

COMMAND INSPECTION CHECKLIST for TDA & MTOE BDE, BN, CO Commands

EQUAL OPPORTUNITY PROGRAM

Unit Inspected: _____ Inspector: _____ Date: _____

Inspected Unit Contact: _____ Phone Number: _____

EQUAL OPPORTUNITY PROGRAM Reference NGR 600-21, 14 SEP 2001	YES	NO	COMMENT
1. Commanders publish separate policies for EO and Sexual Harassment within 60 days of assuming command and update them annually thereafter. Commander policies prominently displayed, along with the TAG's policies, where all unit members have access to them. IAW NGR 600-21 para 1-4f and Affirmative Action Plan (AAP) Milestone 2-2.1.			
2. Commanders conduct a unit climate assessment within 180 days of assuming command and annually thereafter. IAW NGR 600-21 para 1-4f(3) and AAP Goal 2-4.1.			
3. The EO Complaint Process prominently displayed where all unit members have access to it. IAW NGR 600-21 para 1-4f(5) and AAP Milestone 2-5.2.			
4. Unit EO training <ul style="list-style-type: none"> • Conducted at least twice annually, and at a minimum includes one hour of EO training and one hour of Prevention of Sexual Harassment training. • Documented on the unit training schedule and on completion, attendance rosters are maintained showing when training was conducted, who attended and what was covered. IAW NGR 600-21 para 2-10a(1), 2-10a(3) and AAP Milestone 2-9.2.			
5. All newcomers to the unit oriented on the Commander's EO policy, the EO Complaint Process, and the location of EO policies, personnel and resources. IAW AAP Objective 2-5.1.			
6. MACOMS/Brigades: One soldier of minimum rank CPT or SFC appointed as primary duty Equal Opportunity Advisor (EOA). IAW AR 600-21 para 2-2a-b and AAP Objective 2-6.2.			
7. MACOMS/Brigades: EOA is a DEOMI applicant or trainee within 60 days of appointment. IAW AR 600-21 para 3-1a.			
8. MACOMS/Brigades: EOA trains EORs subordinate to their command. IAW AR 600-21 para 1-4h(8), 2-2f(7).			
9. Battalion and Company/Battery/Detachment level commands: One or more soldiers of rank E-5 or above appointed as additional duty Equal Opportunity Representatives (EORs) and			

<p>carry out EOR duties in the unit. IAW AR 600-21 paras 2-2g, 2-10c and AAP Milestone 2-6.3.</p>			
<p>10. MACOMS/Brigades: Affirmative Action Plans</p> <ul style="list-style-type: none"> • Developed and implemented by brigades and equivalent O-6 commands. • Commanders provide a copy of their AAP to the next higher Commander. (The state AAP may be used or altered to fit the brigade.) <p>IAW NGR 600-21 para 2-6.</p>			
<p>REMARKS:</p>			