

DEFENSE DEPARTMENT ADVISORY COMMITTEE ON WOMEN IN THE SERVICES (DACOWITS) MEETING MINUTES

February 4-6, 2004

DACOWITS held a meeting February 4-6, 2004 at the DoubleTree Hotel, Crystal City National Airport, 300 Army Navy Drive, Arlington, VA. Members and other attendees are listed in enclosures (1) and (2), respectively. The two main purposes of the meeting were to provide Committee members background information on the issues they are reviewing this year and to provide the contractor guidance in order to design the protocol questions. The meeting was open to the public.

On **Wednesday, February 4, 2004**, LtGen Carol Mutter, USMC, Retired, Chair, DACOWITS opened the meeting at 1:03 p.m. She welcomed all present, particularly former DACOWITS Chair Vicky McCall and former members Dr. Barbara Glacel and Dr. Margaret Scheffelin, and noted that other former members may be attending. LtGen Mutter noted that Mrs. Margaret (Muggy) Hoffmann was the only new member this year; due to the Secretary of Defense's compressed schedule, a decision on any further members has not been made.

LCDR Shannon Thaeler, Operations Officer, DACOWITS, then made several administrative comments. Of note was an update on the distribution of the [DACOWITS 2003 Report](#). The report has been forwarded up the chain of command via memo to the Secretary. The Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD(P&R)), Mr. Charles Abell, also signed out a memo tasking the appropriate Services and Under/Assistant Secretaries for responses to the recommendations by April 26, 2004. Further, LtGen Mutter created notes for the report briefing and is willing to share these notes with anyone who desires to make a local presentation.

LtGen Mutter then provided an overview of the [meeting agenda](#) and asked members to keep their ears open on sexual assault issues in the military.

A series of speakers then made presentations to the Committee. Each briefer took time to answer members' questions. (All briefers throughout the meeting answered questions.) The briefs included the following:

- ["Personnel Tempo: Active and Reserve Components,"](#) presented by Mr. Terry Mintz, Officer and Enlisted Personnel Management, Office of the Deputy Under Secretary of Defense for Military Personnel Policy.

- “[Service Tempo Definitions](#),” introduced by LCDR Shannon Thaeler, DACOWITS, and presented by each of the Service Points of Contact (POCs).
- “[U.S. Navy Perstempo Briefing](#),” presented by LT Sarah T. Self-Kyler, Office of Women’s Policy, Deputy Chief of Naval Operations (Manpower and Personnel).
- “[Headquarters Marine Corps Status of Forces Brief](#),” presented by LtCol James Western, Exercise Plans Officer, Commandant of the Marine Corps Plans, Policy and Operations.
- “[Marines Corps Climate Assessment Task Force](#),” a follow-up to DACOWITS installation visits in 2001, presented by LtCol Denice Williams, Program Liaison Officer, Equal Opportunity Branch, Manpower Plans and Policy Division, Headquarters Marine Corps. Assisted by MGySgt Michael McNeal, Senior Equal Opportunity Advisor, Manpower Equal Opportunity Management Branch, Headquarters Marine Corps.

Former members Vicky McCall, Dr. Barbara Glacel, and Ms. Marene Allison joined in the discussion. They provided some additional background information about the visits they did to Marine Corps bases in 2001, and applauded the Marine Corps for addressing every item they brought up in their reports. However, they also asked the current Committee and the Marine Corps to follow up on the Marine Corps’ efforts to date. LtGen Mutter asked LtCol Williams to provide another report to the Committee on the status of all of the working groups’ recommendations, specifically noting which were/were not approved and the status of implementation.

- “[Defense Department Advisory Committee on Women in the Services \(DACOWITS\) 2003 Report](#),” presented by LtGen Carol Mutter, USMC, Retired, Chair, DACOWITS.

The Honorable Charles S. Abell, PDUSD (P&R), then spoke for a few minutes. He stated that he was pleased with the DACOWITS 2003 Report; it exceeded his expectations. He then went on to state that some news releases have stated the Department of Defense (DoD) is unable to handle sexual assault issues and that military members were reporting rapes through civilian crisis centers instead of through the military. He announced that the Department would be pursuing a 90-day review of the issue. Mr. Abell also asked the members to find out if there are impediments to reporting sexual assault in the military system. He insisted that DoD cannot and will not tolerate criminal activity; moreover, the Department needs to treat the victim. If the Committee has insights or sees trends, Mr. Abell asked that the Committee provide this feedback immediately and not wait until the end of the year. He is looking forward to another great year. Mr. Abell then officially welcomed the new member, Mrs. Margaret Hoffmann, by presenting her an appointment certificate and DACOWITS pin.

The meeting adjourned for the day at approximately 5:30 p.m.

On **Thursday, February 5, 2004**, the Chair opened the meeting at 8:33 a.m. She led Committee time for the first half hour. During this time, the Committee discussed the proposed installation visit schedule. The Chair noted that the Committee would not be visiting the Service academies this year. She asked members to provide individual and team feedback to the staff, and to specifically answer whether they were able to conduct three installation visits this year. The Committee also touched on the Mission and Topics page that outlines the year's topics. Members asked that it be reviewed after the protocol discussion to ensure consistency.

Next were two more briefings:

- [“Concurrent Operations – A Review of Army OPTEMPO 2003 and 2004,”](#) presented by LTC Thomas Steinbrunner, Army Operations Center Briefing Team Supervisor.
- [“USAF OPS/PERSTEMPO,”](#) presented by Brig Gen Teresa Marne Peterson, Director, Operations and Training, Deputy Chief of Staff for Air and Space Operations, Headquarters Air Force.

General Mutter then continued Committee time for another hour. The Committee provided further input to the Mission and Topics page. They also quickly reviewed the Spring opportunities for briefings.

The Coast Guard then presented a briefing before lunch.

- [“Retention and the USCG Survey System,”](#) presented by Stephen B. Wehrenberg, PhD, Chief of Human Resource Capability Development, United States Coast Guard, and Director of *Future Force*.

After lunch, LCDR Shannon Thaeler, Operations Officer, DACOWITS, led a review of the responses to DACOWITS' Requests for Information (RFIs): [Air Force Family Care Separation \(.ppt\)](#), [Army Separations \(.ppt\)](#), [Marines Parenthood and Pregnancy Marines](#), [Navy Family Care Separation Statistics \(.ppt\)](#), [Talking Paper on Air Force FY04 Force Shaping Program](#), [Army Retention Incentive](#), [Coast Guard Shaping the Force](#), [Marine Enlisted Retention](#), [Marine First-Term Alignment Program](#), [Marine Selective Reenlistment Bonus](#), [Marine Subsequent Term Alignment Plan](#), [Navy Retaining the Force](#), [Navy Shaping the Force](#), [DMDC Info Paper Women's Retention](#), [DMDC Officer Enlisted Gender](#), and [RFI Status](#). She referred members to the paper outlining all RFIs and their status, including where the responses can be found, if

available. The Chair reviewed the status lines, and asked members to 1) read all of the responses, and 2) provide feedback to the staff by February 13 if they felt the response required further information. Silence implies concurrence with "completed" RFIs. The Committee did vote on a motion stemming from an October RFI: Request DoD add information on the reasons why those who are aware of family support services/programs do not use them into its normal survey process. There were 9 yes votes and 3 abstentions (members not present).

The remainder of the afternoon was devoted to more briefings. Again, presenters answered members' questions.

- [“USAF Retention Related Survey,”](#) presented by MSgt Maria Cornelia, Chief, Accession and Retention Bonus Programs for the USAF.
- [“Argus \[Navy\] Officer Retention,”](#) presented by Dr. Jacqueline Mottern, Director, Selection and Classification, Navy Personnel Research, Studies and Technology Department.
- [“Marine Corps Retention,”](#) presented by Capt Parke Paulson, Program Analyst, Manpower Plans and Policy, Manpower and Reserve Affairs.
- [“Women in the Army: Officer Career Plans, Officer Reasons for Leaving, and Officer and Enlisted Trends in Attitudes,”](#) presented by Dr. Bonita J. Soley, Survey Statistician, Army Personnel Survey Office, US Army Research Institute for the Behavioral and Social Sciences.

The Chair and members once again reviewed the Mission and Topics page, making some revisions. The members also selected May 24-25, 2004 as the dates for the next meeting. Nobody from the public advised the staff that they wished to make either a written or oral statement; therefore, there was no public forum. The meeting adjourned for the day at 4:50 p.m.

On **Friday, February 6, 2004**, the Chair opened the meeting at 8:33 a.m. She began by discussing the RFI for the Services to provide non-deployable information. She pointed out that the Army would brief their response, while the other Services provided written responses.

- [Army Non-Deployable Briefing](#), presented by LTC Joel Williams, Readiness Policy Officer, Army G-1.

The Chair and Committee took a moment to quickly review the other Service (e.g., [U.S. Navy](#), [U. S. Marine Corps](#), [U. S. Air Force](#), and [U.S. Coast Guard](#)) responses.

Two more topics were briefed:

- [“Fiscal Year 2003 Commissioned Officer Rates of Active Duty and Selected Reserve Separations,”](#) presented by Ms. Samantha Walker and Ms. Angela McGinnis, Information Technology Specialists on the Users Team, Management, Information and Analysis Division (MI&AD), Defense Manpower Data Center.
- [FY03 Female Healthcare Issues in the CENTCOM AOR \[Central Command Area of Responsibility\]](#). The office of the Central Command Surgeon General (CCSG) provided an information paper on this topic. Unfortunately, they were not able to present the paper. CAPT Kate Surman, the Health Affairs POC, and Ms. Cynthia Bingham, the Joint Staff POC, discussed general ideas from the paper. CAPT Surman mentioned that a lot of patient tracking is done at the unit level and is not often kept by gender.

The Committee then had about 45 minutes more for Committee time. The Chair asked members to review their Handbooks, which were mailed out before the meeting. She specifically went through the section on installation visits. She asked members again to consider whether the Committee was asking too much of them. If they felt they needed a scribe, for whatever reason, they were to let the staff know. The contract this year does include assistance from scribes on some visits. The Committee agreed five was an appropriate number of focus groups to conduct per visit. The timing of the family focus group would depend on the installation. The members asked that the installation ensure focus group participants are not relatives of the action officer and are not tasked to report back to the command. Further, the members do not feel a need for anyone to accompany them on their visits; they just want to ensure they have all of their supplies. Some members already have plenty of supplies, so the staff will verify with members what supplies are really needed before the trip. Finally, members will use the tape recorders only if they choose. Caliber, the contractor, does not need tapes of each session. However, the Chair reminded members that they need to capture quotes for use in the annual report.

The members did talk about a survey. They agreed that a survey such as that done in 2003 (handed out to focus group participants at the end of the session with specific questions on items such as satisfaction with the commissary and exchange) is not needed for 2004. They agreed that the wireless network system used in 2003 (e.g. Meetingworks) was too expensive, and that an alternative was to hand out some type of paperwork to obtain further written responses to protocol questions. One suggestion was a complete hard copy of the protocol; another suggestion was a one-page comment sheet with only the three topics listed and plenty of room for responses. Members also discussed the pros and cons of handing this paper out before or after the session. No decision was made on which way members should proceed.

After lunch, there were two additional briefings:

- “USCG OPTEMPO,” presented by CAPT Brian Kelly, Chief, Office of Command, Control, and Preparedness in the Operations Directorate, U.S. Coast Guard Headquarters.
- Annual Anti-Terrorism/Force Protection Level I Training, presented by Mr. Lamont Lyon, Pentagon Force Protection Agency.

Dr. Brad Booth, Caliber Associates, Inc. (contractor) then led a workshop on focus group protocol. Members provided input into which 2003 questions should be kept in 2004 or how they should be modified. In regards to the new area of sexual assault, members thought it might be best to concentrate on three areas: 1) reporting – accuracy in numbers and comfort in reporting, 2) awareness of resources to help victims, and 3) treatment of victims once reported. Dr. Booth and his colleagues will draft the protocol questions and provide them to the staff by February 20. Members will then have until February 27 to provide feedback. Caliber personnel will finalize the questions by March 2, in time to test the protocol at Andrews Air Force Base on March 4.

Lastly, the Chair and the Committee finalized requests for May briefings. Their results are found in enclosure (4).

The meeting adjourned at approximately 5:13 p.m.

Report submitted by

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Report certified by

LtGen Carol Mutter, USMC (Ret)

FY 2004 DACOWITS Chair