

**EQUAL OPPORTUNITY FORMAL COMPLAINT CHECKLIST
TO ACCOMPANY THE COMPLAINT THROUGHOUT ITS PROCESS**

- Has the command received the request mast, and was it heard within 72 hrs?
- Has the command assigned an investigating officer in writing?
- Has the command sent a detail description of the allegation, in writing via the chain of command to the Officer in chain of command with General Court martial Convening Authority?
 - Does this letter have the name of the assigned Investigating Officer?
- Has the command notified the Equal Opportunity Advisor of a formal EO complaint, and provided the initial DASH information including the name of the Investigating Officer?
- Has the command notified the complainant that the investigation has commenced?
- Upon completing of the investigation has the Investigating Officer forwarded the investigation to the Staff Judge Advocate for review?
- Did the Staff Judge Advocate conduct a legal sufficiency review?
- Has the commander provided the investigation to the Equal Opportunity Advisor for EO sufficiency review?
- Were the investigation and all reviews completed within 14 days?
- If an extension is needed, has the command requested a written request to the Commanding General for approval? (If applicable)
- Did the Commanding General approve/disapprove the extension, and was a written response provided with the investigation? (If applicable)
- Did the command get a letter of satisfaction or dissatisfaction from the complainant? (Should be taken by EOR/EOA)
- Was the complete investigation with all review provided to the commander?
- Did the commander complete within 6 days a final written report of the investigation results, as well as any actions taken, and the letter of satisfaction/dissatisfaction to the Officer with GCMA?
 - The Commander with GCMA will provide written review of case
- Did the command submit a final DASH report the EOA?
- Did the command file the case in a secure file?

***NOTE* IF ALL THESE BOXES ARE NOT CHECKED YOUR INVESTIGATION IS NOT COMPLETE**

EO CHECKLIST NOTE PAGE

The following errors were noted during this investigation. This note page can be used to assist in the Functional Area Management Checklist TAB 190 on Equal Opportunity.

Reference Manuals: (a) MCO P5354.1D w/ch 1, MCO 1000.9A.

Additional Manuals: _____

Case discrepancies are as followed: