



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J1  
DISTRIBUTION: A

CNGBI 9650.01A  
14 December 2015

## NATIONAL GUARD JOINT DIVERSITY EXECUTIVE COUNCIL

References: See Enclosure C.

1. Purpose. This instruction establishes the Joint Diversity Executive Council (JDEC) as an advisory board to the Chief of the National Guard Bureau (CNGB), in accordance with references a through g.
2. Cancellation. This instruction supersedes its previous edition.
3. Applicability. This instruction applies to all National Guard (NG) elements.
4. Policy. It is NG policy that:
  - a. The JDEC and its subordinate boards fulfill advisory responsibilities for the CNGB by developing and implementing a NG Diversity and Inclusion Strategic Plan.
  - b. The roles of members on the JDEC and its subordinate boards, as well as processes related to communications, follow the guidance in Enclosure A.
  - c. Functional responsibilities for each organization represented on the JDEC and its subordinate boards, as well as responsibilities for organizations charged with assisting the JDEC in its duties and processes, follow the guidance in Enclosure B.
5. Definitions. None.
6. Responsibilities. See Enclosure A and B.
7. Summary of Changes. This instruction adjusts membership, terms of membership, and the appointment process.

**UNCLASSIFIED**

8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current every five years.



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General, USA  
Chief, National Guard Bureau

Enclosures:

- A -- Charter of the National Guard Joint Diversity Executive Council
- B -- Functional Responsibilities
- C -- References

ENCLOSURE A

CHARTER OF THE NATIONAL GUARD JOINT DIVERSITY EXECUTIVE  
COUNCIL

1. Background.

a. JDEC Support to CNGB Role. The JDEC supports the CNGB role as a principal advisor to the Secretary of Defense through the Chairman of the Joint Chiefs of Staff on matters involving non-Federalized NG forces as delineated in reference a.

b. JDEC Role. The JDEC will:

(1) Advise the CNGB and NG leaders on issues of diversity and inclusion as it relates to the changing workforce demographics and uncertain environments to advance operational readiness.

(2) Identify practices from the private sector that contribute to a proactive, strategic approach to attracting, recruiting, developing, retaining and promoting a diverse workforce applicable to the NG military and civilian structure.

(3) Provide recommendations to NG leadership on methods to build an organization that leverages the NG's diverse workforce at all levels, reflective of the Relevant Civilian Labor Force (RCLF); sustains a workforce climate of equity, and fosters an environment where individuals have transparent access to information to apply for key opportunities for career advancement.

(4) Advise in communicating and integrating the diversity and inclusion communication plan into the CNGB's strategic message and posture statement to develop adaptive leaders to think critically and strategically to:

(a) Anticipate and adapt to global and domestic uncertainty.

(b) Recognize change and lead transitions.

(c) Operate on intent through trust, empowerment and understanding (commanders and leaders at every level).

(d) Apply joint war-fighting principles and concepts to joint operations.

(e) Enhance strategic outreach, engagement and partnerships globally and domestically.

(5) Recommend new initiatives, practices or procedures to further institutionalize NG diversity and inclusion efforts.

2. Membership. The JDEC will be composed of a Board known as the JDEC Board, General Officers representing their State, and advisory members as defined below. New members will be notified of their position terms in an appointment confirmation letter signed by the CNGB.

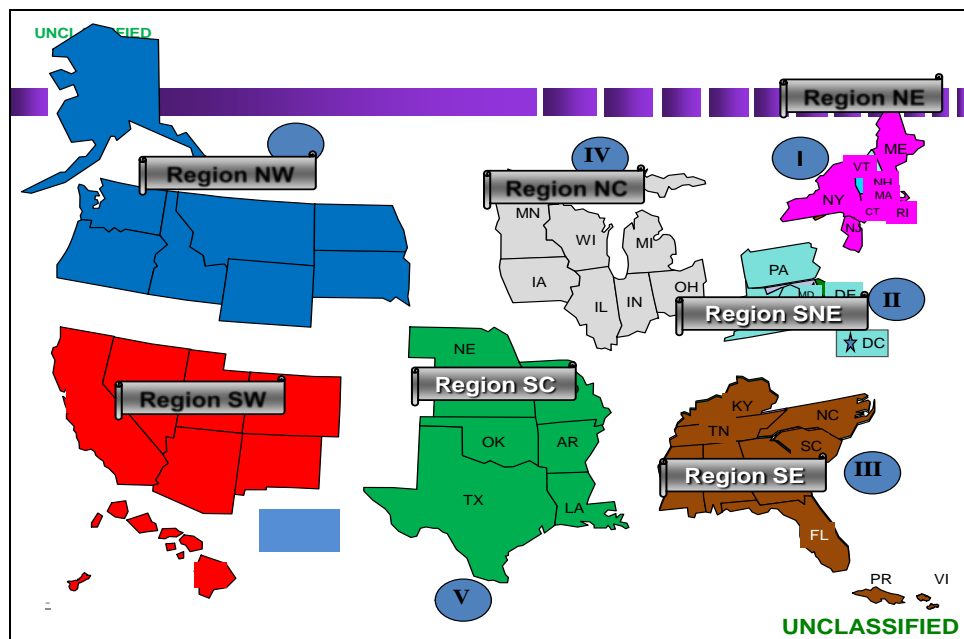
a. JDEC Board. The JDEC Board will approve recommendations to the CNGB and other actions deemed appropriate through consensus voting. Members of the Board consist of the following individuals:

(1) Deputy Directors of the Army National Guard (ARNG) and Air National Guard (ANG). The deputy directors will bring the perspective of their Directors to Board meetings and events.

(2) Executive Chair. The Executive Chair will facilitate all activities and moderate all Board events.

(3) Vice Chair. The Vice Chair will assume the responsibilities of the Executive Chair in the event of his or her absence.

(4) Regional Chairs and Vice Chairs. Each Regional Chair and Vice Chair is a member of the JDEC Board and will represent the seven Army National Guard (ARNG) Diversity Regions.



**Figure 1.** JDEC Region

- (a) Northeast Region.
- (b) South Northeast Region.
- (c) Southeast Region.
- (d) North Central Region.
- (e) South Central Region.
- (f) Northwest Region.
- (g) Southwest Region.

b. Other Board members. All other Board members will serve on the Board for the duration of their term in their respective assignment. These members include:

- (1) The Special Assistant to the CNGB on Diversity.
- (2) NG Joint Staff (NGJS) Chief of Diversity and Inclusion.
- (3) National Guard Bureau (NGB) Senior Enlisted Advisor.
- (4) Command Chief Warrant Officer.
- (5) The Adjutants General (TAG).
- (6) ARNG Command Sergeant Major.
- (7) ANG Command Chief Master Sergeant.
- (8) Human Resources Advisor Functional Manager.

### 3. Selection of JDEC Members.

a. TAGs. TAGs may self-nominate by informing the JDEC Executive Chair of their interest in becoming a JDEC member. The JDEC Executive Chair will provide the names to the CNGB to form a pool of interested volunteers.

b. Regional and Vice Chairs. These General Officer Chairs are recommended for appointment to the CNGB by regional JDEC members and serve as the joint diversity focal point for the States, Territories and the District of Columbia in their region. Responsibilities include communicating interests, recommendations of regional concerns and ensuring the JDEC Board is informed on regional proceedings.

c. Appointments. The JDEC Board recommends appointments of new members, which the CNGB approves with a signed JDEC appointment confirmation letter. The JDEC Board Executive Chair and Vice Chair will be TAGs and appointed in writing by the CNGB. Additional TAGs may be appointed by the CNGB as Board members from the pool of volunteers.

d. Succession. Regional members will determine the succession of Regional Chairs and Vice Chairs, and make recommendations to the point of contact in the NGJS Diversity and Inclusion office for coordination of an appointment letter and notification of the JDEC Executive Chair.

e. State JDEC Members. The Board will establish no more than six junior to mid-grade Commissioned and senior Non Commissioned Officer advisory positions whose membership will be for a one to two year term, determined by the JDEC Executive Chair and the selected members' leadership, and approved by the CNGB. All NGB Diversity offices will assist with collecting nominations.

4. Working Group Champions. The JDEC Board may create working groups to conduct special tasks. A senior member of the JDEC Board will be appointed by the JDEC Executive Chair to each working group established by the JDEC Board.

#### 5. Membership Terms.

a. Deputy Directors of the ARNG and ANG. Duration of assignment as deputy director.

b. JDEC Board Executive Chair and Vice Chair. Serves for two years from the date of appointment.

c. Regional Chair and Vice Chair. Serves for two years from the date of appointment. Subsequent terms of up to two years may be approved by Regional members.

d. Working Group Champions. Serve for a maximum of two years from the date of appointment or until the task assigned to its working group at the time of the appointment is complete, whichever occurs first. Subsequent two-year appointments may be approved by the JDEC Executive Chair.

6. TAG. TAGs serve as determined by the CNGB.
7. Other Board Members. All other Board members will remain members or advisors for the duration of their term in their respective positions. Members will be notified of their terms of participation expectancy via an appointment confirmation letter signed by CNGB through the NG Diversity and Inclusion office.
8. JDEC Regions. JDEC Regions are encouraged to conduct quarterly meetings at a minimum of 15-30 days prior to the initial JDEC meeting to discuss issues of regional and national importance. The Regional Chair and Vice Chair are the focal point for meeting development.
9. JDEC Members. JDEC Members should attend the annual National Diversity Conference to represent their respective States, Territories and the District of Columbia.
10. Board Reports. JDEC Board meeting minutes should be posted on the JDEC web site within 30 business days following Board meetings.
11. Board Advisory and Administrative Support. The Board operates through the NG Diversity and Inclusion office. The NG Diversity and Inclusion office is responsible for ensuring the JDEC is able to communicate, collaborate and coordinate with NGB Senior Leadership.
12. NG Chief of Diversity and Inclusion. The NG Chief of Diversity and Inclusion is the focal point for CNGB's strategic direction, implementation and alignment of NGB's integrated global diversity and inclusion initiatives; to include Board support and administrative functions.
13. Other Representation in Advisory and Administrative Functions. The JDEC Board requires support from the following positions and offices for its operation. Attendance to JDEC Board meetings by such personnel is authorized upon request and is coordinated through the NG Diversity and Inclusion Office:
  - a. Director of Manpower and Personnel.
  - b. Chief of the NGB Office of Equal Opportunity and Equal Employment Opportunity.
  - c. NGB Office of Public Affairs.
  - d. ARNG Chief of Equal Opportunity/Diversity.

- e. ANG Chief of Diversity.
- f. Director of the Office of the Chaplain.
- g. Office of the NGB Chief Counsel.

14. Charter Amendments. The JDEC Board is encouraged to submit amendments to this charter as necessary to the CNGB.



ENCLOSURE B

FUNCTIONAL RESPONSIBILITIES

1. Meetings. The JDEC Board will:

a. Annually prioritize and submit the top objectives envisioned as guidance for focus during the next fiscal year to the CNGB during meetings.

b. Conduct quarterly meetings in coordination with the NG Diversity and Inclusion office.

2. JDEC Regions. JDEC Regions are encouraged to hold quarterly meetings to discuss issues of regional and national importance. The Regional Chair and Vice Chair are the focal point for meeting development.

3. JDEC Members. JDEC members should attend the annual National Diversity Conference to represent their respective Regions, States, Territories and the District of Columbia.

4. Working Group Champions. Regional Chairs and Vice Chairs will form a pool of potential working group champions, as determined by the JDEC Executive Chair.

5. Board Reports. JDEC Board meeting minutes should be posted on the JDEC web site within 30 business days following Board meetings.

ENCLOSURE C

REFERENCES

- a. DoD Directive 5105.77, 30 October 2015, “National Guard Bureau”
- b. Executive Order 13583, 18 August 2011, “Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce”
- c. DoD Directive 1020.02, 05 February 2009, “Diversity Management and Equal Opportunity (EO) in the Department of Defense”
- d. Army Policy on Diversity, 01 April 2009
- e. Air Force Policy Directive 36-70, 13 October 2010, “Diversity”
- f. Air Force Policy Directive 90-14, 17 December 2010, “Committee Management Programs”
- g. CNGB Instruction 9651.01, 21 October 2014, “National Guard Diversity and Inclusion”

## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DoD	Department of Defense
EO	Equal Opportunity
IAW	In accordance with
JDEC	Joint Diversity Executive Council
NG	National Guard
NGB	National Guard Bureau
NGJS	National Guard Joint Staff
TAG	The Adjutants General

### PART II. DEFINITIONS

(NONE)