

Appendix H

**FORT HUACHUCA
EQUAL OPPORTUNITY OFFICE**

**STAFF ASSISTANCE VISIT (SAV)
CHECKLIST**

Published: 000630

UNIT: _____
DATE: _____

PURPOSE

The Fort Huachuca Equal Opportunity (EO) Staff Assistance Visit (SAV) checklist is designed to give commanders a “measuring stick” to assess overall effectiveness of the installation and unit EO programs and climate. The primary areas of focus are unit program design, EOR training, unit level training, leader training, and program effectiveness. This checklist was developed from AR 600-20 dtd 15 Jul 99, and DA Pamphlet 350-20, and is not designed to be all-inclusive.

Fort Huachuca EO objectives

To provide equal opportunity and treatment for all soldiers, DA civilians, and their families without regard to race, color, religion, gender, or national origin and provide an environment free of unlawful discrimination, offensive behavior and sexual harassment.

Rating

Units will receive a rating of satisfactory or unsatisfactory on SAVs. Unsatisfactory rating areas will be reinspected within 30 days for compliance. Results of SAVs are property of the unit commander and will only be released to him/her.

UNIT PROGRAMS		
	YES	NO
1. Required regulations are on hand.		
a. AR 600-20, Army Command Policy, dtd 15 July 1999		
b. TRADOC supplement 1 to AR 600-20		
c. DA PAM 600-26, DA Affirmative Action Plan (AAP)		
d. TRADOC Reg 600-11, TRADOC AAP		
e. DA PAM 350-20, Unit EO Training Guide		
f. TC 26-6, Cdr's EO Handbook		
REMARKS		
2. Commander has separate policy letters for EO, POSH and complaint procedures. Policy statements are current, and posted?		
REMARKS		
3. Complaint procedures are clearly posted IAW AR 600-20. Soldiers understand complaint procedures.		
REMARKS		
4. Complaints are reported to GCMCA within 72 hours, and processed IAW current requirements.		
REMARKS		
5. Commander directs investigating officers to consult with an EOA prior to, and upon completion of, EO AR-15-6 investigations.		
REMARKS		

	YES	NO
6. EORs have direct access to the Commander & soldiers for EO matters.		
REMARKS		
7. Responses to complaints are IAW AR 600-20. Complainant and subject(s) are kept informed of status.		
REMARKS		
8. Corrective actions are taken for substantiated EO complaints. OERs/NCOERs are annotated IAW AR 600-20.		
REMARKS		
9. Staff Assistance Visits (SAVs) are conducted to subordinate element(s).		
REMARKS		
10. EOR prepares and submits Narrative and Statistical Reports in a timely manner.		
REMARKS		
11. EORs are assigned at battalion and company level.		
REMARKS		

	YES	NO
12. Commander conducted a unit climate assessment and training needs assessment within 90 days of assuming command and annually thereafter.		
REMARKS		
13. Commander makes religious accommodations for soldiers when there is no adverse impact on readiness.		
REMARKS		
UNIT LEVEL TRAINING		
1. EO/sexual harassment training is conducted at least quarterly. Cdr leads the training. POSH is trained at least 2 of 4 quarters.		
REMARKS		
2. Chain of command is present at EO training.		
REMARKS		
3. Installation/activity EOA monitors and assists unit level EO training.		
REMARKS		
4. EO training is posted on the unit training schedule. Training is being documented and briefed at QTB.		
REMARKS		

	YES	NO
5. EORs in the rank of SSG-1LT are appointed on additional duty orders.		
REMARKS		
6. EORs have attended the Fort Huachuca 80-hour EOR course. Certification is on file.		
REMARKS		
7. Instructors have adequate training materials prior to presenting EO instruction.		
REMARKS		
SCHOOL TRAINING		
1. Instructors have adequate training materials prior to presenting EO instruction.		
REMARKS		
2. Program of Instructions (POIs) reflect EO training.		
REMARKS		
3. EO training is posted on the training schedule and documented.		

	YES	NO
Remarks		
4. Unit senior leaders attend Ft. Huachuca's senior leader EO training.		
Remarks		
EVALUATION OF CLASSROOM INSTRUCTION		
1. Instructor was knowledgeable of subject matter.		
REMARKS		
2. Instructor covered all lesson objectives.		
REMARKS		
3. Instructor was able to generate group discussion.		
REMARKS		
4. Instructor was able to answer student questions.		
REMARKS		

FORUM CONCERNS	
<u>EOR FORUM:</u> (Number surveyed: _____)	
COMMENTS	
<u>ENLISTED FORUM:</u> (PVT-SPC)(Number surveyed: _____)	
COMMENTS	
<u>ENLISTED FORUM:</u> (SGT-SSG)(Number surveyed: _____)	
COMMENTS	
<u>ENLISTED FORUM:</u> (SFC-CSM)(Number surveyed: _____)	
COMMENTS	
<u>OFFICER FORUM:</u> (2LT-CPT)(Number surveyed: _____)	
COMMENTS	
<u>OFFICER FORUM:</u> (Field Grade)(Number surveyed: _____)	
COMMENTS	

