

MCoE/TRADOC EQUAL OPPORTUNITY CHECKLIST		Unit Inspected:	Effective: 9 January 2015
Inspector(s):		Rating:	Date:
SECTION I - ADMINISTRATION/POLICIES/REGULATIONS (ON HAND)			
REQUIREMENTS	IAW	STATUS (M/NM)	REMARKS
A. ADMINISTRATION	AR 600-20, Ch 6		
Is there an Installation EO assistance line?	AR 600-20, Ch 6, para 6-3f (2)		(INSTALLATION ONLY)
Is the commander in the EOA rating scheme?	AR 600-20, Ch 6, para 6-3i (7)		(BRIGADE AND ABOVE ONLY)
Are tenant memorandum of agreements on file?	AR 600-20, Ch 6, para 6-3e (3)		(INSTALLATION ONLY)
Has a Staff Assistance Visit been conducted within the last annual?	AR 600-20, Ch 6, para 6-3i (24)		(COMPANY AND ABOVE)
Are approved office records filed IAW ARIMS?	AR 25-400-2, Ch 5		(COMPANY AND ABOVE)
B. EO POLICY MEMORANDUMS (Published & Posted)	AR 600-20, Ch 6		
Equal Opportunity Policy.	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
TRADOC	AR 600-20, Ch 6, para 6-3i (11)		(BRIGADE AND ABOVE ONLY)
Installation	AR 600-20, Ch 6, para 6-3i (11)		(BATTALION AND ABOVE ONLY)
Brigade	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
Battalion	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
Company	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
Equal Opportunity Complaint Procedures.	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
TRADOC	AR 600-20, Ch 6, para 6-3i (11)		(BRIGADE AND ABOVE ONLY)
Installation	AR 600-20, Ch 6, para 6-3i (11)		(BATTALION AND ABOVE ONLY)
Brigade	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
Battalion	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
Company	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
Open Door Policy.	AR 600-20, Ch 2, para 2-2		(COMPANY AND ABOVE)
TRADOC	AR 600-20, Ch 2, para 2-2		(BRIGADE AND ABOVE ONLY)
Installation	AR 600-20, Ch 2, para 2-2		(BATTALION AND ABOVE ONLY)
Brigade	AR 600-20, Ch 2, para 2-2		(COMPANY AND ABOVE)
Battalion	AR 600-20, Ch 2, para 2-2		(COMPANY AND ABOVE)
Company	AR 600-20, Ch 2, para 2-2		(COMPANY AND ABOVE)
Special Observances.	CG Observance Policy		(COMPANY AND ABOVE)
TRADOC	CG Observance Policy		(BRIGADE AND ABOVE ONLY)
Installation	CG Observance Policy		(BATTALION AND ABOVE ONLY)
Brigade	CG Observance Policy		(COMPANY AND ABOVE)
Battalion	CG Observance Policy		(COMPANY AND ABOVE)
Company	CG Observance Policy		(COMPANY AND ABOVE)
Do memorandums contain all required information?	AR 600-20, Ch 6, para 6-3i (11)		(COMPANY AND ABOVE)
C. REGULATIONS (EO Book)			
AR 600-20, Army Command Policy, 6 Nov 2014	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
TC 26-6, Commanders EO Handbook, Jun 2008	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
DA PAM 600-35, Relationships Between Soldiers of Different Rank, 21 Feb 2000	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
AR 15-6, Procedures for Investigating Officers, 2 Oct 2006	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
AR 25-50, Preparing and Managing Correspondence, 17 May 2013	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
AR 25-400-2, The Army Records (ARIMS), 2 Oct 2007	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
DoDD 1350.2, DoD Military Equal Opportunity Program, 21 Nov 2003	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
Army Directive 2013-29 (signed by Secretary of Army) stamped 23 Dec 2013	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
AR 350-1, Army Training and Leader Development, 19 Aug 2014	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
DA PAM 600-15, Extremist Activities, 1 Jun 2000	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
AR 420-1, Army Facilities Management, RAR 24 Aug 2012	TRADOC/HQDA Guidance		(COMPANY AND ABOVE)
D. QNSR	AR 600-20, Ch 6		
Is QNSR submitted quarterly to higher headquarters?	AR 600-20, Ch 6, para 6-16		(COMPANY AND ABOVE)
Is the QNSR reviewed and signed by the commander?	AR 600-20, Ch 6, para 6-16		(COMPANY AND ABOVE)
Does the QNSR contain all required data?	AR 600-20, Ch 6, para 6-16		(COMPANY AND ABOVE)
INSPECTORS NAME/RANK/SIGNATURE:			DATE:

MCoE/TRADOC EQUAL OPPORTUNITY CHECKLIST		Unit Inspected:	Effective: 9 January 2015
Inspector(s):		Rating:	Date:
SECTION I - ADMINISTRATION/POLICIES/REGULATIONS (ON HAND) (cont.)			
REQUIREMENTS	IAW	STATUS (M/NM)	REMARKS
E. COMMAND CLIMATE ASSESSMENTS (DEOCS)	Army Directive 2013-29		
Was a CCS/DEOCS conducted within 60 days of the commander's assumption of command?	Army Directive 2013-29		(BATTALION AND ABOVE ONLY)
Was a CCS/DEOCS conducted within 30 days of the commander's assumption of command?	Army Directive 2013-29		(COMPANY ONLY)
Was a CCS/DEOCS conducted at 180 days of the commander's assumption of command?	Army Directive 2013-29		(COMPANY ONLY)
Did the commander provide feedback to the unit within 30 days of the completion CCS/DEOCS?	Army Directive 2013-29		(COMPANY AND ABOVE)
Did the commander annotate on a memorandum for record (MFR) feedback to the unit?	Army Directive 2013-29		(COMPANY AND ABOVE)
Was a follow up CCS/DEOCS conducted at the 12 month mark and annual thereafter?	Army Directive 2013-29		(COMPANY AND ABOVE)
Are CCAs annotated in the QNSR?	AR 600-20, Appendix D-3		(COMPANY AND ABOVE)
SECTION II - COMPLAINT PROCESSING AND PROCEDURES			
F. ACTIONS UPON RECEIVING A COMPLAINT	AR 600-20, Appendix C		
Are informal complaints processed IAW AR 600-20?	AR 600-20, Appendix C-1a		(COMPANY AND ABOVE)
Are Memorandum for Records (MFR) prepared for informal complaints?	AR 600-20, Appendix C-1a		(COMPANY AND ABOVE)
Is the GCMCA notified within 72 hours of all formal complaints?	AR 600-20, Appendix C-4a		(BRIGADE AND ABOVE ONLY)
Are updates sent to GCMCA 21 days from the start of the investigation and 14 days thereafter?	AR 600-20, Appendix C-4a		(BRIGADE AND ABOVE ONLY)
Are investigations conducted using 15-6 procedures?	AR 600-20, Appendix C-4b		(BRIGADE AND ABOVE ONLY)
Is a reprisal plan created and signed by all parties including the commander?	AR 600-20, Appendix C-4c		(BRIGADE AND ABOVE ONLY)
G. INVESTIGATION TIMELINES	AR 600-20, Appendix C		
Are investigations completed within 14 calendar days?	AR 600-20, Appendix C-5		(BRIGADE AND ABOVE ONLY)
Are extensions granted by the next higher command for investigations not within 14 days?	AR 600-20, Appendix C-5		(BRIGADE AND ABOVE ONLY)
Are additional extensions requested by the first general officer in the chain of command?	AR 600-20, Appendix C-5		(BRIGADE AND ABOVE ONLY)
Does the EOA provide a written review prior to submission to the appointing authority?	AR 600-20, Appendix C-6j		(BRIGADE AND ABOVE ONLY)
Are follow-up assessments conducted for formal complaints on a DA 7279-R (30-45 days after)?	AR 600-20, Appendix C-10		(BRIGADE AND ABOVE ONLY)
SECTION III - EQUAL OPPORTUNITY REPORTING SYSTEM			
H. EQUAL OPPORTUNITY REPORTING SYSTEM	AR 600-20, Ch 6, para 6-16		
Is there a current log-in and password?	AR 600-20, Ch 6, para 6-16		(BRIGADE AND ABOVE ONLY)
Are all formal complaints entered?	AR 600-20, Ch 6, para 6-16a		(BRIGADE AND ABOVE ONLY)
Are all informal complaints entered?	AR 600-20, Ch 6, para 6-16a		(BRIGADE AND ABOVE ONLY)
Unit Reporting.	AR 600-20, Ch 6, para 6-16		(BRIGADE AND ABOVE ONLY)
Are Unit Assessments entered?	AR 600-20, Ch 6, para 6-16f		(BRIGADE AND ABOVE ONLY)
Are Training Assessments entered?	AR 600-20, Ch 6, para 6-16e		(BRIGADE AND ABOVE ONLY)
Is Upcoming Training entered?	AR 600-20, Ch 6, para 6-3j (4)		(BRIGADE AND ABOVE ONLY)
Is Monthly Reporting entered?	AR 600-20, Ch 6, para 6-3j (4)		(BRIGADE AND ABOVE ONLY)
Are Command Profiles entered?	AR 600-20, Ch 6, para 6-16b		(BRIGADE AND ABOVE ONLY)
SECTION IV - TRAINING			
I. EXECUTIVE SEMINAR	AR 600-20, Ch 6		
Are annual Executive Seminars conducted?	AR 600-20, Ch 6, para 6-3k (13)		(INSTALLATION ONLY)
J. EO TRAINING	AR 600-20, Ch 6, para 6-15		
Has training been conducted semi-annually	AR 350-1, Appendix G-1		(COMPANY AND ABOVE)
Does the conducted training match the training schedule?	AR 600-20, Ch 6, para 6-15a (2)		(COMPANY AND ABOVE)
Does MFR show type, instructor, date/time, length of training and roster of attendees?	AR 600-20, Ch 6, para 6-15a (2)		(COMPANY AND ABOVE)
Does the attendance roster show the chain of command present?	AR 600-20, Ch 6, para 6-15a (3)		(COMPANY AND ABOVE)
Is EOL Refresher training conducted at least quarterly and is training documented on an MFR?	AR 600-20, Ch 6, para 6-3k (22)		(BRIGADE AND ABOVE ONLY)
SECTION V - STAFFING			
K. STAFFING	AR 600-20, Ch 6, para 6		
Are the appropriate number of authorized and trained EOAs assigned?	AR 600-20, Ch 6, para 6-5		(BRIGADE AND ABOVE ONLY)
Are the appropriate number of EORs trained and on appointment orders?	AR 600-20, Ch 6, para 6-3i (12)		(COMPANY AND ABOVE)
Does the EOA attend Command and Staff?	AR 600-20, Ch 6, para 6-3i (6)		(BRIGADE AND ABOVE ONLY)
Is EOA being assigned duties that prevent him/her from being impartial or perceived impartial?	AR 600-20, Ch 6, para 6-3i (22)		(BRIGADE AND ABOVE ONLY)
Does the EOA maintain a copy of EOL appointment orders and certificate?	AR 350-1, Appendix F		(BRIGADE AND ABOVE ONLY)
INSPECTORS NAME/RANK/SIGNATURE:			DATE: