

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
051			EQUAL EMPLOYMENT OPPORTUNITY Functional Area Manager: MPC EEO Point of Contact: CANDACE WILLIAMS (DSN) 278-9385 (COML) (703) 784-9385 Date Last Revised: 14 July 2011
051	00		NO SUBCAT FOR THESES STATEMENTS
051	00	001	Is there a DEEOO designated to provide support to the command? Reference DON CIVILIAN HUMAN RESOURCES MANUAL, (CHRM) 1601, JUL 05
051	00	002	Are there EEO resources in place to provide support to the command that includes special emphasis program administration? Reference DON CHRM 1601, JUL 05
051	00	003	Does the DEEOO have direct access to the commander on matters related to discrimination complaints? Reference DON CHRM 1601, JUL 05; DON CHRM 1614.1, FEB 06
051	00	004	Are resources in place to provide EEO program support to the non-appropriated fund organizations including affirmative employment planning, the processing of EEO complaints, the prevention of sexual harassment, and EEO training? Reference EEOC MD 715
051	00	005	Has the local commander issued a personal policy statement emphasizing a personal commitment to the EEO program, and is this statement conspicuously posted through the command? Reference DON CHRM 1601, JUL 05; 29 CFR, PART 1614.102

051 00 006 Is the command working toward developing a Model EEO Program and providing annual accomplishment reports/ updates on the hiring, placement and advancement of minorities, women, and disabled individuals for both the appropriated and non-appropriated fund work force?
Reference
EEOC MD-715

051 00 007 Is there a plan in effect for the prevention of sexual harassment? (May be included in AEPP)
Reference
SECNAVINST 5300.26D, DEC 05

051 00 008 Do the annual performance appraisals for supervisors and managers require their active participation in ensuring equal employment opportunity in the work place (including the prevention of sexual harassment) and stress their leadership in improving the representation of minorities, women and the disabled (including veterans)?
Reference
EEOC MD 715

051 00 009 Are EEO statistics (appropriated and non-appropriated fund), including those with disabilities being properly maintained to determine progress towards published goals and objectives?
Reference
EEOC MD 715

051 00 010 Are employment discrimination complaint procedures, Including the identification of designated EEO counselors, publicized and communicated to all employees, and applicants for employment? Is this information conspicuously posted throughout the command?
Reference
DON CHRM 1614.1, FEB 06; 29 CFR, PART 1614

051 00 011 Are formal EEO complaints being routinely processed within the timeframes established by higher authority? (particular attention should be paid to that processing within the control of the command, I.e., timely acceptance/ dismissal of complaints, requests for SECNAV fads, etc.
Reference
29 CFR, PART 1614

- 051 00 012 Have the requirements for dismissal of formal complaints been followed by the command?
Reference
29 CFR, PART 1614
- 051 00 013 Do complaints accepted for processing by the command clearly and specifically identify the issues and bases of the complaint?
Reference
29 CFR, PART 1614
- 051 00 014 Has the command instituted an alternative dispute resolution procedure to increase resolution of allegations of discrimination?
Reference
DON CHRM 1614.1, FEB 06; 29 CFR, PART 1614
- 051 00 015 Is disciplinary action being routinely considered when individuals are found culpable in a sexual harassment or discrimination case, and is such behavior being reflected in their performance appraisals?
Reference
DON CHRM 1614.1, FEB 06; 29 CFR, PART 1614
- 051 00 016 Is the complaint process publicized appropriately?
Reference
DON CHRM 1614.1, FEB 06; 29 CFR, PART 1614