



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE INSTALLATION AND
MISSION SUPPORT CENTER
JOINT BASE SAN ANTONIO LACKLAND TEXAS**

**AIR FORCE INSTALLATION AND MISSION SUPPORT CENTER
DIVERSITY & INCLUSION COUNCIL CHARTER**

INTRODUCTION

AFIMSC and this Council values diversity as a strength, respects all teammates, and embraces our differences.

A diverse and inclusive team of Airmen provides a variety of perspectives, capabilities, and talents that enables an organization to become stronger and more capable of maximizing its effectiveness. The Air Force Installation and Mission Support Center (AFIMSC) needs to recruit, hire, develop, and retain the most highly qualified Airmen. By including members of all demographic groups, we enable our access to a broad range of skills, talents, and perspectives, making the AFIMSC team a more effective organization with unlimited potential.

Fostering a culture of inclusion is also critical to our success. For an organization to work at its full potential, team members must trust and respect one another. Team members that feel included and appreciated are more likely to contribute to the accomplishment of organizational objectives. They are also more likely to remain with the AFIMSC team, bolstering our pool of experience and talent, and supporting our recruiting and retention efforts.

The AFIMSC Diversity & Inclusion Council Charter supplements the Center's Strategy and establishes a framework for success in establishing and maintaining a diverse and inclusive workforce. This Charter assigns the Council with responsibility to lead diversity and inclusion initiatives that fosters equal opportunity for all AFIMSC Airmen. This document is a living document and may be updated and amended with a two-thirds vote of the Council membership subject to approval of the AFIMSC Commander or Executive Director, or at the direction and in sole discretion of the AFIMSC Commander or Executive Director.

COUNCIL PURPOSE

1. Promote a culture of diversity, inclusion, and belonging throughout the AFIMSC enterprise.
2. Serve as an advisor to improve enterprise mentoring relationships.
3. Align AFIMSC diversity and Inclusion objectives with Air Force Materiel Command goals.
4. Serve as strategic advisor in the areas of recruitment, retention, and engagement.
5. Identify policies, procedures, barriers, and practices which unfairly impact underrepresented team members.
6. Promote open and effective communication throughout AFIMSC.
7. Encourage leadership development through diversity practices and processes.
8. Increase AFIMSC Airmen job and work environment satisfaction.
9. Encourage leadership to seek out and develop talent within their functional and organizational purview.
10. Foster atmosphere of inclusiveness and diversity of thought to make a positive impact within the workforce.

11. Serve as AFIMSC liaison to host installation and MAJCOM diversity and inclusion efforts.
12. Ensures diversity and inclusion is inherent in the AFIMSC workplace by striving to ensure merit is considered first and foremost.

MISSION STATEMENT

The AFIMSC Diversity & Inclusion Council is a strategic advisory board responsible to the Commander, AFIMSC, with the emphasis on creating an organizational culture where diversity is valued as a force multiplier to achieve increased Lethality & Readiness, which ensures every team member has the opportunity and means to realize their maximum potential.

VISION

To “Operationalize our Value” - diversity as a strength, respect all teammates, and embrace our differences. Inclusion in all we do - promoting an environment where team members are not hindered by prejudicial barriers, biases, or restrictions.

GENERAL GUIDELINES

1. Conduct quarterly meetings.
2. Maintain and distribute minutes, with copies direct to the AFIMSC/CC, AFIMSC/CA, AFIMSC/CV, AFIMSC/CCC, Directors, Detachment and PSU CC/CLs, and Center Senior Functional Managers.
3. Establish and update Diversity Goals annually to support Center Strategic and Human Capital Plans, subject to the Commander’s approval.
4. Post relevant information e.g., minutes, goals, onto the AFIMSC Corporate Structure site.
5. Identify and recommend opportunities to enhance diversity and inclusion through professional development, education and training, and ensuring equal opportunity to all AFIMSC Airmen.

ROLES & RESPONSIBILITIES

1. The Council serves at the direction and subject to the approval of the AFIMSC Commander.
2. The Director of Personnel, AFIMSC, serves as the Diversity & Inclusion Council Champion.
3. Council members are leaders and Change Agents for AFIMSC and should apply the vision of the Council to the daily activities and work environment. All members will treat each other with respect, observe personal and professional courtesies, and recognize that each member has an equal voice without regard to military or civilian rank/grade.
4. The Director of Personnel will chair the Council and the Command Chief, AFIMSC, will serve as vice chair. The Chief, Civilian Personnel Programs; Chief, Military Personnel Programs; Chief, Force Development & Training; Chief, NAF Human Resources and Benefits; and AFIMSC First Sergeant will assist in planning, organizing, implementing and facilitating the agenda. Personnel assigned to those designated positions will serve as standing Council members for the duration of their tour.

5. The Council committee membership will be comprised of AFIMSC Airmen—officer, enlisted, and civilian selected by AFIMSC directors, detachment and PSU commanders/equivalent. The membership will maintain a balance of gender, culture, ethnic, preference and grade/rank. All committee members are expected to serve for two years or the duration of their tour, whichever is shorter. Council members will be approved by a two-thirds vote of the standing Council members prior to serving on the Council.
6. The AFIMSC/JA and 502 ABW/EO will serve as non-voting advisors to the Council.
7. The Council committee will create subcommittees as required to support implementation and execution of programs.

SPECIFIED COUNCIL TASKS

1. Review Center systems, programs, and policies as they relate to diversity and inclusion.
2. Identify systemic problems which may hinder diversity and inclusion, and recommend solutions.
3. Review Center demographic data on race, ethnicity, age, education, and gender diversity to identify possible barriers to diversity and inclusion.
4. Set, track, and report progress of Center diversity & inclusion goals and objectives to the AFIMSC Commander and subject to the Commander's approval.
5. Develop and recommend implementation of diversity training, plans, policies, and surveys as required.
6. Coordinate/conduct a quarterly diversity & inclusion development event.
7. Conduct, at minimum, annual Diversity Focus Day session.
8. Develop and publish, at minimum, semi-annually AFIMSC Diversity Newsletter or similar material (e.g., Public Affairs information, AFIMSC TV interest).

JOHN T. WILCOX II
Major General, USAF
Commander