

Unit header

UIC

Date

MEMORANDUM FOR Commander (UNIT), Installation EO Office

SUBJECT: Staff Assisted Visit (SAV) Itinerary

1. The Installation Equal Opportunity will conduct a SAV of the (units) (date). The Itinerary is as follows:

(Date)

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
0830	In-brief w/Commander/CSM/EOA	
0900-1030	Focus Group E-1 thru E-4 Unit Inspection A Co and RCF	
1030-1200	Focus Group E-5 thru E-6 Unit Inspection B Co and PCF	
1300-1430	Focus Group E-7 thru O-3 Unit Inspection NCOA and MP Co	

(Date)

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
0900-1030	Focus Group E-1- thru E-6	
1100-1330	Result Consolidation	
1400	Out-brief w/ CDR/CSM/EOA's	

2. Inspection Teams are as follows:

- a. Focus Group Team: (Get from Post EO Office NCOIC)
- b. Unit Inspection Team: (Get from Post EO Office NCOIC).

3. Inspection site will be confirmed with (UNIT) EOA by COB on (DATE). EOR's will access to all training/survey records and files.

4. For more information, contact (Name of BDE EOA) at (Phone #)

I M EOA
Rank, USA
Equal Opportunity Advisor