

Appendix O

Equal Opportunity Program Inspection Checklist

STAFF ELEMENT: Equal Opportunity

All aspects of the Commander's Equal Opportunity program are subject to inspection. The Eighth Army Equal Opportunity Office has selected questions in the following Two Sections that are key factors in this program. The Two Sections are: EO Program Administration and EO Program Functions. EO Program Administration has Seven Areas and EO Program Functions has Eight Areas.

Each one of the areas is graded on a Comply/Non-comply system with an overall rating of COMMENDABLE, SATISFACTORY, or UNSATISFACTORY. A COMMENDABLE Rating is awarded if a unit receives ALL Complies or N/As applicable to that area. A SATISFACTORY Rating is awarded if a unit receives Complies on at least 80% of the sub-areas applicable in that area. An UNSATISFACTORY Rating is awarded if that applicable area does not meet the SATISFACTORY requirements.

SECTION I- EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA I. REQUIRED REFERENCES

(Note: all references must be the most current with changes if applicable)

1. AR 600-20, Army Command Policy	_____	_____	_____
2. DA PAM 600-26, DA Affirmative Action Plan	_____	_____	_____
3. DA PAM 350-20, Unit EO Training Guide	_____	_____	_____
4. AR 15-6, Procedures for Investigating Officer and Boards	_____	_____	_____
5. AR 25-50, Preparing and Managing Correspondence	_____	_____	_____
6. AR 25-400-2, The Army Records Information Management System (ARIMS)	_____	_____	_____
7. Army in Korea Supplement 1 to AR 600-20	_____	_____	_____
8. Command Equal Opportunity Action Plan	_____	_____	_____
9. Equal Opportunity Continuity Book	_____	_____	_____
10. US Army in Korea Standards Handbook	_____	_____	_____
11. TC 26-6 Commander's Equal Opportunity Handbook	_____	_____	_____
12. EUSA 600-2, Republic of Korea Army Personnel with the United States Army	_____	_____	_____
13. DA Consideration of Others Handbook	_____	_____	_____

RATING FOR AREA I (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 11 sub-areas.

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA II. MSC/BRIGADE/GROUP BULLETIN BOARD

1. Eighth Army Policy Letter #1: EO Policy Letter AR 600-20, 6-3i (11)	_____	_____	_____
2. Eighth Army Policy Letter #4: EO/Sexual Harassment Complaint Procedures AR 600-20, 6-3i (11)	_____	_____	_____
3. Eighth Army Policy Letter #6: EO/EEO Prevention of Sexual Harassment (POSH) AR 600-20, 6-3i (11) and 7-2b)	_____	_____	_____
4. Eighth Army Policy Letter #15: Consideration of Others Program Guidance. EUSA Policy Letter #15, 3b	_____	_____	_____
5. MSC/Brigade/Group EO Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
6. MSC/Brigade/Group POSH Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) & 7-2b and AK Supplement 1 to AR 600-20	_____	_____	_____
7. MSC/Brigade/Group EO/Sexual Harassment Complaint Procedures Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
8. MSC/Brigade/Group Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
9. Name/Phone Number/Photo of Brigade/Group EOA	_____	_____	_____

RATING FOR AREA II (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 7 sub-areas

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA III. BATTALION BULLETIN BOARD

1. Brigade/Group EO Policy Letters. AR 600-20, 6-3i (11)	_____	_____	_____
2. Brigade/Group Prevention of Sexual Harassment (POSH). AR 600-20, 6-3i (11) and 7-2b	_____	_____	_____
3. Brigade/Group EO/Sexual Harassment Complaint Procedures and Flow Charts. AR 600-20, 6-3i (11)	_____	_____	_____
4. Brigade/Group Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
5. Battalion EO Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
6. Battalion Prevention of Sexual Harassment Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual Harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) & 7-2b and AK Supplement 1 to AR 600-20	_____	_____	_____
7. Battalion Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
8. Battalion EO/Sexual Harassment Complaint Procedures and Flowchart . Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
9. Name/Phone Number/Picture of Brigade/Group EOA	_____	_____	_____
10. Name/Phone Number of Battalion Primary EORs	_____	_____	_____

RATING FOR AREA III (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 8 sub-areas

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA IV. COMPANY BULLETIN BOARD

1. Battalion EO Policy Letters. AR 600-20, 6-3i (11)	_____	_____	_____
2. Battalion Prevention of Sexual Harassment (POSH) Policy Letter. AR 600-20, 6-3i (11) and 7-2b	_____	_____	_____
3. Battalion EO/Sexual Harassment Complaint Procedures and Flow Charts. AR 600-20, 6-3i (11)	_____	_____	_____
4. Battalion Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
5. Company EO Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
6. Company Prevention of Sexual Harassment Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and 7-2b and AK Supplement 1 to AR 600-20	_____	_____	_____
7. Company Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
8. Company EO/Sexual Harassment Complaint Procedures and Flowchart . Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
9. Name/Phone Number/Picture of Brigade/Group EOA. AK Supplement 1 to AR 600-20	_____	_____	_____
10. Name/Phone Number of Battalion and Company Primary EORs. AK Supplement 1 to AR 600-20	_____	_____	_____

RATING FOR AREA IV (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 8 sub-areas

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA V. REPORTS

1. Was the Quarterly Narrative and Statistical Report (QNSR) submitted to the Eighth Army EO Office no later than the 15 th day of the new quarter? AR 600-20, 6-3i (23)	_____	_____	_____
2. Did the unit submit their Annual Narrative and Statistical Reports (ANSR) to the Eighth Army EO Office no later than the 30 th of the new fiscal year? AK Supplement 1 to AR 600-20	_____	_____	_____
3. Does the unit maintain Quarterly Narrative and Statistical reports on file? AR 600-20, 6-3i (23)	_____	_____	_____
4. Is the Command Profile DA EO Database updated on a quarterly basis? DA mandated	_____	_____	_____
5. Is the Monthly Reporting DA EO Database updated on a monthly basis? DA mandated	_____	_____	_____
6. Is the EO Representatives DA Reports Database updated when required? DA mandated	_____	_____	_____
7. Is the Training Assessment DA EO Database updated at a minimum quarterly? DA mandated	_____	_____	_____

RATING FOR AREA V (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 6 sub-areas

AREA VI. EQUAL OPPORTUNITY ADVISOR

1. Is the EO Advisor assigned to the personal or special staff of the supported commander? AR 600-20, 6-3i (6)	_____	_____	_____
2. Does the EOA have an area to conduct private interviews? AK Supplement 1 to AR 600-20	_____	_____	_____
3. Is the EO Advisor included in staff meetings and deployments in order to accomplish the Human Relations' mission? AR 600-20, 6-3i (6)	_____	_____	_____
4. Is the supported commander in the EO Advisor's rating scheme? AR 600-20, 6-3i (7)	_____	_____	_____
5. Has the unit established a Human Relations/ EO Budget or allocated funding to carry out the command's Human Relations/ EO programs? AR 600-20, 6-3i (21)	_____	_____	_____
6. Does the EOA conduct SAVs of subordinate units on an annual basis? AR 600-20, 6-3i (24)	_____	_____	_____

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

7. Does the EOA conduct CIPs of subordinate units on an annual basis? AK Supplement 1 to AR 600-20

RATING FOR AREA VI (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 6 sub-areas

AREA VII. BATTALION AND UNIT EQUAL OPPORTUNITY REPRESENTATIVES

1. Has the Commander appointed an EOR in the rank of SGT (P) through 1LT for the Company/Staff? AR 600-20, 6-3I and AK Supplement 1 to AR 600-20

2. Does the Brigade/Group EO office have a copy of the EORC graduation certificate of training for the Battalion & Company EORs? AK Supplement 1 to AR 600-20

3. Are EORs school trained within 60 days of appointment? AK Supplement 1 to AR 600-20

4. Does the Battalion EOR have a copy of the Company/Staff EORs appointment orders? AK Supplement 1 to AR 600-20

RATING FOR AREA VII (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 3 sub-areas

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA I. EQUAL OPPORTUNITY COMPLAINTS

1. Are memorandum for records (MFRs) prepared for informal complaints? AR 600-20, D-1a (1)

2. Is the MFR currently on file and include information indicating nature of complaint and identifying pertinent information to assist in the identification of unit's command climate? AR 600-20, D-1a (1)

3. Are informal complaints tracked at the MSC level and annotated in DA EO data base. AK Supplement 1 to AR 600-20

4. Were formal complaints processed IAW Appendix D, AR 600-20? AR 600-20, D-1b

5. Were formal complaints sworn in writing on DA 7279? AR-600-20, D-2

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

6. Was the complaint reported within 3 calendar days to the first General Courts Martial Convening Authority (GCMA) in the chain of command? AR 600-20, D-4a	_____	_____	_____
7. Did the commander establish and implement a plan to protect the complainant, any named witnesses, and the alleged perpetrator from acts of reprisal? AR 600-20, D-4c	_____	_____	_____
8. Was the formal complaint investigation and DA Form 7279 completed within 14 calendar days or was there an authorized extension? AR 600-20, D-5	_____	_____	_____
9. Did the commander provide a progress report to the GCMCA authority 21 days after the date on which the investigation commenced and 14 days thereafter until completion? AR 600-20, D-4a	_____	_____	_____
10. Was the complainant and alleged offender briefed on the results of the investigation and given the opportunity to appeal if applicable? AR 600-20, App D-7 thru D-8	_____	_____	_____
11. Was an appeal presented within seven calendar days? AR 600-20, D-8a	_____	_____	_____
12. Was the appeal forwarded to the next higher level Commander within 3 calendar days of receipt? AR 600-20, D-8b	_____	_____	_____
13. Did the Appellate authority review, act, and provide written feedback, consistent with the Privacy Act and FOIA limitations, to the complainant of the appeal results within 14 calendar days ? AR 600-20, D-8c	_____	_____	_____
14. Did the EOA conduct a follow-up within 30-45 calendar days? AR 600-20, D-10)	_____	_____	_____
15. Did the EOA advise or assist the commander and Investigating Officer throughout the complaints inquiry/investigation? AR 600-20, D-6d	_____	_____	_____
16. Is the complaint logged and updated in DA EO database? AK Supplement 1 to AR 600-20	_____	_____	_____
17. Is a copy of the complaint filed and maintained by the Brigade Equal Opportunity Advisor for 2 years? AR 600-20, D-11	_____	_____	_____

RATING FOR AREA I (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 14 sub-areas

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA II. FORMAL EO COMPLAINT PACKET

1. Orders of appointment on investigating officer. AR 600-20, D-6k (1)	_____	_____	_____
2. Copy of the completed DA 7279 with attached continuation sheets? AR 600-20, D-6k (2)	_____	_____	_____
3. Copy of the completed/initialed Commander's Plan to prevent reprisals. AR 600-20, D-6k (3)	_____	_____	_____
4. List of questions developed with assistance of the EOA. AR 600-20, D-6k (4)	_____	_____	_____
5. Statements/synopses of interviews with complainant(s), named witness (es), subject(s), and relevant members of the chain(s) of command. AR 600-20, D-6k (5)	_____	_____	_____
6. Copies of supporting documents if applicable. AR 600-20, D-6k (6)	_____	_____	_____
7. Description/assessment of unit policies, procedures that may have contributed to perceptions of unlawful discrimination or sexual harassment within the unit. AR 600-20, D-6k (7)	_____	_____	_____
8. Written approval from higher echelon commander for any approved extensions. AR 600-20, D-6k (8)	_____	_____	_____
9. Written explanation of extenuating circumstances that prevented the investigating officer from interviewing any named witness (es), complainant(s), or subject(s). AR 600-20, D-6k (9)	_____	_____	_____
10. Does each packet contain a written review by the EOA? AR 600-20, D-6j	_____	_____	_____
11. Does the packet contain a legal review? AR 600-20, D-7	_____	_____	_____

RATING FOR AREA II (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 9 sub-areas

AREA III. UNIT CLIMATE ASSESSMENTS

1. Did the Company Commander complete a Command Climate Survey within 90 days after assuming command? AR 600-20, E-1	_____	_____	_____
2. Are Command Climate Surveys done annually? AR 600-20, E-1	_____	_____	_____

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

3. Are results of the Command Climate Survey on file for inspection? AR 600-20, E-3	_____	_____	_____
4. Are surveys being supplemented by group interviews, analysis of records, and review of complaint reports? AR 600-20, 6-3i (13)	_____	_____	_____
5. Are Command Climate Surveys being annotated on the QNSR and logged into DA EO database? AR 600-20, E-3 and AK Supplement 1 to AR 600-20	_____	_____	_____
6. Did the Commander provide feedback to the Soldiers in a timely manner? AR 600-20, E-2	_____	_____	_____

RATING FOR AREA III (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 5 sub-areas

AREA IV. SPECIAL COMMEMORATIONS/ETHNIC OBSERVANCES

1. Does the unit plan and conduct ethnic observances/special commemorations? AR 600-20, 6-19	_____	_____	_____
2. Is there a standing committee to plan special/ethnic observances? AR 600-20, 6-19e	_____	_____	_____
3. Are the special/ethnic observances conducted during the prescribed dates and has funding been designated for them? AR 600-20, 6-19h-i	_____	_____	_____
4. Are Soldiers notified of observances and events prior to their start? AR 600-20, 6-19d	_____	_____	_____

RATING FOR AREA IV (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 3 sub-areas

AREA V. PREVENTION OF SEXUAL HARASSMENT (POSH)

1. Is the unit conducting progressive, interactive small group POSH training twice a year? AR 600-20, 7-8	_____	_____	_____
2. Is POSH training documented on the unit-training schedule? AR 600-20, 6-15a (2)	_____	_____	_____
3. Are members of the chain of command and other leaders (Commander, Command Sergeant Major, First Sergeant, Civilian Supervisors, and others) present and participating in POSH training? AR 600-20, 6-15, a (3)	_____	_____	_____

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

4. Are Brigade and higher conducting annual Senior Leader/Executive-level Seminar POSH training? Must be small group, interactive, and discussion based. AR 600-20, 6-15a (4)

5. Is POSH training documented to include type of training, facilitator, date, time, length of training, signed attendance rosters by all attendees, and issues covered in the session? AR 600-20, 6-15a (2)

RATING FOR AREA V (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA VI. EQUAL OPPORTUNITY (EO) TRAINING

1. Is the unit conducting progressive, interactive, small group EO training twice a year? AR 600-20, 6-15a (2)

2. Is EO training documented on the unit-training schedule? AR 600-20, 6-15a (2)

3. Are members of the chain of command and other leaders (Commander, Command Sergeant Major, First Sergeant, Civilian Supervisors, and others) present and participate in EO training? AR 600-20, 6-15, a (3)

4. Are Brigade and higher conducting annual Senior Leader/Executive-level Seminar EO training? Must be small group, interactive, and discussion based. AR 600-20, 6-15a (4)

5. Is EO training documented to include type of training, facilitator, date, time, length of training, signed attendance rosters by all attendees, and issues covered in the session? AR 600-20, 6-15a (2)

RATING FOR AREA VI (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA VII. Consideration of Others Training (CO2)

1. Is the unit conducting 2 hours of CO2 quarterly? EUSA Policy Letter #15, 3b

2. Is CO2 training documented on the unit-training schedule? EUSA Policy Letter #15, 3b

3. Are members of the chain of command and other leaders (Commander, Command Sergeant Major, First Sergeant, Civilian Supervisors, and others) present and participate in CO2 training? EUSA Policy Letter #15, 3c

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

4. Are Brigade and higher conducting annual Senior Leader/Executive-level Seminar EO training utilizing the CO2 format- small group, interactive, and discussion based?
AR 600-20, 6-15a (4)

5. Is CO2 training documented to include type of training, facilitator, date, time, length of training, signed attendance rosters by all attendees, and issues covered in the session?
AR 600-20, 6-15a (2)

RATING FOR AREA VII (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA VIII. QUARTERLY AND YEARLY TRAINING BRIEFS

1. Did the unit brief the type and date of human relations training conducted by the unit since the last QTB/YTB?
AR 600-20, 6-15a (1) (a)

2. Did the unit brief the type and date of human relations training scheduled before the next QTB?
AR 600-20, 6-15a (1) (b)

3. Did the unit brief the number of EOAs/EORs required, authorized, or on hand and the training they have completed or scheduled prior to the next QTB/YTB? AR 600-20, 6-15a (1) (c)

4. Did the Commander brief the date the last command climate survey was conducted and date the next command climate survey is scheduled.
AR 600-20, 6-15a (1) (d)

RATING FOR AREA VII (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 3 sub-areas

RATING SUMMARY:

SECTION 1 (EO PROGRAM ADMINISTRATION)

NUMBER OF SUB-AREAS INSPECTED: _____

NUMBER OF SUB-AREAS RATED COMMENDABLE: _____

NUMBER OF SUB-AREAS RATED SATISFACTORY: _____

NUMBER OF SUB-AREAS RATED UNSATISFACTORY: _____

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

SECTION 2 (EO PROGRAM FUNCTIONS)

NUMBER OF SUB-AREAS INSPECTED: _____

NUMBER OF SUB-AREAS RATED COMMENDABLE: _____

NUMBER OF SUB-AREAS RATED SATISFACTORY: _____

NUMBER OF SUB-AREAS RATED UNSATISFACTORY: _____

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

OVERALL RATING FOR THE EO PROGRAM:

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

SIGNATURE/DATE OF INSPECTOR: _____

SIGNATURE/DATE OF UNIT POC: _____