



PSCINST 5350.4A

SEP 22 2010

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 5350.4A

Subj: HUMAN RELATIONS COUNCIL

Ref: (a) Coast Guard Civil Rights Manual, COMDTINST M5350.4C

1. PURPOSE. This instruction delineates the organization and operation of the Coast Guard Personnel Service Center's (PSC) Human Relations Council (HRC), sets criteria for representation on the HRC, and provides guidance for council members.
2. ACTION. All PSC Division/Staff Chiefs must ensure their members are aware of, and ensure compliance with the provisions of this instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. CGPCINST 5350.1B is cancelled.
4. DISCUSSION.
  - a. One of the most important responsibilities of Commander, PSC is to ensure that all members have a safe working environment, free of harassment and discrimination. In such an environment, our members will have the opportunity to be successful and reach their full potential. In this regard, the HRC is one of the command's principal advisors. The HRC shall keep Commander, PSC informed of the command climate and/or human relations issues that may surface at the unit. Any member may attend an HRC meeting, which is a safe and open forum to discuss human relations issues. The HRC is an effective means of encouraging resolution of human relations/equal opportunity issues at the unit level.
  - b. In addition to the HRC's role of advising the command on human relations/command

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SEP 22 2010

climate issues, the HRC's goal is to promote diversity through training awareness and education. The HRC shall:

- (1) Facilitate discussion on human relations issues and policies.
- (2) Allow and encourage communication between the command and its personnel regarding human relation issues.
- (3) Stimulate participation in unit human relations activities and joint Special Emphasis Programs with National Capital Region (NCR) area commands as outlined in reference (a).

## 5. PROCEDURES.

- a. All officers and members will follow specific roles and responsibilities as outlined in enclosure (1).
- b. At a minimum, the HRC shall include a Chairperson (Chair), Vice-Chairperson (Vice-Chair), Secretary, Treasurer and representatives from each division/staff, and shall include both military and civilian members. The HRC will elect a Chair, Vice-Chair, Secretary and Treasurer from HRC membership. In case of a tie or lacking a nominee for a position, the Deputy Commander, PSC will appoint a member to the position to serve until a new election can be held.
- c. HRC membership is open to all PSC members. Volunteers will be solicited from each division/staff. If there is not full representation from all divisions/staff and/or an adequate number of volunteers, members may be appointed by the Deputy Commander, PSC.
- d. All officers and members of the HRC will serve a minimum of one year in their positions unless otherwise approved by the Deputy Commander, PSC.
- e. Meetings will be conducted by the HRC officers as follows:
  - (1) Quarterly meetings:
    - (a) The HRC shall conduct four quarterly meetings beginning October of each year. The quarterly meetings will be called to order generally during the last month of each quarter and will typically last no more than one and a half hours.
    - (b) HRC quarterly meetings are open to all PSC personnel. Attendance by the Command Master Chief is encouraged.
  - (2) Special meetings: In addition to quarterly meetings and at the discretion of the HRC Chair, special meetings to discuss HRC events and initiatives may be held.

SEP 22 2010

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not applicable.
  
7. FORMS/REPORTS. None.

  
D. R. MAY

Enclosure: (1) Human Relations Council Member Roles and Responsibilities

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## Human Relations Council Organization, Member Roles and Responsibilities

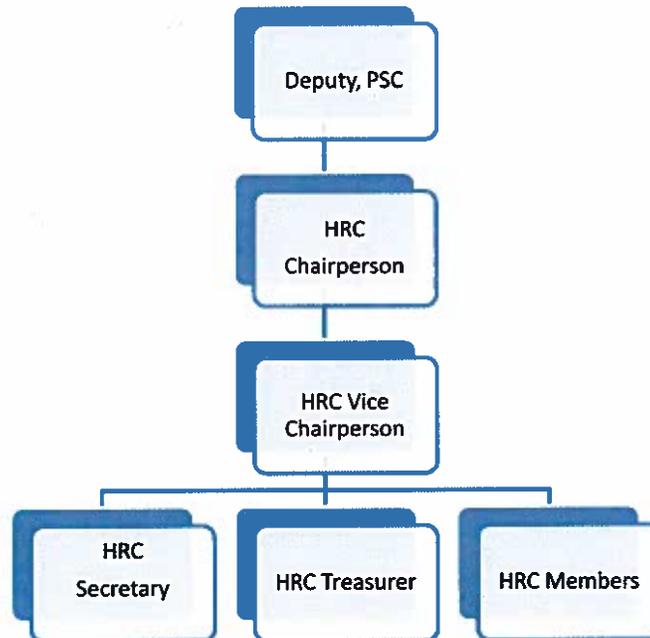
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**Overview** This section is a supplement to CGPSCINST 5350.4A, which provides specific guidance and expectations of HRC officers and members.

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HRC Organizational Structure:

### Personnel Service Center Human Relations Council



The HRC reports to the Deputy Commander, PSC. The HRC Chair is overall responsible for the direction and functioning of the HRC. Above is an overview of HRC hierarchy regarding management and administration.

**Responsibilities** To successfully function, it is important to understand the organizational structure, its mission and goals. The HRC's mission is to advise the command on human relations/command climate issues and the HRC's goal is to promote diversity through training, awareness, and education. In accomplishing this, HRC officers and members must do their part. HRC officers are expected to stay abreast of new policy and guidance and will meet once a month to discuss changes in policy, new initiatives and the overall direction of the HRC. HRC members are expected to act as advocates for their respective divisions and actively participate in all meetings, HRC events, and other initiatives.

## **HRC Chairperson**

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**Overview** This section covers roles and responsibilities of the HRC Chairperson (Chair). The Chair is in charge of the HRC, reports directly to the Deputy, PSC, and is overall responsible for the HRC's direction.

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### **HRC Chairperson Responsibilities**

- a. Research and coordinate external diversity outreach opportunities (e.g., PIE, Morale, National Capital Region Special Emphasis Programs).
- b. See all newly reporting personnel to explain the role of the HRC and to inform new members of the civil rights complaint process and POCs.
- c. Review, sign, and forward the minutes (or any other correspondence) to Deputy Commander, PSC.
- d. Meet with the Deputy Commander quarterly to discuss HRC initiatives, new policy and the proposed direction of the HRC.
- e. Preside over all quarterly meetings in accordance with formal meeting rules.
- f. Administer the Defense Equal Opportunity Management Institute's Organizational Climate Survey (DEOCS). Review results and develop recommendations to improve any areas of concern.

### **Authority**

The Chair will exercise only those powers which are required in the performance of duties and the discharge of responsibilities delegated to him/her by the Deputy Commander, PSC.

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## **HRC Vice Chairperson**

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**Overview** This section covers roles and responsibilities of the HRC Vice Chairperson (Vice-Chair). The Vice-Chair is second in charge to the HRC Chair and will assume all duties as delegated.

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### **HRC Vice Chair Responsibilities**

- a. Oversee the management of the daily functions of the HRC. All HRC committees will report to the HRC Vice-Chair for the following:
  - Fundraising
  - Membership
  - Website/Advertising
  - Cultural Events
- b. Provide the HRC Chair with a status on all committee actions.
- c. Review all HRC promulgated documents, for the command's review, prior to routing to the Chair.
- d. Act as facilitator to HRC meetings to ensure meetings are on schedule and in accordance with the agenda.
- e. Be responsible for scheduling and preparing an agenda for all officer meetings. In addition, the Vice-Chair will keep track of all unfinished business.

### **Authority**

The Vice-Chair will exercise only those powers required in the performance of duties and the discharge of responsibilities delegated to him/her by the Chair. In case of the absence of the Chair from any meeting, the Vice-Chair will preside. In case of a vacancy of the Chair, the Vice-Chair will assume the office of Chair for the remainder of the term. The Vice-Chair will assume the role of any officer in case of vacancy.

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## HRC Secretary

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**Overview** This section covers roles and responsibilities of the HRC Secretary. The Secretary will be responsible for ensuring the HRC administrative needs are in order.

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### HRC Secretary Responsibilities

- a. Prepare agendas and record all proceedings of the HRC. Additionally, the Secretary will prepare minutes of the HRC meetings for review by the Chair.
  - As delegated by the HCR Chair or Vice-Chair, the Secretary will draft and distribute emails to all hands regarding HRC events.
  - Prior to each HRC meeting, the Secretary will send out, via email, a meeting agenda with its time and location.
- b. Coordinate all logistics in reference to planning and set up of all HRC meetings.
- c. Take charge and keep up to date all records and correspondence that the HRC creates. This includes but is not limited to the following:
  - Membership log
  - Meeting minutes. The Secretary shall retain these minutes on file, with the Commander's endorsement and comments, if any.
  - HRC Instruction, memos, emails and all other documents originating from the HRC. A copy shall be kept in the HRC electronic folder and the original in a stored
  - HRC Calendar
  - HRC folder
- d. Draft all new member letters for the command's signature and prepare certificates of appreciation/positive Page 7s (CG 3307) for HRC departing members.

### Authority

The Secretary will exercise only those powers required in the performance of his/her duties and in the discharge of his/her responsibilities. In case of a vacancy in the office of Vice-Chair, the Secretary will assume the office of Vice-Chair for the remainder of the term.

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## **HRC Treasurer**

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**Overview** This section covers roles and responsibilities of the HRC Treasurer. The Treasurer will be responsible for ensuring the HRC financial needs are in order.

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### **HRC Treasurer Responsibilities**

- a. Oversee and maintain records of all financial matters for the HRC. This includes but is not limited to the following:
  - Determine along with HRC Officers previous out year spend plans and draft yearly spend plan for that year.
  - Take custody of all funds. (AFC 30, sales, & contributions).
  - Maintain an active account of the HRC monetary (cash & charitable contributions) assets in the bank.
  - Maintain an accurate record of all financial transactions of the HRC. Receive and provide receipts for all monies receivable by the HRC. (AFC 30, sales & contributions).
  - Pay and obtain receipts for all expenses and other just debts for which the HRC is liable.
  - Prepare yearly close-out note detailing funds expenditures for the current year.
- b. Maintain all records in a state of readiness at all times, subject to audit at least twice yearly. Report all financial transactions and the financial status at each quarterly & officers meeting.

### **Authority**

The Treasurer will exercise only those powers required in the performance of his/her duties and in the discharge of his/her responsibilities as set forth. The Treasurer will sign checks for payment and other just debts.

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## HRC Member

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**Overview** This section covers roles and responsibilities of the HRC Members and HRC Committees.

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### HRC Member Responsibilities

- a. All HRC members will commit to the following:
  - Make themselves known to all members in their office or division as their HRC representative. Serve as a conduit to direct human relations/command climate concerns to the HRC.
  - Be active in all meeting discussions concerning human relations/command climate, with emphasis on encouraging timely, open, and honest communication.
  - Be knowledgeable of available human relations resources.
  - Participate in council elections regularly held in first quarter of each year. Only members in good standing will be allowed to vote in elections.
  - Participate in quarterly, special, committee meetings and HRC sponsored events.
  - Be available to assist in committee events, fund raisers, and gatherings.
  - Notify the Chair or Vice Chair of planned absences from HRC meetings/events.
  - Notify the Chair when attending an external meeting/conference on issues that might be of interest to the HRC.
  - Actively serve on a committee of interest and devote the necessary time for its success. Members will be designated to the following committees.
    - Fundraising
    - Membership
    - Website/Advertising
    - Cultural Events
- b. Each committee will have a lead that is responsible to reporting to the Vice Chair. Each committee lead will be responsible for providing adequate time for planning events and meeting planned timelines.
- c. HRC members are considered to be in good standing when attending all quarterly, special, committee meeting and events, unless otherwise excused.