

d. Report of Findings

(1) General Instructions

(a) Narrative Reports to Agencies

1 The evaluation of the equal employment opportunity program, when made as a part of a general inspection, will be reported in narrative form as a separate attachment to the overall report sent to the agency.

2 Comments on equal employment opportunity may be necessary in other parts of a general inspection report, especially under the program areas relating to recruitment, promotion, and employee development. In such cases, the separate attachment should still provide an overall report of significant findings and recommendations relating to equal employment opportunity. Reporting in detail should be in the attachment and, therefore, comments on equal employment opportunity in other parts of the report should be kept as brief as possible.

3 When the program is reviewed as a special inquiry, then the report may be prepared in letter form or as a separate attachment to the transmittal letter addressed to the installation head.

(b) Report Format

The narrative report should follow the outline below. This outline is based on the "inspection focus" explained in paragraph b.(2) above.

1 Summary evaluation.

2 Involvement and activities of management.

3 Results of management's activities.

4 Significant problem areas identified by management or the inspector.

5 Problem areas identified by minority and community leaders which should be brought to management's attention.

6 Reasons for success or failure in the program.

7 Compliance with national policy and agency and Commission requirements.

8 Any required corrective or followup action.