

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 36-28**

1 NOVEMBER 1999

Personnel

**PERSONNEL PROGRAMS – EQUAL
EMPLOYMENT OPPORTUNITY COUNSELORS
(WING)**

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This Checklist reflects Command requirements for the Commander Support Staff (Wing/Base) (Equal Employment Opportunity Counselors (EEO)) at all applicable levels to prepare for and conduct internal reviews.

1. References have been provided for each item. Items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment.
2. This publication establishes a baseline checklist. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's operational capability.

BOBBIE GERVAIS, Colonel, USAF
Director of Personnel

Attachment 1

**PERSONNEL PROGRAMS – EQUAL EMPLOYMENT OPPORTUNITY COUNSELORS
(WING)**

Table A1.1. Checklist.

MISSION STATEMENT: Ensure commanders maintain an effective program to process Equal Employment Opportunity (EEO) complaints of discrimination.			
SECTION 1. EQUAL EMPLOYMENT OPPORTUNITY COUNSELORS (EEO) (CRITICAL ITEMS)	YES	NO	N/A
1.1. Is precomplaint counseling completed within 30 days or within an approved, written extension not to exceed a total of 90 days? (AFI 36-1201, para 1)			
1.2. Are notices to complainants and reports to higher headquarters timely and complete? (AFI 36-1201, paras 1, 2.1, 2.3.2.1, 4.4.3, 6, 7)			
1.3. Are complaint reports coordinated with both the civilian personnel flight and the staff judge advocate in a timely manner? (AFI 36-1201, para 2.1)			
1.4. Before signing a settlement agreement, was coordination with the civilian personnel flight, obtained on any personnel actions to be taken? (AFI 36-1201, para 3.3)			
1.5. Are other resolution processes, such as mediation, available during the processing of a complaint? (AFI 36-1201, paras 1, 2)			
1.6. Has appropriate EEO complaint processing training been provided to the Chief, EEO Counselor and all collateral duty counselors? (AFPD 36-13, para 3.1)			