

**AIR FORCE STANDARDIZED MILITARY EQUAL OPPORTUNITY (MEO) PROGRAM
 SELF-INSPECTION CHECKLIST
 AFPC/DPFFOS
 APPROVED DATE: DEC 04
 (IAW AFI 36-2706, unless otherwise specified)**

	C=Critical Items	YES	NO	N/A
DATE CONDUCTED:				
CONDUCTING OFFICIAL NAME AND OFFICE SYMBOL:				
1.0. BASE LEVEL MEO PROGRAM RESPONSIBILITIES				
1.1. INSTALLATION COMMANDER (IC). Does the IC:				
1.1.1. Does the IC develop policies to prevent unlawful discrimination and sexual harassment, and ensure those policies are prominently posted on web pages and in locations frequented by the base population? (para 2.1.2.)	C			
1.1.2. Does the IC approve MEO lesson plans and videos used in locally developed HRE? (para 2.1.5.1)				
1.1.3. Does the IC review all closed MEO cases on a monthly basis? (para 2.1.6.)				
1.1.4. Does the IC direct the assessment of the installation human relations climate at least every 6 months through the Installation Climate Assessment Committee (ICAC)? (para 2.1.12.)				
1.2. CHIEF, MILITARY EQUAL OPPORTUNITY. Does the Chief, MEO:				
1.2.1. Does the Chief, MEO ensure MEO specialists are fully trained, qualified and establish an effective in-service training program? (paras 2.2.1.2, and 2.2.8)	C			
1.2.2. Does the Chief, MEO support GSUs on MEO-related issues as outlined in the local host-tenant agreement? (para 2.2.7)	C			
1.2.3. Does the Chief, MEO evaluate the MEO office at least twice a year using the AF standardized MEO Program Self-Inspection Checklist provided by HQ AFPC/DPFFOS. (para 2.2.8.)	C			

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1.2.4. Does the Chief, MEO approve MEO staff lesson plans in writing and ensure that the provisions of paragraph 3.17.4 are adhered to? (paras 2.2.9., 3.17.3.2. and 3.17.4.)	C			
1.2.5. Has the Chief, MEO obtain approval from the IC for all MEO lesson plans and audio-visual materials used in locally developed HRE programs? (paras 2.2.10. and 3.17.5.)				
1.2.6. Does the Chief, MEO process Privacy Act of 1974, Freedom of Information Act (FOIA), and other requests for MEO information IAW paragraphs 3.11. and 3.12.? (para 2.2.12.)	C			
1.2.7. Does the Chief, MEO establish and distribute an on-call roster of MEO personnel who are available outside normal duty hours to respond in an emergency to the command post, Security Forces (SF), emergency room, and Geographically Separated Unit (GSU) commanders? (para 3.14.)	C			
1.2.8. Does the Chief, respond to and clarify potential Equal Opportunity Incidents and Treatment (with IC concurrence) classify incidents according to the criteria in para 7.1.3.? (para 7.4.1. & 7.4.2)	C			
1.3. MILITARY EQUAL OPPORTUNITY SPECIALIST. Do MEO specialists:				
1.3.1. Does the MEO specialist serve as Subject Matter Experts (SME) for CDIs, commander-worked issues or IG investigations as requested? (paras 2.4.5., 3.22.3., and 3.23.1)				
1.3.2. Does the MEO specialist prepare higher headquarters reports (HAF-DPP (SA) 7204 and others) and use EONet software to document MEO activities (para 2.4.6.)	C			
1.3.3. Does the MEO specialist apprise commanders of situations involving possible unlawful discrimination or sexual harassment circumstances when no complaint has been submitted (para 2.4.11.)	C			
1.3.4. Does the MEO specialist apprise unit commanders of formal complaints lodged against members of their units and refer complaints against senior officials directly to SAF/IGS? (paras 2.4.12. and 6.3.3.)	C			
1.4. UNIT COMMANDERS. Do unit commanders:				

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1.4.1. Does the unit commander accomplish Unit Climate Assessments (UCAs) IAW paragraph 3.25? (para 2.5.13.)				
2. MEO PROGRAM ADMINISTRATION. Does the MEO staff:				
2.1. Does the MEO staff post installation and AF MEO policy memos, the location and phone numbers of the MEO office, and procedures for filing informal and formal MEO complaints in heavily trafficked areas. (para 3.3).	C			
2.2. Does the MEO staff work with the Family Support Center (FSC) to develop and annually update an on-/off-base EO resource referral guide and provide a copy to commanders, 1 st Sgts, staff agency chiefs and other personnel at Key Personnel Briefings? (para 3.4)				
2.3. Does the MEO staff coordinate responses to congressional or other high-level inquiries with MAJCOM Assistant for MEO, HQ AF/DPPFH, and HQ AFPC/DPFFOS? (para 3.6)	C			
2.4. Does the MEO staff establish unit continuity folders for each unit with 50 or more active duty military personnel assigned per paragraph 3.7.1.? (para 3.7.)	C			
3. HRE RESPONSIBILITIES				
3.1. Does the MEO HRE instructors develop and maintain personalized lesson plans (approved by the Chief, MEO) tailored to AF/local MEO objectives and diversity? (paras 3.17.3.1. and 3.17.3.2.)				
3.2. Does the MPF schedule military personnel for MEO training as part of the INTRO process based on class information provided by the MEO staff? (para 3.17.6.)				
3.3. Does the CPF schedule civilian personnel for HRE based on class information provided by the MEO staff? (para 3.17.7.)				
3.4. Does the MEO staff forward the civilian attendance roster to the CPF at the conclusion of each class for the purpose of updating civilian personnel training records? (para 3.17.7.)				

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3.5. Do military and civilian personnel attend required HRE as outlined in Table 3.1.? (para 2.1.4.)	C			
4. INFORMAL ASSISTANCE SERVICES. Does the MEO staff:				
4.1. Does the MEO staff document non-MEO referrals, non-MEO ADR, requests for MEO program information and third-party concerns on AF IMT 1271 in the proper format? (paras 3.18.1., 3.18.2. and 3.18.3.)	C			
4.2. Does the MEO staff refer discrimination allegations by Civil Service and NAF employees to EEO and document on AF IMT 1587 (Referral)? (paras 3.19.2 and 6.1.3.)	C			
4.3. Does the MEO staff refer discrimination allegations by DECA and AAFES employees to the respective store manager document on AF IMT 1587 (Referral)? (para 3.20.2)	C			
4.4. Does the MEO staff refer discrimination allegations by DoD contractor personnel to the Contracting commander and document on AF IMT 1587 (Referral)? (para 3.21.2)	C			
4.5. Does the MEO staff serve as SME on CDIs, MEO unit-worked MEO issues or MEO-related investigations and document this activity on AF IMT 1271? (paras 3.22.3. and 3.23.5)				
4.6. Does the MEO staff provide SME assistance throughout the investigation and review the report of investigation (ROI) to ensure the necessary elements are included in the record? (paras 3.23.2., 3.23.3., and 3.23.4.)				
5. DATA COLLECTION AND ASSESSMENT PROGRAMS.				
5.1. Are Out and About visits conducted to individual units, base facilities and off-base establishments to gather MEO/human relations information affecting base personnel per paragraphs 3.24.1.1. and 3.24.2.? (para	C			
5.2. Do unit commanders coordinate in writing with the servicing CPF (and union if required) to request civilian employee participation in UCAs and is the memorandum maintained in the unit continuity folder? (para 3.25.4.4.)	C			

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5.3. Does the MEO staff ensure UCAs are conducted IAW AFPAM 36-2704 and the procedures outlined in AFI 36-2706, paras 3.25.5 through 3.25.13.?				
5.4. Does the IC or designated representative chair the Installation Climate Assessment Committee (ICAC) on a semiannual basis? (para 3.26.2)	C			
5.5. Do ICAC members identified in paragraph 3.26.8. provide an analysis and assessment of their data/information to the MEO Chief at least 10 duty-days prior to the ICAC meeting? (para 3.26.3)				
5.6. Does the MEO Chief prepare the ICAC meeting minutes for IC signature within 5 duty-days following the ICAC meeting? (para 3.26.5.)				
5.7. Does the ICAC develop a plan to address noted disparities impacting the overall health, environment, productivity, effectiveness or readiness of the installation? (para 3.26.6.)				
5.8. Does the MEO staff complete AF IMT 3018 on a quarterly (fiscal year) basis and provide the report to MAJCOM Assistant for MEO within 10 calendar days after the report closeout date? (paras 3.27.1.1. and 3.27.1.2.)				
5.9. Does the AF IMT 3018 include an assessment of the HRC for the semiannual periods Oct-Mar and Apr-Sep (annotated in the Apr-Sep and Oct-Dec reports), to include qualitative and quantitative factors assessed by the ICAC? (para 3.27.1.3.)				
6. MEO INFORMAL COMPLAINTS				
6.1. MEO INFORMAL COMPLAINT PROCESS				
6.1.1. Does the MEO staff only accept and document allegations falling within the MEO purview and brief complainants on appropriate referral resources to address allegations outside it? (para 4.1.2.)	C			
6.1.2. Does the MEO staff immediately notify SJA of allegations that could result in UCMJ action or adverse action against a civilian employee, including complaints of superior-subordinate relationships, physical contact, or quid pro quo sexual harassment? (para 4.1.2.1.)	C			

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6.1.3. Does the MEO staff only accept informal complaints from offended parties (not third parties) and ensure complaints are not accepted from military members, family members or retirees regarding their off-base employment or from DoD civilian employees regarding their civilian employment? (paras 4.1.3., 4.1.4. and 4.1.5.)				
6.1.4. Does the MEO staff document informal complaints on AF IMT 1587-1 per paragraph 4.3? (paras 4.2.6. and 4.3)				
6.1.5. Does the MEO staff ensure specific allegations are clearly and completely summarized in Block 9 (reference to an attached complainant’s statement is unacceptable)? (para 4.3.7.)				
6.1.6. Does the MEO staff provide a summary of the interview in Block 10 including rationale for accepting, declining or referring the case and (if appropriate) the effect the alleged offenses may have had on the unit or installation HRC? (paras 4.3.11. and 4.3.11.2.)				
6.1.7. Does the MEO staff brief the complainant on the items listed in paras 4.3.12.1. through 4.3.12.7. and document this in Block 15? (para 4.3.12.)				
6.1.8. Does the MEO staff follow-up with the complainant at least every 5 duty-days and document follow-up in Block 16? (para 4.3.12.)				
6.1.9. When a complainant determines his/her allegations have not been resolved and chooses <i>not</i> to file a formal complaint, does the MEO staff document the justification in Block 16? (para 4.3.14.1.)				
6.1.10. Does the MEO Chief review the complaint when closed and sign Block 21? (para 4.3.14.4.)				
6.2. ALTERNATIVE DISPUTE RESOLUTION (ADR)				
6.2.1. Does the MEO staff document facilitations regarding unlawful discrimination or sexual harassment documented on AF IMT 1587-1? (para 4.6.1.)				
6.2.2. Does the MEO staff document all non-MEO-related ADR services on AF IMT 1271? (para 4.6.3.)				

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6.2.3. If a complaint is approved for facilitation and it is agreed to by the parties involved, does the MEO Chief or Superintendent appoint a trained, qualified MEO specialist to act as facilitator? (para 4.7.3.)				
6.2.4. Are MEO facilitations conducted within 15 duty days (or within 30 duty days with the consent of the parties and MEO Chief or Superintendent)? (para 4.8.1.)				
6.2.5. Does the facilitator inform each party's chain-of-command on the outcome of the facilitation within 3 duty days of completion? (para 4.8.3.)				
6.2.6. Does the MEO staff ensure facilitation agreements are reviewed by the SJA for legal sufficiency, attached to the AF IMT 1587-1, and marked "FOR OFFICIAL USE ONLY"? (paras 4.9.4., 4.10.1.1. and 4.10.1.3.)				
6.2.7. Does the facilitator prepare typed, official facilitation agreements within 2 duty-days and prior to legal review? (para 4.11.1.)				
6.2.8. Does the MEO staff follow-up at least once within 30 calendar days after resolution to ensure reprisal has not occurred and the parties have adhered to the agreement? Is follow-up documented on AF IMT 1587-1, Block 16? (para 4.12.)				
7. MEO FORMAL COMPLAINTS				
7.1. Does the MEO staff formally accept only allegations of unlawful discrimination or sexual harassment from complainants/offended parties (not third parties)? (para 5.1.1. and 5.1.4.)				
7.2. Does the MEO staff ensure allegations more than 60 days old are approved for acceptance by the IC after sufficient justification or extenuating circumstances are provided to the MEO staff? (para 5.1.3.)				
7.3. Does the MEO staff document complaints from anonymous sources on AF IMT 1587 and apprise the appropriate commander or agency head? (para 5.1.5.)				

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7.4. Does the MEO staff ensure formal complaints are documented AF IMT 1587 IAW paragraph 5.2.? (para 5.2.1.)				
7.5. Does the MEO staff ensure specific allegations are clearly and completely summarized in Block 13 (reference to an attached complainant's statement is unacceptable)? (para 5.2.8.)				
7.6. Does the MEO staff provide a summary of the interview in Block 19, including rationale for accepting, declining or referring the case and (if appropriate) the effect the alleged offenses may have had on the unit or installation HRC? (para 5.2.12.1.)				
7.7. Does the MEO staff brief the complainant on the items listed in paras 5.2.12.2.1. through 5.2.12.2.7. and document this in Block 19? (para 5.2.12.2.)				
7.8. Does the MEO staff notify the complainant's and alleged offenders(s) commanders that a formal complaint was filed and document this in Block 19? (para 5.2.12.3.)				
7.9. Does the MEO staff fully document the chronology of actions taken during the complaint clarification process to include the items listed in paras 5.2.13.1. through 5.2.13.9.? (para 5.2.13.)				
7.10. Does the MEO staff brief complainants on their right to appeal and the procedures for doing so? (para 5.2.16.3.)				
7.11. Does the MEO staff immediately refer complainants with allegations of reprisal to the IG and document the alleged reprisal actions in Block 20? (para 5.2.16.4.)				
7.12. Does the MEO staff contact the complainant within 30 calendar days to ensure reprisal has not occurred and (in substantiated cases) the discriminatory behavior has stopped? (para 5.2.19.)				
7.13. Does the MEO Chief review closed cases per paragraphs 5.2.20.1. through 5.2.20.5. and sign in Block 41? (para 5.2.20.)				
7.14. Does the MEO Chief serve as the authority for withdrawing formal complaints? (para 5.3.1.)				

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7.15. Does the MEO staff ensure MEO formal complaint clarification interviews are conducted per para 5.4.? (para 5.4.)				
7.16. Does the MEO staff ensure complaint clarification reports are in the format provided in Attachment 7? (para 5.4.1.)				
7.17. Does the MEO staff ensure witness summary statements are in the format provided in Attachment 5? (para 5.4.6.)				
7.18. In substantiated cases, does the MEO staff ensure the clarification report is forwarded to the offender's commander and does he/she take action to eliminate unlawful discrimination or sexual harassment and provide the MEO office a summary of actions taken? (paras 2.5.8. and 5.4.10.)				
7.19. Does the MEO staff ensure the alleged offenders are provided rights advisement per para 5.6.? (para 5.6.)				
7.20. Does the MEO staff ensure complaint clarifications regarding sexual harassment allegations are processed within 14 duty days (6 duty days for MEO clarification, 4 duty days for legal review, and 4 duty days for unit commander action)? (para 5.7.1.)	C			
7.21. Does the MEO staff ensure complaint clarifications regarding unlawful discrimination allegations processed within 20 duty days (9 duty days for MEO clarification, 6 duty days for legal review, and 5 duty days for unit commander action)? (para 5.7.2.)				
7.22. Does the MEO staff advise complainants of case status every 5 duty days? (para 5.7.3.)				
7.23. Following the initial extensions, does the MEO Chief apprise the IC every 14 duty-days of the status of the case and of all subsequent requests for extensions? (para 5.8.3.)				
7.24. Does the MEO staff forward the case to the IC when there is a significant disagreement with SJA regarding a violation of MEO policy? (para 5.9.)				
7.25. Does the MEO staff ensure formal sexual harassment complaints filed by active duty members processed IAW Title 10, United States Code, Section 1561 guidelines? (para 5.10.)	C			

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7.26. Does the MEO staff ensure the procedures of paragraph 5.13. are adhered to regarding complaint processes for Joint Service and DoD activities personnel? (para 5.13.)				
7.27. Are the procedures of paragraph 5.14 and 5.15. adhered to regarding complaints involving Air National Guard (ANG) and Air Force Reserve Command (AFRC) personnel? (paras 5.14. and 5.15.)				
7.28. Does the MEO staff ensure MEO formal complaint case files are maintained for a 2-year period IAW AF Records Disposition Schedule, Table 36-1, rule 12? (para 5.16.)	C			
8. REFERRALS, REPRISALS and APPEALS				
8.1. Does the MEO staff immediately refer allegations of suspected criminal activity (assault, sexual assault, indecent exposure, obscene phone calls, rape, or child abuse/molestation/incest to OSI or SF and document on AF IMT 1271? (para 6.1.1.)	C			
8.2. Does the MEO staff immediately refer allegations of homosexual conduct or perceived/alleged harassment based on sexual orientation to the alleged offender's commander for action? (para 6.1.2.)	C			
8.3. Does the MEO staff follow-up with the referral agency every 30 calendar days until final disposition? (para 6.2.6.)				
8.4. Does the MEO staff ensure complaints involving O-6/O-6 selects, wing/vice wing commanders, senior officials and MEO staff members processed according to paragraphs 6.3.1. through 6.3.4.? (para 6.3.)	C			
8.5. Does the MEO staff ensure complaints involving other AF MAJCOMs, FOAs, DRUs, or other Services or DoD agencies are coordinated/approved? (para 6.4.1.)	C			
8.6. Does the MEO staff ensure appeals to informal complaints (formal complaints) are filed within 30 calendar days after closure of the informal complaint (unless waived by the IC)? (para 6.5.1.)				
8.7. Does the MEO staff ensure appeals to formal complaints are filed within 30 calendar days after notification of the results of the case (unless waived by the IC)? (para 6.5.2.1.3.)				

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8.8. Does the MEO staff record the results of formal complaint appeals in the remarks section of AF IMT 3018? (para 6.5.2.7.)				
5. EQUAL OPPORTUNITY & TREATMENT INCIDENTS (EOTIs)				
5.1. Does the MEO staff report all incidents within the appropriate notification timelines using Attachment 9? (para 7.3.)	C			
5.2. Does the MEO Chief ensure that MEO incidents categorized as “major” are reported to higher headquarters through the Event/Incidents Reports (OPREP 3), RCS: HAF-XOO (AR) 7118? (para 7.3.2.)	C			
5.3. Does the MEO staff conduct EOTI clarifications using the format in Attachment 10, including legal sufficiency review? (paras 7.4.1, 7.4.3., 7.4.4. and 7.4.5.)	C			
5.4. Does the MEO staff send HQ USAF/DPPFH, HQ AFPC/DPFOS and MAJCOM Assistant a follow-up messages every 30 days until final action is taken on incidents? (para 7.3.3.1.)				