Air Education and Training Command

Replenishing the Combat Capability of America’s Air Force

The Out And About Program
“Yard Work 101”

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Integrity - Service - Excellence
Overview

• Purpose
• Frequency
• Conducting Visits
• Documentation
Purpose

• A process used to gather MEO/human relations-associated information affecting base personnel, to include visits to units, base facilities and off-base establishments.
Frequency

• Monthly (depending on mission requirements)

• Each Unit will be visited at least once in each 2 year period (More often if possible or necessary)

• Visits can be conducted by one staff member at any time during the day or evening hours
Things to consider when planning/conducting your visits

• Incorporate the O & A philosophy into your Key Personnel Briefings

• Explain the difference between O & A and UCA programs

• Let leadership know how you conduct your visits and what information will be provided to them at the completion of the visit
Things to Consider

• Find out if they would like you to coordinate your visits with their deputy or First Sergeant

• Ensure your staff is aware of the commander’s rules of engagement (if not, it could affect your office credibility)
Things to Consider

• Before you conduct your first visit, ensure you and your staff understand what O & As are intended for.

• They are not:
  • An opportunity for unit members to file formal/informal complaints (refer back to office)
  • One on one counseling sessions
  • To circumvent the chain of command
  • There to keep secrets from the chain of command
  • Done in lieu of formal complaints
Conducting the Visit

• Coordinate your visit with the commander or designated representative prior to visit

• Explain the purpose of the visit to all potential interviewees

• Try and speak with a diverse group of personnel during your visit

• Attempt to spend equal time in small and large organizations
Areas of Responsibility

- NCO/Officer’s club
- Sports and fitness Center
- Bowling Facility
- Dining Facility
- Base Exchange
- Commissary
- Child Development Center (CDC)
- Security Forces (Investigations, gates, patrol rides)
- Random Dorm Visits
- Random Unit/Shop visits
- Off-base establishments
Observations

• Facility layout (ADA compliant)
• Polarization
• Communication
• Bulletining boards
• Desk tops
• Screen savers
• Latrines
• Housekeeping
• Music
Gathering meaningful information?

- Develop good quality of life questions

- Has your quality of life improved, remained the same or diminished since joining the Air Force or coming to Iceland?
  - What are some of the driving sources in your opinion?

- On a scale of 1-10, with 10 being highest, how would you rate your morale?
  - What factors did you consider when you rated your morale?
Completing your visit

• Check on the availability of the Commander or designated representative for an out-brief after your visit

• If available, provide them a short out-brief focusing on the main issues gathered during your visit

• Let them know that a copy of your visit will be filed in their unit continuity folder for future reference
Documenting your visit

• Document the visit on an AF Form 1271 and file in continuity folder (ensure entire staff reviews visit)

• DO NOT document the names of individuals you speak with (non attribution/reprisal)

• Summarize the salient issues gathered during your visit

  • Don’t simply state “Conducted an O & A to the BX, everything looked good.”
The “Yard Work” is Complete

QUESTIONS?