



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL OF VIRGINIA  
JOINT FORCE HEADQUARTERS - VIRGINIA  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VIRGINIA 23824-6316

REPLY TO  
ATTENTION OF

VAAG

31 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unit Climate Assessment (UCA)

1. Reference: NGR 600-21. Equal Opportunity Program in the Army National Guard, dated 14 Sep 01.
2. Commanders are required to conduct a climate assessment within 180 days following a change of command and annually thereafter IAW NGR 600-21. The NGB Office of Equal Opportunity and Civil Rights has contracted with Human Resources Technologies, Inc., to develop a survey tool that provides user anonymity and easy access to take the survey.
3. Commanders now have an online, web-based survey instrument specifically designed to collect organizational health survey data from guard personnel in units throughout the state. The UCA survey addresses morale, attitudes and perceptions of assigned personnel of different ranks, races, ethnic backgrounds, sexes and overall organizational health. The commander has the option to add up to ten local questions to allow personalization of the survey. The commander also has the flexibility to conduct the survey in paper rather than the web-based method.
4. POC is MAJ Ramsey at COMM 434-298-6229 or DSN 438-6229 or via email at [elijah.ramsey@va.ngb.army.mil](mailto:elijah.ramsey@va.ngb.army.mil).

CLAUDE A. WILLIAMS  
Major General , VaARNG  
The Adjutant General

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