



STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
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**JAN 21 2022**

NGWV-TAG

MEMORANDUM FOR Members of Joint Diversity Executive Council

SUBJECT: West Virginia National Guard Joint Diversity Executive Council Charter

1. Mission. The mission of the West Virginia National Guard (WVNG) Joint Diversity Executive Council (JDEC) is to promote a diverse workforce that reflects the diverse population of West Virginia; promotes an inclusive culture that enables differences among personnel to improve WVNG best practices, readiness, lethality, and supports an individual's ability to contribute to the mission; and uses data to evaluate the effectiveness of the WVNG's Inclusion and Diversity efforts.

2. Purpose. The purpose of the WVNG JDEC is to serve as a forum of senior leaders who will collaborate on inclusion and diversity initiatives, assign resources, develop policy, analyze trends, and assist in holding leaders accountable to meet WVNG inclusion and diversity goals and objectives.

3. Applicability, references, and scope

a. Applicability: Applies to the WVNG Joint Forces Headquarters, the West Virginia Army National Guard, and the West Virginia Air National Guard, and all subordinate units and elements, referred to as the WVNG.

4. References:

a. Executive Order 13583 (Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce), 18 August 2011

b. Department of Defense Issuances (DoDI) 1020.05 (DoD Diversity and Inclusion Management Program), 9 September 2020

c. Chief of the National Guard Bureau Instruction 9651.01 (National Guard Diversity and Inclusion), 20 August 2018

d. State of West Virginia Office of the Adjutant General Memorandum (Subject: "Appointment of West Virginia National Guard Joint Diversity Executive Council), 19 November 2021

5. Scope. The WVNG JDEC provides strategic-level oversight and cross organization coordination, advises the WVNG Adjutant General on inclusion and diversity (I&D) matters; identifies I&D issues, challenges, shared ideas, innovations and solutions, exchanges best practices and lessons learned; coordinates initiatives; and facilitates collaboration. In addition, the WVNG JDEC gathers issues at the individual and unit level, analyzes them, and coordinates appropriate solutions and recommendations to the TAG and respective ATAGs.

6. Responsibilities of the WVNG JDEC:

a. Cultivate an inclusive workforce across the WVNG and ensure field representation of Soldiers, Airmen, and Civilians in discussions.

b. Draft the WVNG Inclusion and Diversity Strategic Plan and revise as needed.

c. Recommend allocation of resources to accomplish goals and objectives outlined in the forthcoming WVNG's Inclusion and Diversity Strategic Plan and ensure resources are made available to effect meaningful change.

d. Hold leaders accountable to meet WVNG's I & D strategic goals and objectives.

e. Analyze data for trend analysis to inform future goals and objectives.

f. Analyzing, identifying, defining and reducing or eliminating triggers and barriers affecting the organization's ability to diversify the military and full-time labor forces.

g. Address triggers and barriers affecting the strategic goals, readiness and organizational climate of the West Virginia National Guard.

h. Facilitate observance programs and events to honor all federal observances and diverse cultures to increase cross-cultural knowledge, build community out-reach and networking through diversity, equality and inclusion initiatives.

i. Develop and maintain appropriate metrics to establish a baseline for measuring and tracking organizational demographics in order to define goals for recruiting and the retention of under-represented groups and determine special emphasis sub-committees.

j. Solicit ideas throughout the organization and turn those ideas into action and changes.

k. Appoint sub-committees to facilitate the programs or events above as needed.

l. Conduct semi-annual assessment of the council's effectiveness and record accomplishment relative to goals, responsibilities, challenges and barriers encountered as well as recommended solutions.

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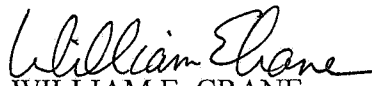
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m. The secretary will announce meeting dates, coordinate calendar meeting attendance and invitees, reserve meeting space, coordinate call-in information, review and frame the major issues, events and activities, prepare minutes, talking papers as needed, manage sign-in rosters, and track taskers developed from WVNG JDEC meetings.

7. Membership. See Enclosure

6. Meetings. The WVNG shall meet quarterly for a minimum of 1-hour, and as required depending on special projects, trainings, and other scheduled events. Where feasible, meetings will be held on-site, via teleconference or Teams, as needed. An agenda and follow-on minutes will be provided for each meeting and posted online following each JDEC.

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WILLIAM E. CRANE  
Major General, WVNG  
The Adjutant General

Encl  
WVNG JDEC Membership List

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WVNG JDEC Membership

- 1) WVNG Adjutant General (TAG) - Council Chair
- 2) Special Assistant to TAG - Council Co-Chair
- 3) Assistant Adjutant General-Army
- 4) Assistant Adjutant General-Air
- 5) Director of the Joint Staff
- 6) West Virginia Military Authority Director
- 7) Chief of Staff, Army
- 8) Director of Staff, Air
- 9) Senior Enlisted Leader
- 10) State Command Sergeant Major

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- 11) State CCM
- 12) State Command Chief
- 13) SEEM
- 14) Equal Opportunity Advisor, Army
- 15) Human Resource Officer
- 16) Public Affairs Officer
- 17) Recruiting and Retention Battalion Commander, Army
- 18) State Production Superintendent, Air
- 19) Family Programs Representative
- 20) 130th Airlift Wing HRA
- 21) 167th Airlift Wing HRA
- 22) Selected Officer Representation (As available)
- 23) Selected Non-Commissioned Officer Representation (As available)
- 24) Selected Civilian Representation (As available)
- 25) JDEC Secretary