



MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road
Sacramento, California 95827-3561

NGCA-JSD

27 September 2019

MEMORANDUM FOR Service Members and Employees of the California Military Department

SUBJECT: California Military Department Joint Diversity and Inclusion Executive Council (CAJDEC) Charter

1. **Authority.** The "California Military Department Joint Diversity and Inclusion Executive Council (CAJDEC)" is established at the direction of The Adjutant General (TAG).

2. **Scope.** The Council is a body designated to serve as a working advisory group to TAG and other leaders in the California Military Department (CMD), which include offices and agencies that contribute to the diversity management policies/principles of our organization.

3. **Mission.** The Council's mission is to "make differences matter" by fostering an environment of inclusion.

4. **Purpose.** Its purpose is to sponsor effective diversity management practices in the Agency, promote workforce diversity initiatives, and integrate the principles of diversity throughout the CMD, in accordance with the CMD Strategic Plan and policy on Equal Employment Opportunity, Military Equal Opportunity, Diversity and Inclusion. The Council is a forum to discuss diversity issues; share ideas and information on diversity matters and events; collaborate on and implement diversity initiatives; and leverage organizational resources that allow the civilian and military force to evolve into a unified work environment where all CMD employees, regardless of rank or duty status, are respected and valued for their contributions toward supporting the organizational mission.

5. CAJDEC Responsibilities.

a. Review CMD programs, policies and initiatives as they relate to workforce diversity, including strategic action plans, reports and policy statements, plus make recommendations to The Adjutant General in support of diversity and inclusion in the workplace.

b. Ensure diversity is considered in strategic management initiatives and that strategic planning is aligned with diversity management objectives.

c. Serve as a forum to act upon quality of work life, understanding differences and managing diversity concerns in the workplace. Address common workplace problems

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whether at Joint Force Headquarters (JFHQ) or in the field and provide workable solutions to CMD leadership.

d. Establish and maintain partnerships with component Diversity and Inclusion Councils (Army, Air, California State Guard (CSG), and Youth and Community program Task Force (YCPTF)), State Personnel Office, Human Resources Office, Military Equal Opportunity Advisor, State Equal Employment Manager, Chief of Labor Relations, and component Recruiting and Retention.

e. Support CMD managers, supervisors and leaders in their efforts to enhance and promote diversity in their respective units, directorates and offices.

f. Provide workplace information through training opportunities and seminars that bring JFHQ and other CMD elements together.

g. Designate a sub-committee to act as selection board for DOD/DA/DAF/NGB Diversity and Special Emphasis awards.

h. Serve as leaders in promoting a healthy work environment, improving employee morale and enhancing communication between offices and units, as well as throughout the various employment and duty statuses inherent to the CMD.

6. Membership.

a. The Director, Joint Staff will serve as The CAJDEC Chair. The CAJDEC Chair will advise TAG on State JDEC initiatives that support diversity and inclusion in the workplace.

b. The Vice Chair is responsible for facilitating the CAJDEC meeting and act as Chair in the absence of the Chair. The Vice Chair is responsible for reviewing the Quarterly Regional JDEC slide, the Quarterly Diversity and Inclusion Strategic Plan Assessment, and TAG Checklist for Diversity and Inclusion.

c. The Director, State Personnel is the Secretary. The Secretary is responsible for keeping minutes of meeting, scheduling quarterly meeting, conference room and slide set up if required, and distributing minutes after approval by Chair or Vice Chair.

d. The Joint Personnel Operations Center (JPOC) is the preparer of the Quarterly Regional JDEC slide, the Quarterly Diversity and Inclusion Strategic Plan Assessment, and TAG checklist for Diversity and Inclusion.

e. The CAJDEC voting members include:

- 1) Chair - Director, Joint Staff
- 2) State Senior Enlisted Leader

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- 3) Vice Chair - Director, Manpower and Personnel
 - 4) Senior Enlisted Leader, Joint Staff
 - 5) Chief of Staff, Army
 - 6) Senior Enlisted leader, Army
 - 7) Chief of Staff, Air
 - 8) Senior Enlisted Leader, Air
 - 9) Chief of Staff, California State Guard (CSG)
 - 10) Senior Enlisted Leader, CSG
 - 11) Chief of Staff, Youth and Community Program Task Force (YCPTF)
 - 12) Senior Enlisted Leader, YCPTF
- f. The CAJDEC non-voting members include:
- 1) Representative, State Inspector General
 - 2) Representative, Military Department Inspector General
 - 3) Representative, Staff Judge Advocate
 - 4) Director, State Personnel (Secretary)
 - 5) Representative, State Chaplain's Office
 - 6) Director, Human Resources
 - 7) Representative, Labor Relations
 - 8) Military Department EO Program Manager
 - 9) State Equal Employment Manager
 - 10) Representative, Component Recruiting and Retention
 - 11) Representative, Public Affairs Office

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7. Component Councils (Army, Air, CSG, and YCPTF). The Component Councils (Army, Air, and CSG and YCPTF) will establish component councils and special subcommittees. Each Component Council may also recommend non-Council personnel to serve on subcommittees; approve recommendations to replace subcommittee vacancies; annually validate all standing subcommittees; and dissolve special subcommittees upon completion of their function. Component Councils will submit strategic action plans for established initiatives to the CAJDEC.

8. Meetings.

- a. The CAJDEC shall meet at least four times a year.
- b. Agenda is approved by Chair or Vice Chair prior to distribution to Council members. As appropriate, meeting facilitators are encouraged
- c. Minutes are kept by the Secretary and approved by the Chair or Vice Chair. Minutes cover major issues discussed and follow up actions Meeting minutes are signed and distributed within 10 business days of meeting.
- d. Meetings are open to non-members as observers only; input to proceedings from non-members must have prior Chair approval and placement on the agenda.
- e. Special meetings may be called by the Chair or Vice Chair as necessary. Subcommittee chairs will call for their subcommittee meetings as needed.

9. Meeting Norms and Ground Rules.


- a. Non-Attributional Meetings, all opinions and comments valued.
- b. No disruptive side conversations.
- c. Active participation in discussions and events.
- d. All members are of equal "rank" and privilege.
- e. Treat all members with dignity, courtesy, and respect.
- f. Final recommendations is achieved through a consensus of members present.
- g. At least greater than half (>50%) of the voting CAJDEC members or their delegates and the Council Chair/Vice Chair must be present, live or by teleconference to vote on any topic.

10. Quorum. At least greater than half (>50%) of the voting CAJDEC members or their delegates, live or by teleconference, constitutes a quorum.

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11. Charter Modifications. Amendments to the charter may be made by at least greater than half (>50%) majority vote of the members, with approval of the Chair and ratification by TAG.



DAVID S. BALDWIN
Major General
The Adjutant General