

USAARMC FORT KNOX
STAFF ASSISTANCE VISIT CHECKLIST

SECTION 1. EQUAL OPPORTUNITY & PREVENTIONS OF SEXUAL HARASSMENT TRAINING				
ITEM	DESCRIPTION/AREA	YES	NO	N/A
1.a *	Qtrly EO & POSH Trng is conducted (1 session per qtr/min 2 sessions POSH)			
1.b	EO/POSH Training is documented on the unit training schedule			
1.c	Memorandum containing the type of training conducted, date, time, name of instructor, make-up day for tng is maintained by the unit (1 year)			
1.d	Unit maintains attendance roster for EO & POSH Training (1 year)			
1.e	Chain of Command & other leaders are present & participate in unit EO sessions/POSH Training (indicated by sign-in rosters)			
1.f	Type and dates of human relations training conducted and projected are briefed at QTBs and YTBs			
1.g	Bde/Bde equivalent unit EOAs conduct bi-annual EO & prevention/eradication of sexual harassment training for Senior Leaders			
Remarks:				

SECTION 2. CONSIDERATION OF OTHER (CO2) TRAINING				
ITEM	DESCRIPTION/AREA	YES	NO	N/A
2.a *	Quarterly CO2 Training is conducted (2 hours per session)			
2.b	CO2 Training is documented on the unit training schedule			
2.c	Memorandum containing the type of training conducted, date, time, name of instructor, make-up day for tng is maintained by the unit (1 year)			
2.d	Unit maintains attendance roster for CO2 Training (1 year)			
2.e	Chain of Command & other leaders are present & participate in unit CO2 sessions/Training (indicated on sign-in roster)			
2.f	Civilian unit members participate in CO2 Training			
2.g	Type and dates of CO2 training conducted and projected are briefed at QTBs and YTBs (see QTB slide packet)			
2.h	CO2 Facilitators have attended certification program			
Remarks:				

USAARMC FORT KNOX
STAFF ASSISTANCE VISIT CHECKLIST

SECTION 3. EQUAL OPPORTUNITY REPRESENTATIVE (EOR) RESPONSIBILITIES				
ITEM	DESCRIPTION/AREA	YES	NO	N/A
3.a *	Bn and lower units have EORs appointed (indicated on orders)			
3.b	EOR is member of command and in the grade of SSG-1LT			
3.c	EOR attended the EORC			
3.d	EOR attend the bi-annual EOR Seminar			
3.e	Assist commander in preparing/conducting unit EO/POSH/CO2 training			
3.f	Assist commander in conducting Command Climate Survey W/ 90 days of assuming command			
3.g	Assist commander in preparing/conducting unit ethnic/special observances			
3.h	Maintains unit files for EO/POSH/CO2 training (indicated by sign-in rosters & commander's memorandum of training) & forwards copies to Bde EOA			
3.i	Attends quarterly EO coordination training with Bde EOA			
REMARKS:				

SECTION 4. EQUAL OPPORTUNITY ADVISOR (EOA) RESPONSIBILITIES				
ITEM	DESCRIPTION/AREA	YES	NO	N/A
4.a *	Prepares QNSR for Commanders signature and forwards to Post EO Office NLT the 1st Friday of the first month after the end of the quarter			
4.b	Updates and maintains all EO reports in the HQDA EO Database			
4.c *	Maintains files IAW AR 25-400-2 for all formal EO complaints (FN 600-20c) for two years			
4.d	Conducts quarterly EO coordination training with Bde EORs (indicated by sign-in roster)			
4.e	Attends Commander's Staff Call			
4.f	Attends bi-monthly coordination meeting with Sr. EOA (indicated by sign in roster maintained by Sr. EOA)			
4.g	Has established ethnic/special observance planning committee (indicated by minutes - maintained for 1 year)			
4.h	Coordinates/plans ethnic/special observances for the Bde (verified by committee meetings/AARs)			
4.i *	Provides advisory assistance to 15-6 Investigating Officer, review & comment on investigative report of EO complaints for compliance with DoD and DA EO policies (as indicated by Formal Complaints files & MFRs)			
4.j	Serves as an instructor for the EORC (indicated on training schedules)			
4.k	Evaluates subordinate units EO/POSH/CO2 training (verified by sign in rosters)			
REMARKS:				

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SECTION 5. EQUAL OPPORTUNITY BULLETIN BOARD				
ITEM	DESCRIPTION/AREA	YES	NO	N/A
5.a *	Unit has designated EO Bulletin Board			
5.b	EO Bulletin Board is available/accessible to all unit personnel			
5.c	EO Bulletin Board is located in highly accessible area and is available to all assigned personnel			
5.d *	Command policy letters are posted in accordance with Section 6 of this checklist			
5.e	Complaint procedures flowchart is posted on EO bulletin board			
5.f	Unit EOR's name & phone number are posted on bulletin board			
5.g	MSC EOA's name & phone number are posted on bulletin board			
REMARKS:				

SECTION 6. Command Policy Memorandums & Publications				
*= indicates items will be posted on EO Bulletin Board				
ITEM	DESCRIPTION/AREA	YES	NO	N/A
6.a	*Thunderbolt Six Policy Memorandum (EO Policy)			
6.b	*Thunderbolt Six Policy Memorandum (POSH)			
6.c	*Thunderbolt Six Policy Memorandum (Complaint Procedures)			
6.d	*CofS Policy Memorandum - Consideration of Others			
6.e	*Bde/Reg Cdr, Bn/Sqd Cdr and Co/Trp Cdr Equal Opportunity Policy Memorandums			
6.f	*Bde/Reg Cdr, Bn/Sqd Cdr & Co/Trp Cdr's Prevention of Sexual Harassment (POSH) Policy Memorandums			
6.g	*Bde/Reg Cdr, Bn/Sqd Cdr & Co/Trp Cdr EO Complaint Procedures Policy Memorandums			
6.h	*Bde/Reg Cdr, Bn/Sqd Cdr & Co/Trp Cdr Consideration of Other Policy Memorandums			
6.i	AR 600-20, Army Command Policy, 15 July 1999			
6.j	TC 26-6, Commander's Equal Opportunity Handbook			
6.k	DA PAM 350-20 w/CH1, Unit Equal Opportunity Training Guide			
6.l	AR 600-26, Dept of the Army Affirmative Action Plan			
6.m	TRADOC Reg 600-11, TRADOC Affirmative Action Plan			
6.n	USAARMC Regulation 600-2, Affirmative Action Plan			
6.o	HQDA Consideration of Others Handbook			
Remarks:				

USAARMC FORT KNOX
STAFF ASSISTANCE VISIT CHECKLIST

SECTION 7. Command Climate Survey - CO/Trp Units				
ITEM	DESCRIPTION/AREA	YES	NO	N/A
7.a *	Command Climate Survey was conducted within 90 days of assuming command & annually thereafter	X		
7.b	Appropriate training was programmed based on the findings of the command climate survey	X		
7.c	Completion of Command Climate Survey is an item that is checked under the Command Inspection Program	X		
Remarks:				