



Human Relations Climate Assessment Subcommittee (HRCAS)

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**This briefing is
UNCLASSIFIED**



- **How is the Human Relations Climate Assessment Subcommittee (HRCAS) different than the Wing Climate Assessment Committee (WCAC)?**
- **HRCAS Purpose and Goal**
- **HRCAS Subcommittee (HRCAS) Composition and Member Roles/ Responsibilities**
- **HRCAS Meeting, Briefing and Reporting Requirements**



HRCAS Purpose & Goal

- **Purpose:**
 - “To provide the Integrated Delivery System (IDS) with an analysis of the installation *human relations climate*”

****Human Relation Climate: The prevailing perceptions of the working, living and social environment within an organization (AFI 36-2706)***

- **Goal:**
 - “To ensure mission effectiveness by identifying and resolving human relations issues while strengthening the work environment for the total force”



HRCAS Subcommittee (HRCAS)

- **HRCAS established as part of IDS under the Community Action Information Board (CAIB)**
 - **Uses cross-functional collaboration to analyze trends/share pertinent data**
 - **Makes actionable recommendations to address possible areas of concern**



Composition and Member Roles/Responsibilities

- **CAIB Executive Director**
 - Ensures HRCAS is fully integrated into IDS/CAIB activities
 - Facilitates collaboration between HRCAS and other IDS/CAIB members
 - Determines what HRCAS items will be briefed to CAIB



Composition and Member Roles/Responsibilities (Cont)

- **EO Director**
 - **Serves as HRCAS chairperson and schedules/leads meetings**
 - **Ensures HRCAS members and other collaborators understand their roles and responsibilities**
 - **Presents HRCAS findings/recommendations to the IDS**
 - **Briefs HRCA status (via the HRCA matrix) to CAIB and leads discussion of key areas**



Composition and Member Roles/Responsibilities (Cont)

- **EO Office provides info on:**
 - **Climate surveys, EO complaints/incidents, EO/Non-EO assistance, Out & About visits, and “by-request” special training**
 - **AEP/SEP* Manager provides info on AEP/SEP activities and initiatives**
- *Affirmative Employment Program (AEP) and Special Emphasis Program (SEP)**



Composition and Member Roles/Responsibilities (Cont)

- **ADR Champion provides info on:**
 - Workplace disputes handled thru ADR
 - Facilitation/mediation attempts and resolutions
 - Disputes handled thru non-ADR methods (i.e., interest-based negotiation)
- **CPF provides info on civ pers issues**
 - Labor relations, ULPs, grievances, MSPB appeals, etc.



Composition and Member Roles/Responsibilities (Cont)

- **IG provides info on general trends impacting the HRC**
- **EAP Manager provides info on concerns of civilian population & request for assistance trends**
- **MPE (as a supporting member) provides demographic or other data as needed**



Composition and Member Roles/Responsibilities (Cont)

- **Other functional OPRs & IDS/CAIB members provide info as needed**
 - **Chaplain**
 - **SARC**
 - **SJA**
 - **SF**
 - **Command Chief**
 - **PA**
 - **Sustainment and CE**



HRCAS Meetings

- **HRCAS meets at least quarterly**
 - Analyzes data covering reporting periods of 1 Oct - 30 Sep (Fiscal Year)
 - Held within two months following the close of the FY (October or November)
- **Members provide + and – trends related to their functional areas**
 - Include demographic breakdown and possible “hot spots”

NOTE: Refer to AFI 36-2706, Atch 33, for sample analysis questions



HRCAS Meetings (cont)

- **Meetings center on identifying mission-inhibiting climate factors**
 - **Includes developing solutions and recommendations aimed at strengthening preventive/educational programs**
 - **Key focus is on the workplace environment**



- **HRCA Matrix**
 - **Uses three-color “stoplight” format**
 - **Green: No unusual leadership concerns**
 - **Yellow: Requires focused leadership attention**
 - **Red: Critical – requires aggressive intervention**

NOTE: This rating scale is not intended as a measure of performance or “report card” on the effectiveness of functional OPRs. Rather, it reflects the status of HRC elements and identifies items of interest emanating from within those areas installation-wide.



- **Matrix ratings derived by consensus HRCAS/IDS consensus**
 - **Based on quantitative/qualitative data**
 - **Recommendations developed for “Yellow” and “Red” ratings**
 - **Includes new actions items or follow-up on those already underway**



HRCAS Briefings (cont)

- **Matrix looks at current plus previous two reporting periods**
- **Local conditions may dictate that additional periods be included**
 - **Due to AEF rotations, mission changes, organizational restructuring, or need for long-term monitoring**



HRCAS Briefings (cont)

Current

FUNCTIONAL OPR	Oct 08- Mar 09	Apr-Sep 08	Oct 07- Mar 08	REMARKS
Equal Opportunity Office	●	●	●	Complaints down since spike in 1 st Half 08
Special Emphasis Programs	●	●	●	
Alternative Dispute Resolution	●	●	●	
Civilian Personnel Flight	●	●	●	
Inspector General	●	●	●	
Employee Assistance Program	●	●	●	
Security Forces/OSI	●	●	●	OSI reports an increase in hate-related activity
<u>Legend:</u>				
● No unusual leadership concerns			Overall Assessment: ●	
● Requires focused leadership attention				
● Critical: Requires aggressive intervention				



HRCAS Briefings (cont)

- **IDS determines factors needing further analysis/corrective action**
 - **Also identifies OPRs responsible for actions item implementation and follow-up**



HRCAS Briefings (cont)

- **EO Director briefs HRCA to IDS using sample format (AFI 36-2706, Atch 34)**
 - **At a minimum includes:**
 - **HRCAS membership**
 - **Wing demographics**
 - **HRCA Matrix**
 - **Significant issues**
 - **Recommendations**
 - **Supplemental information**



Sample HRCA Briefing Format



144FW

Human Relations Climate Assessment (HRCA) FY 09

**Maj Raymond Greer
EO Director**



OVERVIEW

- **Human Relations Climate Assessment Subcommittee (HRCAS) Members**
- **Wing Demographic Breakdown**
- **HRCA Matrix**
- **Significant Issues**
- **Recommendations**
- **Supplemental Information**



HRCAS MEMBERS

• EO	Maj Raymond Greer	144FW/EO
• AEP/SEPM	Capt Regina Cherf	144FW/EO
• ADR	MSgt Steve Thune	144FW/EO
• CPF	MSgt Shirley Stine	144FSS/DPC
• IG	Lt Col Mark Ybarra	144FW/IG
• EAP	Mr. Jerry Forrester	144FW
• MPE	Capt Katherine Corliss	144FSS/DPM

Adjunct Collaborators:

• SF	Capt Lenny Lujan	144SFS/CC
• OSI	(If applicable)	



Wing Demographics

TOTAL:	Military Force:	Civilian Force:	NAF Force:
2791	1,117 / 40%	1351 / 48.4%	323 / 11.5%
Males	860 / 76.9%	872 / 64.5%	132 / 40.8%
Females	257 / 23%	479 / 35.4%	191 / 59.1%
White	760 / 68%	1081 / 75.2%	191 / 59.1%
Black	219 / 19.6%	117 / 8.6%	41 / 12.6%
Hispanic	117* / 10.4%	102 / 7.5%	52 / 16%
Asian	21 / 1.8%	38 / 2.8%	37 / 11.4%
Native Hawaiian/ Pacific	3 / .2%	--	--
Native-American	8 / .7%	13 / .9%	2 / .6%
Declined to Respond	82 / 7.3%	7 / .5%	--



HRC A MATRIX

Current

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Equal Opportunity Office	●	●	●	Complaints down since spike in 1 st Half 08
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Alternative Dispute Resolution	●	●	●	
Civilian Personnel Flight	●	●	●	
Inspector General	●	●	●	
Employee Assistance Program	●	●	●	
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● No unusual leadership concerns			Overall Assessment: ●	
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HRCA SIGNIFICANT ISSUES

- **SF/OSI**

- OSI notes increase in hate-related activity in off-base community associated with the KKK

- Some known military members (not in uniform) seen in vicinity of the activity

- SF reports that hate-related material was found in an O-3's car during random POV search



HRCA SIGNIFICANT ISSUES (cont)

- **EO**
 - **Complaints have continued to decrease since 1st Half FY 08**
 - **A compilation of three major climate surveys shows a positive wing-wide trend (See supplemental info)**



RECOMMENDATIONS

- **EO**
 - No further action required at this time regarding complaint trends
- **SF/OSI**
 - SF/OSI closely monitor hate-related activity and advise EO office when it occurs
 - CCs/CCFs look for hate literature during building inspections and monitor work place environment (graffiti, rumors, etc.)



RECOMMENDATIONS (cont)

- **EO/SJA**
 - **Co-write hate group awareness article for publication in base paper NLT end of month. Also offer to provide briefings at CC calls**
- **HRCAS**
 - **Keep this item in meeting agenda and continue to collaborate with SF/OSI**

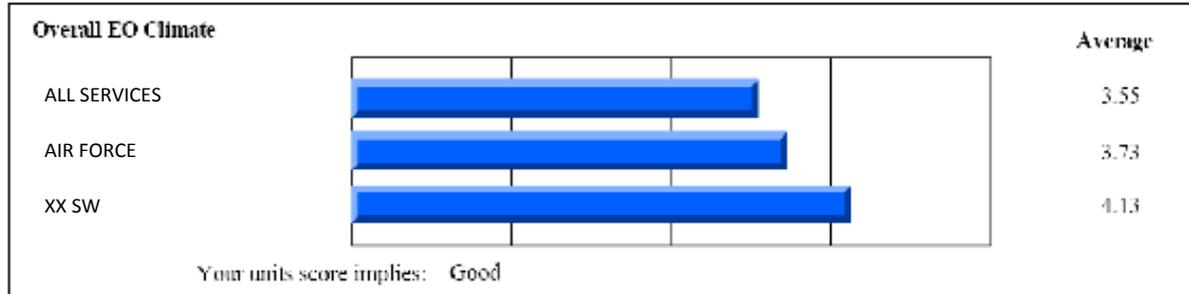


HRCA
Supplemental Information
FY 09

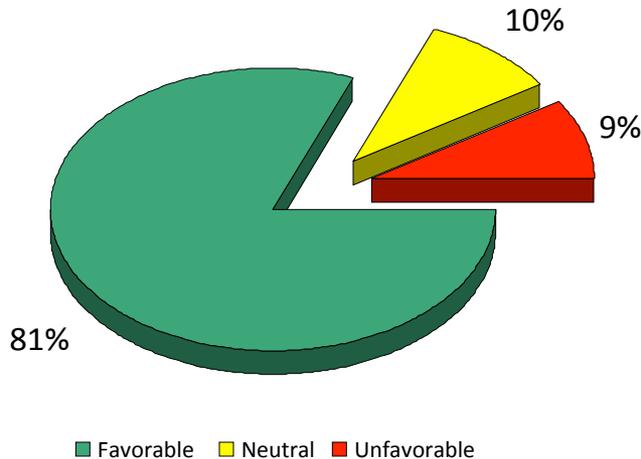


Overall HR Climate Survey Results

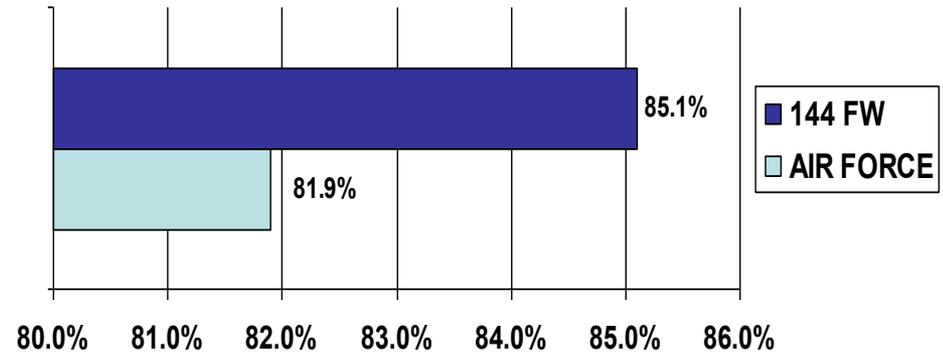
DEOCS Data Overall 4.13 Good



UCA Data Overall 81% "agree"



Air Force Climate Survey 85% "Favorable"



NOTE: Wing assessment is the compilation of 12 Unit Climates Assessments (UCAs) conducted during the HRCA reporting period Oct 08 to Sep 09.



HRCAS Reporting

- **HRCAS provides annual assessments to IDS during within two months following the close of the fiscal year (October or November)**
 - **Should be reported on the NGB EO Annual Report due to NGB/EO by 15 Jan each year***
- **CAIB Director determines what HRCAS items will be briefed to CAIB**

***NOTE: This allows time for HRCAS to meet and provide assessment to IDS/CAIB. Summary will include significant trends and corrective measures.**



HRCAS Reporting (Cont)

- **IDS (represented by EO Director) briefs HRC Matrix to CAIB**
 - Includes action items/POC tasking info (who, what, when, how, etc.)
- **Installation CAIB decides what gets elevated to MAJCOM**
- **MAJCOM CAIB decides what gets elevated to Air Force**



- **EO Director reports HRCA summary via NGB Annual Report**
 - **Uses “stoplight” format**
 - **FY based report**
 - **(01 Oct – 30 Sep)**



HRCAS Reporting (Cont)

- **Center-level EO Directors coordinate annual HRCAS with center director/ commander prior to vetting through installation CAIB**
 - **Gives center director/commander an opportunity to provide feedback if appropriate**



- **HRCA Purpose and Goal**
- **HRCA Subcommittee (HRCAS)
Composition and Member Roles/
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- **HRCAS Meeting, Briefing and
Reporting Requirements**



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