

**1ID PAM 1-201
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: EO	CHAPTER: 3 SECTION: A	DATE OF REVISION: 1 SEP 02
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PROPONENT/PHONE NO: Division EO 350-7255	PROGRAM/ACTIVITY/TOPIC (PAT) Equal Opportunity	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>A. Discussion: The objective of this evaluation is to ensure that the commander's Equal Opportunity (EO) program has the requisite materials, personnel and training, down to the lowest working level, to facilitate a viable and effective program.</p> <p>B. Specific Questions:</p> <ol style="list-style-type: none"> 1. Are the following references on-hand and up to date? <ol style="list-style-type: none"> a. Army Regulation 600-20, Army Command Policy? b. DA Pamphlet 350-20, Unit Equal Opportunity Training Guide? c. Training Circular 26-6, Commander's Equal Opportunity Handbook? d. DA Pamphlet 600-26, Department of the Army Affirmative Action Plan? e. 1st ID Regulation 600-21, 1st ID Human Relations and EO Program? f. Division/Brigade AAP? 2. Do unit bulletin boards have the following posted for easy access by all soldiers? <ol style="list-style-type: none"> a. Division, brigade, battalion and company commander's policy on Equal Opportunity? b. Division, brigade, battalion and company commander's policy on Sexual Harassment? c. Division, brigade, battalion and company commander's policy on Complaint Processing? d. Division Values program policy? e. Army Values? f. The BRO Creed and command philosophy? g. EOL photographs? h. EO hotline DSN number? 		
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i. EO Complaint Procedures Processing Chart?

j. EOA photo posted with DSN number and building number?

3. Training (Inspection will cover as a minimum the last two quarters of training):

a. Does the master training schedule show EO training IAW AR 600-20, Chapter 6, Paragraph 6-14a(2)?

b. Is EO and other Respect program subjects selected based on Commander's assessments?

c. Is an attendance roster on file matching the training schedule, i.e. showing subject, date, location and time of EO training, coinciding with the training schedule?

d. Did the unit conduct EO training quarterly and is there valid justification provided for personnel unable to attend EO training during the quarter? **A NO-GO on this question will result in needs improvement for overall inspection.**

e. Are Company Commanders conducting the USAREUR EOCAS and DA Command Climate Survey within 90 days after assuming command and annually thereafter?

* 4. Are complaints maintained on file for two years IAW AR 25-400-2?

5. Does the EOA/EOL have sufficient office automation to facilitate Quarterly HREO Progress reporting, DA EO QNSR reporting, graphics production capability, electronic mail and perform the same functions when deployed?

6. EO Climate Interview. The goal of the interview is to obtain soldiers' perceptions of of the EO climate and the command climate in the unit. The unit selects 4-5 soldiers from each sub-unit in grades PV1 through SPC. The interview is conducted in an area free of interruption. **This interview will not be graded but used as feedback to the commander.**

a. What is the frequency and effectiveness of EO training?

b. How are you treated in on/off-post facilities and by others within your unit?

c. Do soldiers know how to make EO complaints?

d. What do you think of the Equal Opportunity climate in your unit (Define equal opportunity, so soldiers do not confuse it with other quality of life issues.)?

e. What can the unit do to make the EO climate better?

ITEM	GO	NO-GO
<p>7. Is the unit commander familiar with:</p> <ul style="list-style-type: none"> a. Complaint procedures IAW AR 600-20, Appendix E? b. Training requirements IAW AR 600-20, Chapter 6, Paragraph 6-14a(2)? c. Ethnic and special observances IAW AR 600-20? d. Division or Brigade AAP? <p>* Asterisk applies to Bdes only.</p> <p>RATING STANDARD (FUNCTIONAL AREA: EO):</p> <ul style="list-style-type: none"> • Commendable – 95% of all items are rated GO including item 3d. • Satisfactory – 80-94% of all items rated GO including item 3d. • Needs Improvement – 79% and below of all items rated GO or a NO-GO on item 3d. <hr/> <p>Inspector’s Comments Mandatory for all NO GO items. (Attach additional sheets if necessary.)</p> <p style="text-align: center;"><u>VERIFICATION</u></p> <p>X _____ Unit POC's Signature, Name Rank, Date</p> <p>X _____ Inspector's Signature, Name Rank, Date</p>		