

FORSCOM EO STAFF ASSISTANCE VISIT CHECKLIST

(FORSCOM Suppl 1 to AR 600-20)

The following criteria, coupled with sensing sessions/group interviews, will enable more effective management of the installation/unit Equal Opportunity Program which contributes to the overall FORSCOM program.

SECTION I - ADMINISTRATION/POLICIES/REGULATIONS (On-Hand)		
REQUIREMENTS	STATUS	REMARKS
1. AR 600-20, Army Command Policy, with all changes and interim changes.		
2. Supplement 1 to AR 600-20.		
3. DA Pamphlet 600-26, DA Affirmative Action Plan.		
4. FORSCOM Circular 600-92-1, FORSCOM Affirmative Action Plan.		
5. Installation Affirmative Action Plans.		
6. Affirmative Action Plan Review.		
a. Are goals achievable and measurable?		
b. Is corrective action identified?		
c. Is the appropriate proponent identified?		
d. Is plan reviewed annually?		
e. Are measurements clearly identified and lead toward goal accomplishment?		
7. Annual Narrative and Statistical Report.		
a. Is copy of report on hand and IAW Supplement requirements?		
b. Are all affirmative action goals met/not met identified?		
c. Is corrective action taken on goals not met?		
8. MACOM/Corps/Installation Reporting Requirements (other than complaint reports).		
9. Equal Opportunity Policy Memorandum (unit commander, and next higher; higher command)		
10. Sexual Harassment Policy Memorandum (unit commander, and next higher; higher command)		
11. Complaint Processing Procedures.		
a. Are quarterly reports received by prescribed suspense date?		
b. Are complaints processed IAW AR 600-20?		
c. Are follow-up assessments conducted?		
12. Office SOP/Continuity Files/MARKS.		
13. Tenant Unit Agreement (if applicable).		
14. Unit EO Assessments.		
15. Staff Assistance Visits.		
16. Office Budget.		
SECTION II - STAFFING		
1. Review TDA authorizations.		
2. Percentage of authorizations on hand.		
3. EOR authorizations identified.		
4. 90% of EORs trained.		
5. REDCAT/Gender breakout of EOA staffing.		
SECTION III - EDUCATION AND TRAINING		
1. Executive Training (Seminars).		
2. Unit Training (IAW AR 600-20 and local training schedules).		
3. Ethnic observances.		
4. Equal Opportunity Representative Course (80 hours).		
5. Training on Master Training Schedule.		
6. Conducted at least semiannually.		
7. Attendance (by REDCAT/Chain of Command).		

SECTION IV - ORGANIZATION/INSTALLATION UNIQUE ITEMS
(Discuss any issues unique to the organization/installation)

REMARKS *(Use for additional comments)*