Is the MSC Commander in the EO Advisor's rating scheme? Have a copy of the rating scheme	AR 600-20, 6-3i(7)		
5. Has the unit established a Human Relations/EO Budget or allocated funding to carry out the command's Human Relations/EO programs? Document from RM stating the EOA's Budget	AR 600-20, 6-3i(21)		
6. Are EOLs appointed in the rank of SGT(P) through 1LT? Have a copy of all EOLs appointment orders and certificate of training	AR 600-20, 6-3i (12) AK Suppl 1 to AR 600-20		
7. Are EOLs school trained within 60 days of appointment? View appointment orders and certificate of training	AK Suppl 1 to AR 600-20		
8. Is the appropriate number of trained EOLs appointed/assigned. Documented via spreadsheet	AK Suppl 1 to AR 600-20 TC 26-6, CHP 6		

STAFF ELEMENT: Equal Opportunity

All aspects of the Commander's Equal Opportunity program are subject to inspection. The Eighth Army Equal Opportunity Office has selected questions in the following Six Sections that are key factors in this program.

The Six Sections are: administration/Policies/Regulations, Complaint Processing and Procedures, Department of the Army Equal Opportunity Data Base, Training, Special Commemorations/Ethnic Observances, and Staffing.

Each one of the sections is graded on a Yes/No (Comply/Non-Comply) system with an overall rating of Commendable, Satisfactory or Unsatisfactory. A **Commendable Rating** is awarded if a unit receives 90-97 (90%-97%) Yes (Comply) or Not Applicable (NA) on the inspection. A **Satisfactory Rating** is awarded if a unit receives 70-89 (70%-89%) Yes (Comply) on the inspection. An **Unsatisfactory Rating** is awarded if 69 (69%) or less Yes (Comply) on the inspection. Each section of the inspection checklist holds equal weight. One section is not more vital to mission success.

GREEN			90-97 (90%-100%) NO MAJOR DEFICIENCIES
AMBER			70-89 (70%-89%) MINOR DEFICIENCIES NOTED
RED			< 69 (0%-69%) MAJOR DEFICIENCIES