

EOP Inspection Checklist (AIRS)

FA	SC	STMT	TEXT
051			EQUAL EMPLOYMENT OPPORTUNITY Functional Area Manager: MPC-10
051 00			No Subcat For These Statements
051 00 001			Is there a full-time DEEOO assigned to the command? Reference OCPMINST 12720.1
051 00 002			Are there full or part-time special emphasis program managers assigned? Reference OCPMINST 12720.1
051 00 003			Does the DEEOO have direct access to the commander on matters related to discrimination complaints? Reference OCPMINST 12720.1
051 00 004			Are nonappropriated fund organizations fully participating in the command EEO program including affirmative employment planning, the processing of EEO complaints, the prevention of sexual harassment, and EEO training? Reference MCO 12713.5 / OCPMINST 12720.1
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 OCPMINST 12720.1
051 00 006			Has the command developed an AEPP and annual accomplishment reports/updates on the hiring, placement and advancement of minorities and women for both the appropriated and non-appropriated fund work force? Reference OCPMINST 12720.1 / EEOC MD-715
051 00 007			Has the command developed an AEPP and annual accomplishment reports/updates for the hiring placement, and advancement of individuals with disabilities? Reference OCPMINST 12720.1 / EEOC MD 715
051 00 008			Has the command developed a federal equal opportunity recruitment program (FEORP) plan and is it available to higher authority should it be requested? Reference OCPMINST 12720.1
051 00 009			Is there a plan in effect for the prevention of sexual harassment? (may be included in AEPP) Reference SECNAVINST 5300.26B / OCPMINST 12720.1
051 00 010			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 OCPMINST 12720.1

- 051 00 011 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 00 012 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 29 CFR PART 1614
- 051 00 018 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 00 019 Have the requirements for dismissal of formal complaints been followed by the command?
Reference 29 CFR PAR 1614
- 051 00 023 Do complaints accepted for processing by the command clearly and specifically identify the issues and bases of the complaint?
Reference OCPMINST 12713.2A
- 051 00 027 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 29 CFR, PART 1614 / OCPMINST 12713.2A
- 051 00 068 Is the complaint process publicized appropriately?
Reference 29 CFR, PART 1614
- 051 00 069 Has the command instituted an alternative dispute resolution procedure to increase resolution of allegations of discrimination?
Reference 29 CFR, PART 1614