

III CORPS CI/SAV CHECKLIST

Unit Inspected:

Updated on 1 Sep 06

Inspector(s):

Rating:

Date:

SECTION I - ADMINISTRATION/POLICIES/REGULATIONS (ON HAND)

REQUIREMENTS	IAW	STATUS	REMARKS
1. ADMINISTRATION	AR 600-20, Ch 6		
a. Is there an installation EO assistance line?	AR 600-20, Ch 6, para 6-3f (2)		
b. Is the commander in the EOA rating scheme?	AR 600-20, Ch 6, para 6-3i (7)		
c. Are tenant memorandum of agreements on file?	AR 600-20, Ch 6, para 6-3e (3)		
d. Has a Staff Assistance Visit been conducted?	AR 600-20, Ch 6, para 6-3i (24)		
e. Are approved office records filed IAW ARIMS?	AR 25-400-2, Ch 5		
2. EO POLICY MEMORANDUMS (Published & Posted)	AR 600-20, Ch 6		
a. Equal Opportunity Policy	AR 600-20, Ch 6, para 6-3i (11)		
b. Prevention of Sexual Harassment	AR 600-20, Ch 6, para 6-3i (11)		
c. Equal Opportunity Complaint Procedures	AR 600-20, Ch 6, para 6-3i (11)		
d. Open Door Policy	AR 600-20, Ch 2, para 2-2		
e. Do memorandums contain all required information?	AR 600-20, Ch 6, para 6-3i (11)		
3. REGULATIONS (EO Book)			
a. AR 600-20, Army Command Policy (7 Jun 06) (Recommend HC)			
b. III Corps & FH REG 600-21, EO Program (15 Apr 01)			
c. AR 15-6, Procedures for Investigating Officers, (30 Sep 96)			
d. DA Pam 600-26, DA Affirmative Action Plan (23 May 90)			
e. DA Pam 350-20, Unit EO Training Guide (1 Jun 94)			
f. TC 26-6, Commander's EO Handbook (1 Apr 05)			
g. AR 210-50, Housing Management (26 Feb 99)			(Bn and above only)
4. QUARTERLY NARRATIVE STATISTICAL REPORT (QNSR)	AR 600-20, Ch 6		
a. Is QNSR submitted quarterly to higher headquarters?	AR 600-20, Ch 6, para 6-17		
b. Is the QNSR reviewed and signed by the commander?	AR 600-20, Ch 6, para 6-17		
5. EQUAL OPPORTUNITY ACTION PLAN (EOAP)	AR 600-20, Ch 6		(Bde and above only)
a. Is an EOAP reviewed and signed by commander?	AR 600-20, Ch 6, para 6-14		
b. Are subordinate EOAPs present (if applicable)?	AR 600-20, Ch 6, para 6-14		
6. COMMAND CLIMATE ASSESSMENTS (CCA)	AR 600-20, Appendix E		(Company level only)
a. Date of first CCA (within 90 days of assuming)?	AR 600-20, App. E-1		
b. Next scheduled command climate assessment?	AR 600-20, App. E-1		
c. Are the CCAs annotated in the QNSR?	AR 600-20, App. E-3		

SECTION II - COMPLAINT PROCESSING AND PROCEDURES

1. ACTIONS UPON RECEIVING A COMPLAINT	AR 600-20, Appendix D		
a. Is the general court-martial convening authority notified within 72 hours of all formal complaints?	AR 600-20, App. D-4 (a)		
b. Are progress reports sent to the GCMCA 21 days after the start of the investigation and 14 days thereafter?	AR 600-20, App. D-4 (a)		
c. Are investigations investigated using AR 15-6 procedures?	AR 600-20, App. D-4 (b)		
d. Is a protection plan created to prevent acts of reprisal?	AR 600-20, App. D-4 (c)		

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2. INVESTIGATION TIMELINES	AR 600-20, Appendix D		
a. Are investigation completed within 14 calendar days?	AR 600-20, Appendix D-5		
b. Are extensions granted by the next higher command for investigations not completed within a above?	AR 600-20, Appendix D-5		
c. Are additional extensions requested by the first general officer in the chain of command?	AR 600-20, Appendix D-5		
d. Does the EOA provide a written review of the investigation prior to submission to appointing authority?	AR 600-20, App D-6j		
e. Are follow-up assessments conducted for formal complaints (30-45 days after)?	AR 600-20, App. D-10		

SECTION III - DEPARTMENT OF THE ARMY EQUAL OPPORTUNITY DATA BASE

1. Is there a current log-in and password?			
2. Are all formal complaints entered?			
3. Unit reporting.			
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

1. EXECUTIVE SEMINAR	AR 600-20, Ch 6		
a. Are annual Executive Seminars conducted?	AR 600-20, Ch 6, para 6-15l (4)		
2. EO TRAINING	AR 600-20, Ch 6, para 6-15		
a. Has training been conducted quarterly?	AR 600-20, Ch 6, para 6-15a (2)		
b. Does the conducted training match the training schedule?	AR 600-20, Ch 6, para 6-15a (2)		
c. Does documentation show type of training; instructor/facilitator, date/time, length of training, and roster of attendees?	AR 600-20, Ch 6, para 6-15a (2)		
d. Does attendance roster show the chain of command present?	AR 600-20, Ch 6, para 6-14a (3)		
3. PREVENTION OF SEXUAL HARASSMENT (POSH)	AR 600-20, Ch 7		
a. Has POSH training been conducted 2 quarters?	AR 600-20, Ch 7-8		
b. Conducted training match the training schedule?	AR 600-20, Ch 7, para 7-8f		
c. Documentation show type of training; instructor/facilitator, date/time, length of training, and roster of attendees?	AR 600-20, Ch 7, para 7-8f		
d. Attendance roster show the chain of command present?	AR 600-20, Ch 7, para 7-8g		
e. POSH training documented in individual training records?	AR 600-20, Ch 7, para 7-8f		
f. Is POSH trained to the appropriate level of the audience?	AR 600-20, Ch 7, para 7-8a-d		
4. SEXUAL ASSAULT PREVENTION and RESPONSE PROGRAM	AR 600-20, Ch 8		
a. Is a sexual assault policy signed and posted?	AR 600-20, Ch 8, para 8-5o (17)		
b. Are SAPRP contact numbers published and posted for victim services?	AR 600-20, Ch 8, para 8-5o (15)		
c. Has the unit received sexual assault training?	AR 600-20, Ch 8, para 8-7b		

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d. Is conducted training on the training schedule?	AR 600-20, Ch 8, para 8-7b (1)		
e. Are the appropriate number of UVAs trained and on appointment orders?	AR 600-20, Ch 8, 8-5o (10)(12);8-5s		(Bn and Company level)
f. Is the DSARC trained and on appointment orders?	AR 600-20, Ch 8, 8-5o (10)(12); 8-5q		(Bde only)
SECTION V -STAFFING			
1. Are the appropriate number of authorized and trained EOAs assigned?	AR 600-20, Ch 6, para 6-5		
2. Are the appropriate number of trained EORs on appointment orders?	AR 600-20, Ch 6, para 6-3i (12)		