



SECDELBAYINST 5350.1

SECTOR DELAWARE BAY INSTRUCTION 5350.1

OCT 31 2005

Subj: SECTOR DELAWARE BAY HUMAN RELATIONS COUNCIL

Ref: (a) Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4

1. PURPOSE. This instruction establishes the purpose, composition, procedures, and responsibilities of the SECTOR DELAWARE BAY Human Relations Council (HRC). The HRC serves as a proactive body that continuously seeks to improve the command human relations climate. The HRC provides an avenue for Coast Guard personnel to address human relations issues. Additionally, the HRC keeps the Sector Commander and Deputy Sector Commander informed of the human relations climate within the command.
2. ACTION. Division chiefs shall ensure the widest dissemination of this instruction and shall ensure compliance with its provisions. All supervisors are responsible for and must be committed to providing a workplace environment that allows all Coast Guard personnel the opportunity to reach their maximum potential. Support of the HRC is but one avenue to ensure that all human relations issues and concerns are heard.
3. DISCUSSION.
 - a. The HRC keeps the Sector Commander and Deputy Sector Commander informed of human relations concerns, including civil rights and equal opportunity matters, pertaining to SECTOR DELAWARE BAY personnel. The council supports the chain of command by assessing problem areas and identifying potential areas of tension. They also serve as a sounding board for considering various Equal Employment Opportunity programs, making recommendations for their development and implementation, and assisting in program evaluation.
 - b. The council proactively identifies areas of concern before they become problems. Problems or practices identified by the council, especially those that cut across division lines, will be reported to the Sector Commander and Deputy Sector Commander, with recommended corrective actions, if appropriate. Regulations, policy, or laws that are beyond the Sector Commander's scope of influence or control cannot be resolved in this forum.
 - c. In accordance with reference (a), the HRC will:
 - (1) Facilitate discussions of human relations issues and policies.
 - (2) Allow for communication between the command and its personnel.

- (3) Encourage organizational entities to resolve human relations issues. OCT 31 2005
- (4) Stimulate participation in human relations activities.
- d. To recognize and promote diversity, each year the HRC will either coordinate or participate in the celebrations of the following National Special Observances:
- (1) Martin Luther King, Jr. Federal Holiday (January)
 - (2) National African-American History Month (February)
 - (3) National Women's History Month (March)
 - (4) "Days of Remembrance" for Victims of the Holocaust (April-May)
 - (5) National Asian-Pacific-American Heritage Month (May)
 - (6) National Hispanic Heritage Month (September-October)
 - (7) National American Indian Heritage Month (November)
- e. In addition to participating in the designated National Special Observances, the HRC will seek out additional opportunities, such as Women's Equality Day and International Luncheons, to promote diversity and mutual respect.

5. COMPOSITION.

- a. The HRC consists of at least one representative from every department. In appointing HRC members, division chiefs will consider that HRC members should represent the diversity of the command's members. Additionally, division chiefs shall:
- (1) Ensure that the names of their representatives are provided to the council chairperson upon vacancy of any HRC position.
 - (2) Schedule work assignments to enable members to attend council meetings and execute their duties.
 - (3) Ensure that all division members are aware of the name of their council representative.
 - (4) Ensure that membership is designated on a voluntary basis. However, each division chief will strive to ensure that council representatives reflect the diversity of our workforce; varying age, rank, gender, race, ethnicity, etc., to the greatest extent possible.
 - (5) Provide nominees who have demonstrated the ability to communicate well and have the esteem of their coworkers.

OCT 31 2005

- b. The HRC will consist of a chair, vice chair, secretary, and members. Officers serve for one year. If more than one member would like to hold a position, an election will be held. Elections for HRC officers should take place each year, preferably in the fall. Only appointed members may vote in elections. In case of a tie, or lacking a nominee for a position, the Deputy Sector Commander may appoint a member to the office to serve until the next scheduled meeting when a new election shall occur.

(1) The HRC chair shall:

- (a) Conduct regular, open meetings at least quarterly.
- (b) Publish a notice, at least one week in advance, informing personnel of the date, time, place, and agenda of scheduled meetings.

(2) The HRC vice chair shall perform duties the chair may delegate or designate. If the chair is absent from any meeting, the vice chair presides over the meeting. If the office of chair is vacant, the vice chair assumes the office of chair.

(3) The HRC secretary shall record all proceedings of HRC meetings. Subject to the Sector Commander's review and approval, the minutes will be routed to each division. Minutes may include specific recommendations proposed by the HRC. If the office of vice chair is vacant, the secretary assumes the office of vice chair, and the HRC holds an election at the next meeting to elect a new secretary.

(4) Council members shall:

- (a) Attend all meetings unless on leave or travel status.
- (b) Be familiar with reference (a).
- (c) Be prepared for each meeting by being familiar with the minutes of the previous meeting; being prepared to participate in the agenda of the current meeting; and by having any deliverables which may be due.
- (d) Propose meeting agenda items to the chairperson in a timely manner.
- (e) Support the chain of command by assessing problem areas and identifying potential areas of tension. Such information can best be obtained through one-on-one or group discussions with members of their division/branch.

(5) Meetings shall be open and any interested personnel may attend and participate as appropriate. Closed or special meetings shall be limited to the voting council members and others the HRC chooses to invite.



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OCT 31 2005

Encl: (1) Human Relations Council Appointment of Officers and Members

(2) SECTOR DELAWARE BAY List of HRC Officers and Members