

36. (Services) Please provide policy, regulations, and procedures established by each Service for conducting organizational climate assessments. (See FY13 NDAA § 572.)

USA	<p>Regulations:</p> <ul style="list-style-type: none"> • AR 600-20, Army Command Policy • Training Circular (TC) 26–6, Commander’s Equal Opportunity Handbook • DA Pam 600-69, Unit Climate Profile Commander’s Handbook • Under Secretary of Defense Memorandum, Command Climate Assessment <p>Policy and Procedures:</p> <ul style="list-style-type: none"> • Per question 34, the DEOMI Organizational Climate Survey (DEOCs), is the Army’s primary survey tool. The Army utilizes the Command Climate Survey as a supplemental tool. • Company commanders (or company-level equivalents) are required by AR 600-20 to administer the Command Climate Survey within 30 days (Active Army, or 120 days Army National Guard, U.S. Army Reserve) of assuming command, at six months, and annually thereafter. At their discretion company commanders may administer the survey more often and may also use additional survey instruments to assess the unit climate. The survey is voluntary for commanders above company level. • The Command Climate Survey addresses multiple climate areas, like officer and noncommissioned leadership, immediate supervisor, leader accessibility, leader concern for Families, leader concern for single Soldiers, unit cohesion, counseling, training, racist materials, sexually offensive materials, stress, training schedule, assistance with PCS moves to the unit, respect, dealing with adversity, unit readiness, morale, discrimination, reporting discrimination, and sexual harassment/assault incidents. • Company commanders are encouraged to survey all enlisted personnel between the grades of PV-1 and SGT. If at all possible, the questionnaire is to be administered to all respondents at one sitting in one place by the same administrator. This is because conducting the survey with small subgroups tends to reduce the anonymity of the respondents. Also, administering the survey to subgroups at different locations or at different times or with different administrators may have unknown effects on the Soldiers’ responses. Commanders are discouraged from administering the survey to fewer than 10 respondents. Surveys are to be administered in uncrowded areas where Soldiers have plenty of space to complete the survey and can do so using a writing surface. All Soldiers are to be notified of the time and location of the survey, and at least one hour on the training schedule is supposed to be allocated for the survey. Another officer or NCO administers the survey, not the commander. Department of the Army (DA) Form 5548-1-R (Unit Climate Profile) is used as the worksheet for
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Narrative responses have been consolidated by the Response Systems Panel (RSP). Please forgive formatting errors in text and data. Source documents for narrative responses can be obtained by contacting the RSP.

	<p>analyzing the data.</p> <ul style="list-style-type: none"> • Because this survey is first administered shortly after a change of command, the results are not to be seen as a reflection upon the new commander but simply as a starting point for improving the unit's command climate. Results are intended for the company commander's use and are not reported up the chain of command. Feedback is to be provided in a timely manner to individuals who completed the survey. • The Command Climate Survey (CCS) can be obtained through the Army Research Institute. The actual survey is available in two formats: <ul style="list-style-type: none"> • Automated. This is a Windows-based version of the Command Climate Survey. It permits administration and data collection on disks, single or multiple computers, and/or a Local Area Network (LAN). The program compiles and analyzes the results and produces bar charts and reports that can be printed or displayed. • "Paper & Pencil." This version is available for those who want to review the questions and/or conduct the survey without automation. There is no data compilation or analysis tool with this option. It is available in three formats; MS Word, EXE (self-extracting zipped file) and PDF. You can save the file, open it, and print a copy. <p>Survey results are anonymous. When a race/ethnic or gender group consists of fewer than five members, commanders are discouraged from splitting the results for that group. For example, if a unit has only four females, they are not to separate the results for females or for males. If there are only four African Americans in the unit, they are to consider combining the results for all nonwhites and compare the results for racial or ethnic minorities versus the majority. The computerized version of the Command Climate Survey automatically suppresses results for groups with fewer than five individuals.</p>
USAF	<p>The UCA is an organizational climate assessment tool designed for commanders to determine the engagement/climate of their organizations. A UCA identifies positive and negative factors that affect mission accomplishment and proposes corrective actions, when appropriate. Historically, the AF has utilized the UCA as the primary climate organizational assessment tool; however, with the passage of the FY13 NDAA, the AF is changing the AF organizational climate assessment process to adhere to the new requirements. Effective 1 Jan 2014, the AF will transition from the UCA to the DEOMI Organizational Climate Survey (DEOCS) as the sole organizational climate assessment tool. This move will bring the AF into alignment with the other Services to adhere to a standardized organizational climate assessment process throughout DoD and will provide better comparison data between the Services.</p> <p>Additionally, to ensure commanders meet the FY13 NDAA and subsequent 6 May 13 SecDef memo requiring commanders to provide the organizational climate assessment survey results to the next higher level in the commander's chain of command, the AF is revising Air Force Instruction (AFI) 36-2706, Military and</p>

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	<p>Civilian Equal Opportunity, to change the current two year requirement for UCAs to an annual climate assessment. As stipulated in the FY13 NDAA, the AF will now be required to conduct an organizational climate assessment within 120 days of commanders assuming command and continue annually thereafter. As described in question 7 above, the Equal Opportunity Office conducts the organizational climate assessments and report findings and recommendations to commanders.</p> <p>As the UCA has been the platform most often used within the AF, the UCA measures the following areas:</p> <ol style="list-style-type: none"> i. Cohesion and Pride, ii. Motivation and Morale, iii. Supervisory Support, iv. Perceived Discrimination, v. Overt Discriminatory Behaviors, vi. Command EO/EEO Policy, and vii. Sexual Assault Prevention and Response (SAPR). <p>In addition, the commander is allowed to select up to ten Locally Developed Questions (LDQs). The LDQs can be selected from a list provided to the commanders or the commander can choose the LDQs they desire (See question 7.h).</p> <p>All areas of the UCA are measured via the Likert Scale, however, the SAPR questions are measured based on the selection made by the participant. Since the UCA incorporates the SAPR questions, AF EO personnel partner with the Sexual Assault Response Coordinators (SARCs) for the inbrief and outbrief to the commanders. One of the sections that commanders appreciate is the “Comments” section provided in each measurement area as these comments provide the verbatim responses from the survey participants.</p> <p>Once the survey is complete, EO professionals analyze the data, schedule an outbrief with the commander, and provide recommendations to address the issues/themes presented by the workforce. If necessary, focus groups are hosted to solicit additional information or confirm perceptions.</p> <p>Policy and procedures established by the AF for conducting organizational climate assessments is located in AFI 36-2706 which highlights the UCA process. Currently in draft revision, AFI 36-2706 has the new procedures for conducting organizational climate assessment surveys using DEOCS that incorporates the new requirements as outlined in the FY13 NDAA.</p>
USN	<p>OPNAVINST 5354.1F CH-1, Navy Equal Opportunity Policy, provides guidance on conducting command climate assessments. The command climate assessment process is as outlined below and available on the Navy Personnel Command web site at: http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/equal_opportunity/Pages/COMMANDCLIMATEASSESSMENT.aspx:</p>

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OPNAVINST 5354.1F, CH-1 Navy Equal Opportunity Policy, requires both active and reserve Commanders, Commanding Officers (COs), and Officers in Charge (OIC) to complete command climate assessments within 90 days after assumption of command and annually as follow-up assessments during command tenure. The assumption of command climate assessment must begin no later than the 30th day after assuming command. Equal opportunity advisors (EOAs) and/or Equal Opportunity (EO) program managers shall track and provide oversight of the command climate assessment process for subordinate commands.

Every command is assessed individually. The Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Survey (DEOCS) is a unit level assessment tool. A minimum of 16 responses are required to generate a DEOCS report. Requests for DEOCS with less than 16 assigned personnel will not be processed. Commands or units with less than 16 assigned personnel are able to utilize alternative methods for assessing command climate such as interviews or focus groups. All Commanders/Commanding Officers are required to debrief command climate survey results with their Immediate Superior in Command (ISIC). Commanders include ISIC commander contact information in their initial survey request to enable automatic ISIC visibility of the command climate survey process. Commanders also validate ISIC information when closing the survey and requesting reports to enable the ISIC to receive automatic notification and directly access the survey results and reports. CNO has directed that Echelon II commanders list VCNO or DNS (whichever is applicable) rather than CNO as their ISIC. ISICs at each level shall issue guidance to their respective commands/activities on scheduling face-to-face debriefs and ISIC POC information for ordering the DEOCS.

Commanders, COs and OICs conduct a face-to-face debrief of their command climate assessment with their ISIC. This includes a summary using the DEOCS and a plan of action and milestones (POA&M) to address any corrective actions or further improve on results. Debriefs cover significant findings, areas of strengths, areas of concern, explain the validation process, actions taken, and plans developed to improve command climate. The POA&M and executive summary is be forwarded to the ISIC no later than 30 days after the completion of the command climate assessment. Video teleconference is an acceptable method for commanders not located in the same geographic region as their ISIC. This process provides the ISIC an opportunity to mentor the commander and happens within 60 days of the completion of the command climate assessment, unless otherwise approved by the Echelon II Commander.

The preferred method to administer DEOCS is online. It can also be administered manually (paper), or the command can use a combination of both. The manual method of administering the DEOCS is typically only used for units in a deployed status when connectivity is not consistently available and only where by the ISIC. When a DEOCS is requested electronically a user name, password and URL are provided to the survey administrator. When the command closes out the survey, the administrator must specifically request that the report be generated. When the DEOCS is administered manually or as a combination of electronic and manual, the commander shall also provide a copy of the final DEOCS report, to include all

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	<p>comments, to the ISIC.</p> <p>The command climate assessment is to be completed using the triangulation method as defined in the OPNAVINST 5354.1F CH-1. When administering the DEOCS electronically the command climate assessment may not take longer than 60 days, 110 days for reserve commands, from the start of the survey to the submission of the executive summary to the commander. The timeline is outlined below:</p> <ol style="list-style-type: none"> a. DEOCS: 21 days; 29 days for reserve commands b. Request report from DEOMI: 1 day c. Command Assessment Team (CAT) review of the report: 14 days; 30 days for reserve commands d. Conduct focus groups/interviews: 14 days; 30 days for reserve commands e. Preparation of the executive summary and POA&M: 10 days; 20 days for reserve commands. f. Commanders shall debrief their commands within 5 days of receipt of the executive summary g. Records and reports shall be maintained and reviewed quarterly <p>NOTE: The timeline lists the maximum allowable days; however, fewer days may be used to complete each step.</p> <p>When administering the DEOCS manually or as a combination of electronic and manual, the command climate assessment shall not take longer than 38 days, 60 days for reserve commands, from when the command first receives the report from DEOMI. Any deviation from these procedures must be approved, in writing, by the Echelon II commander. Deviations are not permitted for the timeline which COs/OICs must conduct the DEOCS.</p> <p>Additional Climate Assessment Tools include:</p> <ol style="list-style-type: none"> 1. Focus Groups – Equal Opportunity Administrators (EOA) are trained to conduct focus groups as a means of getting people to open up regarding the quality of the command climate. Assessment team members can be taught this skill as there is no requirement that focus group facilitators be EOAs. Example focus group questions include: "What do you like most and least about your command?" "How difficult is it for you to recover from making a mistake in the eyes of your supervisor?" "In a word, how would you describe your command?" 2. Data Collection – Further, OPNAVINST 5354.1F CH-1, Navy Equal Opportunity Policy specifies that the "triangulation" method of assessment must be used. Triangulation means that at least three different methods of assessment must be employed, with one of them being DEOCS. Other assessment methods include Records Review (awards, promotions, discipline, etc.), Personal Interviews, and Assessor Observations.
USMC	<ul style="list-style-type: none"> • MCO P5354.1d w/CH 1, Marine Corps Equal Opportunity Manual: http://www.marines.mil/Portals/59/Publications/MCO%20P5354.1D%20W%20CH%201.pdf • MARADMIN 316/13, Establishment of New Command Climate Survey:

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<http://www.marines.mil/News/Messages/MessagesDisplay/tabid/13286/Article/145173/establishment-of-new-command-climate-survey.aspx>

- MARADMIN 464/13, Command Climate Assessments:
<http://www.marines.mil/News/Messages/MessagesDisplay/tabid/13286/Article/150139/command-climate-assessments.aspx>

- White Letter 3-13, Command Climate:
https://www.usmcsurveys.com/sitepolicy/CMC_Cmd_Climate_Letter.pdf

- A copy of the CMC Command Climate Survey is appended to this response.

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ALCOAST 046/13

COMDTNOTE 5530

SUBJ: DEOCS RESTORATION AND FY12/FY13 SURVEY ADMINISTRATION

A. COAST GUARD CIVIL RIGHTS MANUAL, COMDTINST M5350.4 (SERIES)

B. ALCOAST 355/12 - ADMINISTRATION OF DEOCS

C. ALCOAST 465/12 - DEOCS WEBSITE OUTAGE

1. PER REFS A AND B, COS/OICS OF UNITS WITH 25 OR MORE PERSONNEL ARE REQUIRED TO ADMINISTER THE DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE (DEOMI) ORGANIZATIONAL CLIMATE SURVEY (DEOCS) WITHIN 180 DAYS OF ASSUMING COMMAND AND ANNUALLY THEREAFTER.

2. PER REF C, DEOMIS DEOCS SYSTEM HAS BEEN OFFLINE SINCE 19 SEPT 2012. RESTORATION OF THE SYSTEM IS NOW ANTICIPATED BY 8 FEB 2013. UPON ITS RETURN TO OPERATION, DEOMI PERSONNEL WILL ASSIST SURVEY ADMINISTRATORS WITH COMPLETING PENDING FY12 DEOCS, OBTAINING SURVEY RESULTS, AND STARTING NEW SURVEYS.

3. DEOCS RECORDS SHOW THAT 58 COAST GUARD SURVEYS WERE IN PROGRESS WHEN THE OUTAGE OCCURRED. COS/OICS OF THOSE 58 UNITS HAVE THE OPTION TO EITHER FINISH THEIR PENDING SURVEYS OR INITIATE AND COMPLETE A NEW DEOCS BY 1 APRIL. IN EITHER CASE, THE SURVEYS MUST BE COMPLETED BY 1 APRIL IN ORDER TO BE CONSIDERED COMPLIANT WITH THE ANNUAL REQUIREMENT. UNITS UNABLE TO MEET THAT DEADLINE MAY REQUEST EXTENSIONS FROM THE COMDT (CG-00H) DEOMI DEOCS LIAISON IN PARA. 6.

4. IN VIEW OF THE LENGTHY OUTAGE PERIOD A SINGLE FY13 DEOCS WILL SATISFY BOTH THE ANNUAL AND 180-DAY REQUIREMENTS FOR COS/OICS WHO ASSUMED COMMAND BETWEEN 22 MARCH AND 30 SEPTEMBER 2012.

5. COMDT (CG-00H) CIVIL RIGHTS SERVICE PROVIDERS (CRSPS) ARE TRAINED AND CAN ASSIST COS/OICS WITH INTERPRETING DEOCS RESULTS AND DEVELOPING APPROPRIATE FOLLOW UP ACTIONS IF INDICATED. A LIST OF CRSPS IS AVAILABLE AT

[HTTP://WWW.USCG.MIL/HQ/CG00/CG00H/SERVICEPROVIDERS.ASP](http://www.uscg.mil/hq/cg00/cg00h/serviceproviders.asp).

6. THE COMDT (CG-00H) DEOMI DEOCS LIAISON IS MS. JEANELL THOMAS, JEANELL.THOMAS(AT)USCG.MIL, 202-372-4510.

7. MS. TERRI A. DICKERSON, DIRECTOR, CIVIL RIGHTS DIRECTORATE, SENDS.

8. INTERNET RELEASE AUTHORIZED.

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ALCOAST 055/10

COMDTNOTE 5350

SUBJ: DEFENSE EQUAL OPPORTUNITY CLIMATE SURVEY (DEOCS)

CLARIFICATION

A. COMDT COGARD WASHINGTON DC 092000Z APR 09/ALCOAST 204/09

1. REF A PROMULGATED REQUIREMENTS FOR CONDUCTING ANNUAL UNIT LEVEL DEOCS, PROVIDING A TOOL FOR COMMANDS TO ASSESS ORGANIZATIONAL CLIMATE DIMENSIONS. SOME COMMANDS HAVE ENCOUNTERED DIFFICULTIES MEETING PARTICIPATION REQUIREMENTS IN ORDER TO SUCCESSFULLY COMPLETE THE SURVEY. THIS MSG PROVIDES ADDITIONAL INFORMATION THAT SHOULD ASSIST COMMANDS IN SUCCESSFULLY COMPLETING AND INTERPRETING THE SURVEY.

2. A NUMBER OF SAFEGUARDS TO ENSURE RESPONDENT ANONYMITY ARE PROGRAMMED INTO DEOCS. THESE SAFEGUARDS CANNOT BE MODIFIED. UNIT PERSONNEL SHOULD BE MADE AWARE OF THESE SAFEGUARDS TO INCREASE SURVEY PARTICIPATION. SAFEGUARDS INCLUDE:

A. UNIT OPFAC: THE BASIC IDENTIFIER NEEDED TO INITIATE THE SURVEY. A UNIT OPFAC EQUATES TO THE UNIT IDENTIFICATION CODE (UIC) REQUESTED WHEN ORDERING THE SURVEY. THE RESULTS OF THE SURVEY ARE NOT INTENDED FOR USE BEYOND THE COMMAND REQUESTING THE SURVEY. HOWEVER, INTERPRETATION OF SURVEY RESULTS BY TRAINED CIVIL RIGHTS PROFESSIONALS MAY BE BENEFICIAL.

B. MINIMUM PARTICIPATION: AT LEAST 16 UNIT PERSONNEL MUST COMPLETE THE SURVEY IN ORDER FOR RESULTS TO BE COMPILED. IF A COMMAND CANNOT MEET THE 16 PERSON MINIMUM A PARENT COMMAND MAY INITIATE THE SURVEY FOR UNITS UNDER THEIR PURVIEW. MORE THAN ONE UNIT CAN BE COMBINED IN THIS MANNER TO ASSIST IN MEETING THE 16 PERSON MINIMUM. THE INITIATING UNIT WILL NEED TO PROVIDE PASSWORDS TO THE COMBINED SUBUNITS. CONDUCTING A SURVEY IN THIS MANNER WILL PROVIDE OVERALL RESULTS FOR THE COMBINED UNITS AND NOT PROVIDE A UNIT SPECIFIC EVALUATION. COMBINING UNITS TO COMPLETE A SURVEY IN THIS MANNER MAY BE HELPFUL UNDER CERTAIN CIRCUMSTANCES BUT IS NOT THE PREFERRED METHOD.

C. SUBGROUP COMPARISON: TOOL PROVIDED BY DEOCS TO ASSIST THE COMMAND IN ASSESSING THE PERCEPTIONS OF VARIOUS SUBGROUPS WITHIN THE COMMAND. SUBGROUPS INCLUDE MEN, WOMEN, OFFICER, ENLISTED, CIVILIAN, ETC. A SUBGROUP MUST HAVE AT LEAST FIVE RESPONDENTS IN ORDER FOR A COMPARISON TO BE MADE. THIS REQUIREMENT IS DESIGNED TO ENSURE RESPONDENT ANONYMITY.

3. EVERY EFFORT SHALL BE MADE TO EXPEDITIOUSLY COMMUNICATE THE RESULTS OF THE DEOCS TO UNIT PERSONNEL AND TAKE APPROPRIATE ACTIONS. RESULTS PROVIDE SHARED PERCEPTIONS OF UNIT PERSONNEL TO ORGANIZATIONAL CLIMATE FACTORS AND ORGANIZATIONAL EFFECTIVENESS. FIELD CIVIL RIGHTS SERVICE PROVIDERS ARE AN EXCELLENT SOURCE IN INTERPRETING DEOCS RESULTS AND RECOMMENDING APPROPRIATE CORRECTIVE ACTIONS.

4. BASIC INFORMATION REGARDING THE ADMINISTRATION OF THE SURVEY CAN BE FOUND ON THE DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE (DEOMI) WEBSITE AT WWW.DEOMI.ORG. SELECT THE ORGANIZATIONAL ASSESSMENT (DEOCS) TAB.

5. QUESTIONS REGARDING DEOCS MAY BE DIRECTED TO THE LOCAL CIVIL RIGHTS SERVICE PROVIDER OR THE CG-00H POC: CDR VALERIAN WELICKA,

(202) 372-4513, VALERIAN.F.WELICKA(AT)USCG.MIL.

6. RELEASED BY CAPT E. G. FAUX, ACTING DIRECTOR OF CIVIL RIGHTS.

7. INTERNET RELEASE AUTHORIZED.

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COMDTNOTE 5530

SUBJ: DEOCS IS OPERATIONAL

A. COAST GUARD CIVIL RIGHTS MANUAL, COMDTINST M5350.4 (SERIES)

B. COMDT COGARD WASHINGTON DC 021635Z AUG 12/ALCOAST 355/12

C. COMDT COGARD WASHINGTON DC 061430Z FEB 13/ALCOAST 046/13

1. THE DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE (DEOMI) ORGANIZATIONAL CLIMATE SURVEY (DEOCS) SYSTEM HAS BEEN RESTORED TO OPERATION FOLLOWING AN OUTAGE LASTING FROM 19 SEPTEMBER 2012 TO 28 FEBRUARY 2013.

2. COS/OICS SHALL CONDUCT DEOCS IN ACCORDANCE WITH REFS A THRU C. REF C PROVIDES SPECIFIC GUIDANCE TO ADDRESS SURVEYS IMPACTED BY THE SYSTEM INTERRUPTION.

3. QUESTIONS RELATED TO REF C OR THE SYSTEM OUTAGE SHOULD BE DIRECTED TO THE COMDT (CG-00H) DEOMI DEOCS LIAISON IN PARAGRAPH 4. ALL OTHER DEOCS QUESTIONS SHOULD BE DIRECTED TO APPROPRIATE REGIONAL COMDT (CG-00H) CIVIL RIGHTS SERVICE PROVIDERS (CRSPS). CRSPS ARE TRAINED AND CAN ASSIST COS/OICS WITH INTERPRETING DEOCS RESULTS AND DEVELOPING APPROPRIATE FOLLOW UP ACTIONS IF INDICATED. A LIST OF CRSPS IS AVAILABLE AT

[HTTP://WWW.USCG.MIL/HQ/CG00/CG00H/SERVICEPROVIDERS.ASP](http://www.uscg.mil/hq/cg00/cg00h/serviceproviders.asp).

4. THE COMDT (CG-00H) DEOMI DEOCS LIAISON IS MS. JEANELL THOMAS, JEANELL.THOMAS(AT)USCG.MIL, 202-372-4510.

5. MS. TERRI A. DICKERSON, DIRECTOR, CIVIL RIGHTS DIRECTORATE, SENDS.

6. INTERNET RELEASE AUTHORIZED.

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COMDTNOTE 5350

SUBJ: DEFENSE EQUAL OPPORTUNITY CLIMATE SURVEY (DEOCS)

A. COMDTINST M5350.4 (SERIES) CIVIL RIGHTS MANUAL

1. REF A PROMULGATED REQUIREMENTS FOR CONDUCTING ANNUAL UNIT LEVEL DEOCS, PROVIDING A TOOL TO AID UNITS IN IMPROVING CIVIL RIGHTS CLIMATE AND ORGANIZATIONAL EFFECTIVENESS. IN FY-10, 329 UNITS PARTICIPATED AND 21,061 PERSONNEL COMPLETED THE SURVEY. WHILE THESE NUMBERS HAVE BEEN INCREASING OVER THE YEARS, FY-10 EXPERIENCED A SIGNIFICANT JUMP FROM THE PREVIOUS YEAR: 94 PERCENT INCREASE IN COMMANDS AND 68 PERCENT INCREASE IN PERSONNEL PARTICIPATION. KUDOS TO ALL INVOLVED. THIS MSG REITERATES THE ANNUAL REQUIREMENT AND PROVIDES INFORMATION THAT SHOULD ASSIST COMMANDS IN SUCCESSFULLY COMPLETING AND INTERPRETING THE SURVEY.

2. A NUMBER OF SAFEGUARDS TO ENSURE RESPONDENT ANONYMITY ARE PROGRAMMED INTO DEOCS. THESE SAFEGUARDS CANNOT BE MODIFIED. UNIT PERSONNEL SHOULD BE MADE AWARE OF THESE SAFEGUARDS TO INCREASE SURVEY PARTICIPATION. SAFEGUARDS INCLUDE:

A. UNIT OPFAC: THE BASIC IDENTIFIER NEEDED TO INITIATE THE SURVEY. A UNIT OPFAC EQUATES TO THE UNIT IDENTIFICATION CODE (UIC) REQUESTED WHEN ORDERING THE SURVEY. THE RESULTS OF THE SURVEY ARE NOT INTENDED FOR USE BEYOND THE COMMAND REQUESTING THE SURVEY. HOWEVER, INTERPRETATION OF SURVEY RESULTS BY TRAINED CIVIL RIGHTS PROFESSIONALS MAY BE BENEFICIAL.

B. MINIMUM PARTICIPATION: AT LEAST 16 UNIT PERSONNEL MUST COMPLETE THE SURVEY IN ORDER FOR RESULTS TO BE COMPILED. IF A COMMAND CANNOT MEET THE 16 PERSON MINIMUM A PARENT COMMAND MAY INITIATE THE SURVEY FOR UNITS UNDER THEIR PURVIEW. MORE THAN ONE UNIT CAN BE COMBINED IN THIS MANNER TO ASSIST IN MEETING THE 16 PERSON MINIMUM. THE INITIATING UNIT WILL NEED TO PROVIDE PASSWORDS TO THE COMBINED SUBUNITS. CONDUCTING A SURVEY IN THIS MANNER WILL PROVIDE OVERALL RESULTS FOR THE COMBINED UNITS AND NOT PROVIDE A UNIT SPECIFIC EVALUATION. COMBINING UNITS TO COMPLETE A SURVEY IN THIS MANNER MAY BE HELPFUL UNDER CERTAIN CIRCUMSTANCES BUT IS NOT THE PREFERRED METHOD.

C. SUBGROUP COMPARISON: TOOL PROVIDED BY DEOCS TO ASSIST THE COMMAND IN ASSESSING THE PERCEPTIONS OF VARIOUS SUBGROUPS WITHIN THE COMMAND. SUBGROUPS INCLUDE MEN, WOMEN, OFFICER, ENLISTED, CIVILIAN, ETC. A SUBGROUP MUST HAVE AT LEAST FIVE RESPONDENTS IN ORDER FOR A COMPARISON TO BE MADE. THIS REQUIREMENT IS DESIGNED TO ENSURE RESPONDENT ANONYMITY.

3. EVERY EFFORT SHALL BE MADE TO EXPEDITIOUSLY COMMUNICATE THE RESULTS OF THE DEOCS TO UNIT PERSONNEL AND TAKE APPROPRIATE ACTIONS. RESULTS PROVIDE SHARED PERCEPTIONS OF UNIT PERSONNEL TO ORGANIZATIONAL CLIMATE FACTORS AND ORGANIZATIONAL EFFECTIVENESS. FIELD CIVIL RIGHTS SERVICE PROVIDERS ARE AN EXCELLENT SOURCE IN INTERPRETING DEOCS RESULTS AND RECOMMENDING APPROPRIATE CORRECTIVE ACTIONS.

4. BASIC INFORMATION REGARDING THE ADMINISTRATION OF THE SURVEY CAN BE FOUND ON THE DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE (DEOMI) WEBSITE AT WWW.DEOMI.ORG. SELECT THE ORGANIZATIONAL ASSESSMENT (DEOCS) TAB.

5. QUESTIONS REGARDING DEOCS MAY BE DIRECTED TO THE LOCAL CIVIL RIGHTS SERVICE PROVIDER OR REGIONAL CIVIL RIGHTS MANAGER.
6. RELEASED BY CAPT EKU FAUX, ACTING DIRECTOR OF CIVIL RIGHTS.
7. INTERNET RELEASE AUTHORIZED.

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COMDTNOTE 5350

SUBJ: DEOCS WEBSITE OUTAGE

A. COAST GUARD CIVIL RIGHTS MANUAL, COMDTINST M5350.4 (SERIES)

1. ON 19 SEPT 2012 THE DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE (DEOMI) ORGANIZATIONAL CLIMATE SURVEY (DEOCS) SYSTEM WENT OFFLINE.

2. ALONG WITH OUR DOD PARTNERS, THE COAST GUARD UTILIZES THE SERVICES OF DEOMI FOR THE ADMINISTRATION AND COLLECTION OF CLIMATE SURVEY DATA AND REPORTING.

3. DEOMI DOES NOT OFFER AN ESTIMATE OF WHEN SYSTEM ACCESS WILL BE RESTORED, HOWEVER, DEOMI HAS INDICATED THAT THE OUTAGE IS TEMPORARY AND THAT ALL SURVEYS IN PROGRESS WERE RETAINED AT THE SHUTDOWN POINT AND WILL BE AVAILABLE FOR IMMEDIATE CONTINUANCE UPON SYSTEM RESTORATION. COMPONENTS WILL BE ABLE TO EXTEND AFFECTED SURVEY CLOSING DATES TO PERMIT COMPLETION BY UNIT PERSONNEL.

4. UPON RESTORATION OF THE SYSTEM, UNITS WITH ONGOING SURVEYS SHOULD FINISH THEIR DEOCS. UNITS COMPLETING THEIR FY12 COMMAND CIVIL RIGHTS CHECKLISTS THAT HAVE DEOCS CLOSING DATES AFTER 18 SEPT 2012 MAY ANNOTATE THEIR CHECKLIST SUBMISSIONS TO INDICATE SURVEYS WERE TIMELY INITIATED IAW REF A, BUT DELAYED IN CLOSING DUE TO THE OUTAGE.

5. COMDT (CG-00H) INTENDS TO ANNOUNCE SYSTEM RESTORATION VIA ALCOAST.

6. MS. TERRI A. DICKERSON, DIRECTOR, CIVIL RIGHTS DIRECTORATE, SENDS.

7. INTERNET RELEASE AUTHORIZED.

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