

**ARMY COMMAND CLIMATE ASSESSMENTS
IMPLEMENTATION GUIDANCE FOR COMMANDERS AND EQUAL
OPPORTUNITY (EO) PRACTITIONERS**

1. Requirements by Level:

| Command Level | Frequency (Days) | Requirements |
|-------------------------|---|---|
| Company or equivalent | Active Army: 30/180/365/annual Reserve component: 120/365/annual | <ol style="list-style-type: none"> 1. Inform command personnel of the upcoming assessment (see paragraphs 2h and 3a). 2. Survey (DEOCS) for entire company (minus command team). 3. Use other assessment tools (see paragraph 2c). 4. Prepare command climate assessment summary and action plan. 5. Brief to commander/supervisor at next higher level (no later than 30 days after completion of survey). 6. EO practitioner enters data into Equal Opportunity Reporting System (EORS). |
| Battalion or equivalent | Active Army: 60/365/annual Reserve component: 120/365/annual | <ol style="list-style-type: none"> 1. Inform command personnel of the upcoming assessment (see paragraphs 2h and 3a). 2. Survey (DEOCS) for battalion staff element and company command teams. 3. Data Retrieval System (DRS) rollup of subordinate unit/company survey responses and comparison of historical data. 4. Use other assessment tools (see paragraph 2c). 5. Prepare command climate assessment summary and action plan. 6. Brief to commander/supervisor at next higher level (no later than 30 days after completion of survey). 7. EO practitioner enters data into EORS. 8. Monitor compliance of subordinate commands. |
| Brigade or equivalent | Active Army: 60/365/annual Reserve component: 120/365/annual | <ol style="list-style-type: none"> 1. Inform command personnel of the upcoming assessment (see paragraphs 2h and 3a). 2. Survey (DEOCS) for brigade staff element and subordinate command teams one level below. 3. DRS rollup of subordinate unit (battalions and company) survey responses and comparison of historical data. 4. Use other assessment tools (see paragraph 2c). 5. Prepare command climate assessment summary and action plan. 6. Brief to commander/supervisor at next higher level (no later than 30 days after completion of survey). 7. EO practitioner enters data into EORS. 8. Monitor compliance of subordinate commands. |

| Command Level | Frequency (Days) | Requirements |
|--------------------------------|---|---|
| Division or above | Active Army: 60/365/annual Reserve component: 120/365/annual | <ol style="list-style-type: none"> 1. Inform command personnel of the upcoming assessment (see paragraphs 2h and 3a). 2. Survey (DEOCS) for headquarters staff element and subordinate command teams one level below. 3. DRS rollup of subordinate unit (brigade, battalions and company) survey responses and comparison of historical data. 4. Use other assessment tools (see paragraph 2c). 5. Prepare command climate assessment summary and action plan. 6. Brief to commander/supervisor at next higher level (no later than 30 days after completion of survey). 7. EO practitioner enters data into EORS. 8. Monitor compliance of subordinate commands. |
| Other noncommand organizations | As desired/optional | As desired |

2. Explanation of Terms

a. Survey. Surveys give commanders insight into unit perceptions and serve as the starting point for assessing the overall climate of the command. They are an important tool because they provide for standardization and anonymity. When administering surveys, commanders will use the Defense Equal Opportunity Management Institute's Organizational Climate Survey (DEOCS) and Data Retrieval System (DRS).

b. DRS Rollup. The rollup and survey trend data will provide subordinate commands' with survey results from the preceding 6- to 12-month period without requiring the administration of duplicate surveys to their subordinate commands. EO practitioners will coordinate with the Defense Equal Opportunity Management Institute to obtain these reports.

c. Other Assessment Tools. DEOCS is only one component of a command climate assessment. Commanders will consider using other tools to provide depth and clarity on concerns raised in survey results. Other tools include interviews, focus groups, staff assistance visits or trend analysis. Commanders should consult their EO practitioner to determine the best methods for their command.

d. Command Climate Survey Executive Summary and Command Climate Assessment Action Plan. After the survey closes, the commander and EO practitioner will analyze the survey results. Survey responses will be systematically collated and analyzed, and used to create an executive summary of the data. The executive summary must include significant findings, organizational strengths and areas of concerns. The action plan describes the commander's planned corrective actions. The requesting commander must brief the next higher level commander on the results of

the command climate assessment, including the action plan, no later than 30 days after completion of the assessment.

e. Sample Size. All unit members will be afforded the opportunity to participate in the command climate surveys. The surveyed audience must include a sufficient number of participants to preserve anonymity, obtain a genuine representation of the unit and provide the commander/leader with actionable information (see paragraph 3f for information about the minimum number of participants).

f. Response Rate. The DEOCS will produce results for any unit that achieves at least 16 responses; however, results under 30 percent may not provide an accurate picture of the unit's climate. Units should strive for 50-percent participation or better. EO practitioners can give commanders the response rate and extend the survey window to allow for increased participation if needed.

g. EO Practitioners. EO practitioners include EO program managers, EO sergeants major and EO advisors who serve as the brigade-and-above-level commanders' special staff officers for organizational effectiveness. EO practitioners request and administer the DEOCS, administer other assessment tools and prepare assessment analysis for commanders. Unit EO leaders are not EO practitioners, but may assist in the administration of the DEOCS.

h. Civilians. Participation in command climate surveys and assessments is optional for Department of the Army Civilians. Management must ensure that all applicable collective bargaining obligations are fulfilled before initiating a command climate survey or assessment covering bargaining unit employees.

3. Guidance for EO Practitioners

a. Anonymity. The intent of the command climate survey is to provide anonymous feedback to the commander on the organization's climate and culture. Personnel administering the survey and/or collecting data should make sure procedures are in place to protect anonymity of respondents and the confidentiality of the results. The DEOCS is designed to protect respondent anonymity. Unit results will not be broken out by demographic group (such as race, gender or rank) if a subgroup (for example, male or female) has fewer than five respondents. However, the answers provided to free-response questions may reveal the respondent's identity. Therefore Soldiers and Civilians must be notified of exceptions to anonymity before the survey is administered. They must also be notified if their verbatim comments will be provided to their commander, chain of command or others. Specifically, respondent statements about being a threat to themselves or others, and comments involving criminal and operationally sensitive information may be released and, if necessary, reported to the proper authorities. Any allegations or reports of sexual assault must be immediately reported to U.S. Army Criminal Investigative Command.