



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2713 MITSCHER ROAD, SW
ANACOSTIA ANNEX, DC 20373-5802

CNICINST 5354.2
N131

JUN 06 2006

CNIC INSTRUCTION 5354.2

From: Commander, Navy Installations Command

Subj: DIVERSITY COUNCIL AND OBSERVANCES

Encl: (1) Listing of Required Observances

1. Purpose. To establish Commander, Navy Installations Command's (CNIC's), Diversity Council, set forth membership requirements, duties, and responsibilities and the minimum activities necessary to highlight the contributions of our diverse population.

2. Background. The Navy defines diversity as all of the different characteristics and attributes of individual Sailors and civilians that enhance the mission readiness of the Navy. The CNIC Diversity Council will help to ensure mission success in an environment that encourages and enables all Sailors and civilians to reach their personal and professional potential. This instruction is in accordance with all applicable laws and regulations.

3. Diversity Council Responsibilities

a. Membership of the Diversity Council will be as follows:

(1) The advisor to the Diversity Council will be a member of the Command Equal Employment Opportunity Office.

(2) Each program will provide one representative to the Diversity Council as a permanent member. Each program will ensure either the permanent member or anyone available attends each meeting.

(3) There will be four elected members on the Diversity Council - Chair, Vice Chair, Secretary, and Publicity Officer. Each position's tenure is one year.

(4) An Observance Coordinator is chosen for each observance and will be in charge of each observance's events.

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(5) Diversity Council's membership should be representative of the demographics of CNIC headquarters staff.

b. Duties and responsibilities of the Diversity Council Chair:

(1) Ensure periodic meetings and chair the meetings.

(2) Ensure all activities are carried out in accordance with Diversity Council's plans.

(3) Work closely with Diversity Council advisor to ensure the group is on track.

(4) Ensure a different Observance Coordinator is selected for each observance.

(5) Ensure all other Diversity Council elected officials carryout their duties and responsibilities.

c. Duties and responsibilities of the Diversity Council Vice-Chair:

(1) Assist Chair in the guiding Diversity Council.

(2) Chair meetings in the Chair's absence.

(3) Directly supervise the Observance Coordinator.

d. Duties and responsibilities of the Diversity Council Secretary:

(1) Take and publish minutes of each meeting.

(2) Maintain minutes for one year.

(3) Maintain information from each observance for one year.

e. Duties and responsibilities of the Diversity Council Observance Coordinator:

(1) Overall responsibility for observance activities.

(2) Will select an observance committee.

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- (3) Develop plans for assigned observance period.
- (4) Present plans to Diversity Council for approval.
- (5) Present approved plans to Command Deputy Equal Employment Officer.
- (6) Present plans to others in the chain of command as requested.

f. Duties and responsibilities of the Publicity Officer:

- (1) Work with Public Affairs Officer (PAO) to publish upcoming events.
- (2) Provide articles to PAO for each observance in enclosure (1).
- (3) Write observance notice for publication to regions and/or HQ staff.
- (4) Contact local agencies and groups for participation in CNIC observances.
- (5) Provide PAO articles reviewing events.
- (6) Ensure correct theme for each observance.

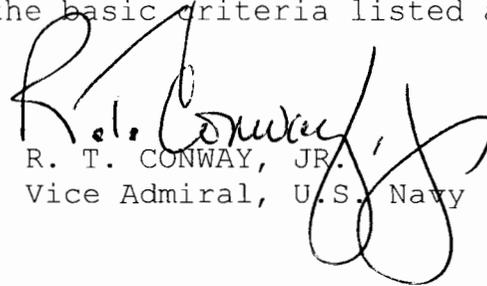
4. Observance Guidelines. All observances will receive the same support and will be celebrated using the same criteria. There will probably be different functions for observances, but there should be no distinguishable difference in the effort put into each function. The Diversity Council will not limit its observances to those required in enclosure (1). The following basic criteria will be applied to each observance:

- a. Articles provided to PAO for publication.
- b. Display items in a central location (each week for a month observance).
- c. Provide some type of formal educational presentation.

If a once a year combined observance is preferred then there will be two Observance Coordinators to put the event together.

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However, the observances in enclosure (1) will still need to be carried out in accordance with the basic criteria listed above.



R. T. CONWAY, JR.
Vice Admiral, U.S. Navy

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REQUIRED OBSERVANCES

African American/Black History Month February 1 - February 28

Women's History Month March 1 - March 31

Asian Pacific American Heritage Month May 1 - May 31

Hispanic Heritage Month September 15 - October 15

National Disability Employment Awareness Month October 1 - October 31

National American Indian Heritage Month November 1 - November 30