



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

OCJCS/SEAC
DISTRIBUTION: A, B, C

CJCSI 1330.08
18 May 2015

JOINT NOMINATIVE COMMAND SENIOR ENLISTED LEADER AND SENIOR ENLISTED ADVISOR SLATING POLICY

1. Purpose. This Chairman of the Joint Chiefs of Staff instruction (CJCSI) delineates responsibilities and procedures regarding selection, assignment, utilization, eligibility, and other related aspects of the nominative process for Command Senior Enlisted Leaders (CSELs) and Senior Enlisted Advisors (SEAs) in joint and international assignments.
2. Superseded/Cancellation. None.
3. Applicability. CJCSI 1330.08 applies to the Joint Chiefs of Staff, Services, Combatant Commanders, Combatant Command joint activities, Joint Force providers, and DoD Agencies.
4. Scope. This CJCSI is an effective assignment program that allows equal opportunity for the Service branches to compete for a nominative joint, multinational, or international CSEL position.
5. Authority. The Director, Joint Staff, serves as the authority to approve exceptions or waivers to this CJCSI that are consistent with controlling regulations.
6. Policy
 - a. The goal of the nominative joint CSEL process is to facilitate development of broadly skilled senior noncommissioned officer (NCO) leaders and provide equal opportunities for the Service branches to compete for a joint senior-level enlisted position.
 - b. Tour lengths for nominative assignments are as follows:
 - (1) With the exception of individual augmentee (IA) assignments, all continental United States-/outside continental United States-based three star-/four star-level position tour lengths are normally 24 to 36 months. All

extensions of CSEL tour lengths are submitted via written request prior to the 24th month of the CSEL's tour, through the applicable Service branch and with Office of the Senior Enlisted Advisor to the CJCS (OSEAC)/Joint CSEL Management Office (JCMO) as an information addressee.

(2) The authorized grade structure in the Table of Distribution and Allowances (TDA) will be used as the basis to apply paragraph 6.b.(1) above.

7. Definitions. See Glossary.

8. Responsibilities

a. Senior Enlisted Advisor to the Chairman (SEAC). The SEAC, who serves concurrently with the Chairman of the Joint Chiefs of Staff, is the Executive Manager and has a direct role in the nominative CSEL slating process.

(1) Concurs/nonconcurrency with the recommended nominations for release to selecting officials (general officer/Senior Executive Service (SES)).

(2) Serves as part of the waiver and exception to policy (ETP) authority routing chain and provides concurrence/nonconcurrency as necessary for requests to serve longer than the prescribed tour length for all nominative CSELs.

(3) Provides a forwarding endorsement on all CSEL nominations to the hiring authority.

(4) Ensures program compliance and discipline.

b. Service Senior Enlisted Advisors (SSEAs)

(1) Serve as nominating officials for slate announcements applicable to their Service, supporting the development of broadly skilled CSELs, as provided for the Leader Development Strategy.

(2) Provide approval/disapproval recommendations for individual tour length extensions to the OSEAC/JCMO (per Enclosure B of this instruction).

(3) Provide an endorsement for each Service-approved nomination packet submitted.

(4) Enforce discipline and compliance in the CSEL nominative process across their respective Services.

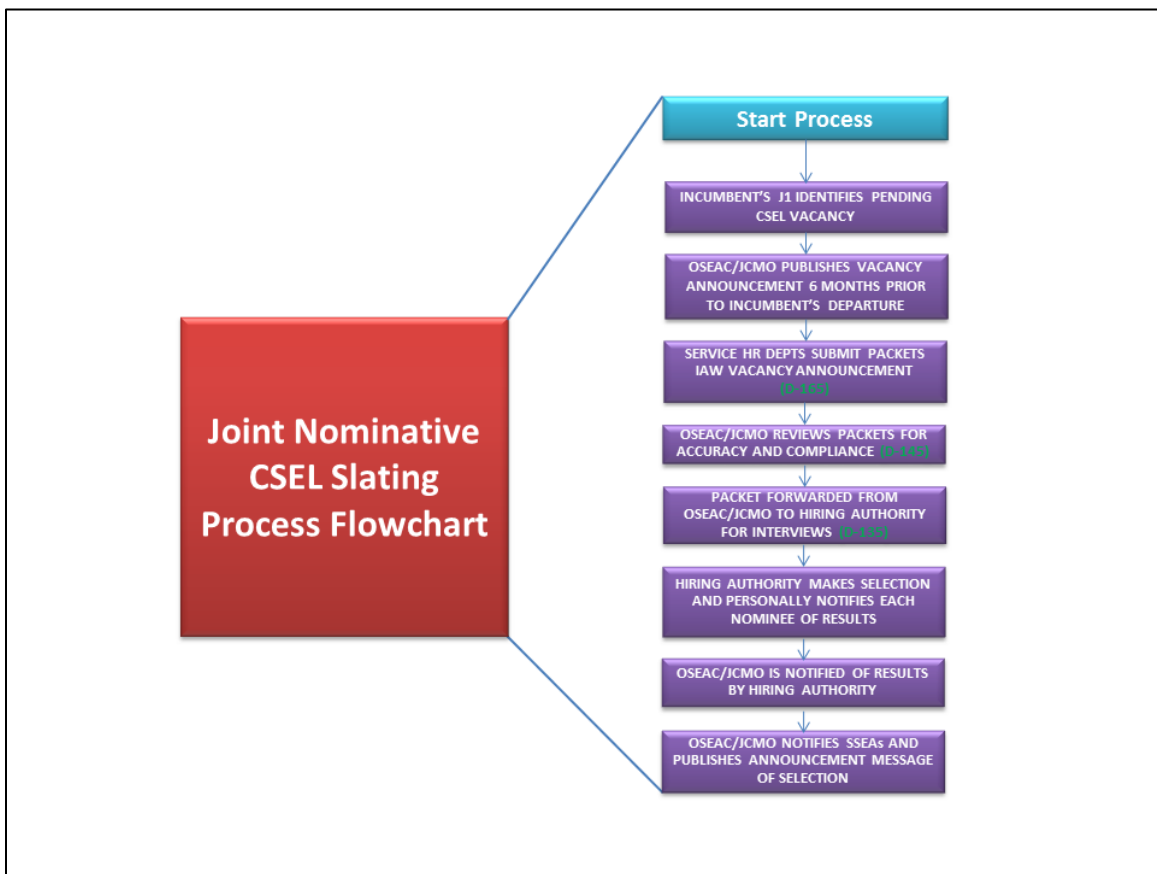
c. OSEAC/JCMO

(1) Serves as the Administrative Agent for the Joint CSEL Nominative Program.

(2) Provides administrative oversight for nominative joint CSEL assignment instructions upon selection to a nominative position.

(3) In coordination with the Joint Staff and Combatant Command J1, ensures eligibility criteria for the required positions are established, adopting and supporting the capability to develop broadly skilled CSEs/SEAs, in support of the principles established in the Leader Development Strategy.

9. Joint Nominative CSEL Slating Process. Below is a diagram of the Joint nominative CSEL slating process followed by detailed descriptions of each stage in the process.



a. Vacancy Announcements

(1) Vacancy announcements will be drafted/originated at the incumbent's J1 directorate and forwarded to OSEAC/JCMO.

(2) OSEAC/JCMO will finalize vacancy announcements.

(3) OSEAC/JCMO will release the official vacancy announcement to the Service branches and National Guard Bureau (NGB) not later than 6 months prior to the incumbent's scheduled departure date (see Enclosure B).

b. Nomination Packets/Submission Procedures

(1) OSEAC/JCMO accepts nominations through the Service/NGB only.

(2) Nomination packets will normally contain the following:

(a) Official photograph in accordance with Service regulations.

(b) Official biography/curriculum vitae.

(c) Service-specific Enlisted Records Brief/Master Brief Sheet/Single Unit Retrieval Format (SURF).

(d) Most recent Noncommissioned Officer Evaluation Report (NCOER), Enlisted Performance Report (EPR), or Fitness Report.

(e) Any associated or applicable waivers.

(f) Letters of Recommendation (LORs). No more than two LORs are required for the nomination packet. One LOR must be from the first general/flag officer in the nominee's chain of command. The second LOR may be from the Service Chief, Vice Chief, or Service Senior Enlisted Advisor (SSEA).

(g) Verification of attendance at the Keystone CSEL course.

c. Eligibility

(1) Eligibility criteria are as follows:

(a) Meet the minimum criteria as established in the vacancy announcement message.

(b) Otherwise be available for assignment consistent with the position description (PD).

(c) Be eligible for title 10 status and authorized for transfer per Service regulations.

(d) Meet security clearance requirements.

(2) The following Service members are not eligible for nominative-level consideration:

(a) Any CSELs who cannot complete the prescribed tour length in accordance with their respective Service's retention control point/high-year tenure requirements.

(b) Any CSEL who is currently flagged, under investigation, or pending charges for a Uniform Code of Military Justice or civil violation.

(c) Any CSEL who cannot meet all criteria established in the announcement message.

(d) Any CSEL not favorably endorsed by the Service SEA.

(e) Unless waived, any CSEL who has been approved to be released or separated from military service by a tour continuation or retention board in accordance with each specific Service's standards.

(f) Any CSEL who is within 3 years of reaching his or her maximum age and allowed to serve without an approved waiver. An approved age waiver per each specific Service's requirements must be submitted with the nomination packets.

d. Final Slate Routing

(1) Services will submit their nomination packets to the OSEAC/JCMO, as specified in the vacancy announcement.

(2) OSEAC/JCMO will review the packets for accuracy and compliance in accordance with the position description and this CJCSI.

(3) Upon completion of OSEAC review, the OSEAC/JCMO forward all nomination packages to the hiring commander for personal interviews and final selection.

e. Interview, Selection, and Announcement

(1) Interviews are conducted by the incumbent commander.

(2) Upon final selection, the Combatant Command J1/CSEL will notify OSEAC/JCMO of the commander's selection.

(3) The interviewing commander should personally notify each nominated CSEL of the results.

(4) The OSEAC will prepare and release a DoD-wide announcement message (see Enclosure B).

10. International/Multinational Positions

a. In the case of international CSEL assignments, when the Foreign National Commander requests a U.S. nominee, OSEAC (in cooperation with the National Liaison Representative) will release an announcement message to the Services and serve as the interviewing, vetting, and forwarding authority.

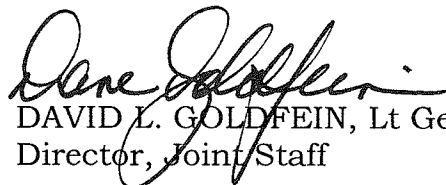
b. Submission procedures for these nomination packages will be similar to the procedures listed in paragraph 9b.

11. Summary of Changes. None.

12. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components (including the Combatant Commands), other Federal Agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <http://www.dtic.mil/cjcs_directives/>. Joint Staff activities may also obtain access via the SIPR Directives Electronic Library Web sites.

13. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:


DAVID L. GOLDFEIN, Lt Gen, USAF
Director, Joint Staff

Enclosures

- A—Joint Education Requirements
- B—Example Memorandums
- GL—Glossary

ENCLOSURE A

JOINT EDUCATION REQUIREMENTS

1. Keystone Course

a. In accordance with the Keystone Tier List, each joint CSEL selected for a senior-level joint assignment must attend this military education course designed specifically to prepare the new CSELs to serve in a joint or multinational environment.

b. No statutory time limit exists for attending Keystone. However, the Keystone Tier List states that CSELs selected for key joint billets must attend the Keystone course.

(1) Tier 1 assignment—prior to reporting.

(2) Tier 2 assignment—first available opportunity.

c. Services are responsible for coordinating Keystone completion.

d. Waivers

(1) To qualify for a joint billet, waivers for attending the Keystone course are not normally granted to meet eligibility criteria, but will be considered on a case-by-case basis.

(2) Requests for waiver of Keystone attendance (Tier II billets) will be annotated in the nomination packet, per the guidance provided in the vacancy announcement.

2. Position Descriptions (PDs)

a. OSEAC/JCMO maintains PDs on all joint nominative CSEL billets. Annually, all joint organizations and activities are requested to provide the OSEAC with a typed PD for each of their joint SEA billets or verify there have been no changes. Changes to billet duties or title changes require a new position description upon request.

b. PDs should meet the following criteria:

(1) Be sufficiently detailed to facilitate the nomination and selection of qualified CSELs and SEAs to fill the position.

(2) Include all prerequisites such as foreign languages, special training, specific experience or education, security clearances, and special designations (e.g., Special Forces).

(3) Specify tour length if other than the standard 3-year joint CSEL tour.

(4) Contain only unclassified material. In the event a PD must be classified, a nonclassified version must also be submitted to facilitate solicitation of Service nominations.

(5) Be completed on Joint Staff Form 148, "Joint/Outside Service Billet Position Description." This form is available in electronic format.

c. Changes in billet titles must be submitted to OSEAC/JCMO with the PD for approval.

2. EXAMPLE OF REQUEST FOR NOMINATIONS/VACANCY ANNOUNCEMENT

MEMORANDUM FOR SERVICE SENIOR ENLISTED MANAGEMENT OFFICES

FROM: OFFICE OF THE SEAC, JOINT CSEL MANAGEMENT OFFICE (JCMO)

SUBJECT: Request for Nominations for XXXXXXXX Command Senior Enlisted Leader (CSEL)

1. XXXXX Command Senior Enlisted Leader, XXXXXXXXXX, is projected to depart in MONTH YYYY. Request nominations of senior enlisted personnel to compete for this four-star/three-star level, joint nominative position.

a. Occupational Specialty: Command SEL (CSM, SgtMaj, CMDCM, or CCM Sgt)

b. Joint Position Number: xxxxxxxx

c. RNLTD: DDMMYY

d. Duty Description: Provides leadership to the enlisted force and advice to the commander, deputy commander, chief of staff, and the Joint Staff on enlisted matters. Advises the commander in the formulation, implementation, and execution of policies concerning morale, welfare, job satisfaction, discipline, utilization, family support, quality of life, and professional development of the enlisted force. Coordinates with component command's senior enlisted leaders to ensure understanding of the mission, vision, and priorities of the commander to promote theater-wide teamwork and unity of effort. Engages with foreign military-to-military engagements.

e. Requirements:

(1) Qualified and recommended by Service branch

(2) KEYSTONE graduate

(3) Former joint or Service CSEL assignment at three- or four-star level

(4) TS/SCI security clearance

(5) Possesses an official passport

2. Nomination package will include:

a. Official photo and biography/curriculum vitae.

b. SURF, Master Brief Sheet, Enlisted Records.

c. Most recent EPR, NCOER, Fitness Report.

d. Letter of recommendation (LoR) from nominee's first general/flag officer and Service Chief/Vice Service Chief or Service SEA. No more than two LoRs will be authorized.

e. Nominee's DSN and commercial phone numbers and e-mail address.

3. EXAMPLE OF DOD CSEL SELECTION ANNOUNCEMENT

IMMEDIATE RELEASE No. NR-_____-14
Month DD, YYYY

Command Senior Enlisted Leader Assignment
The Office of the SEAC and Commander XXXXX Command

(Insert Command) announced the following assignment:

Rank, name, currently assigned to (insert current command), has been selected as the Command Senior Enlisted Leader, (insert future command), city, state.

U.S. Department of Defense
Office of the Assistant Secretary of Defense (Public Affairs)

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GLOSSARY

PART I—ABBREVIATIONS AND ACRONYMS

CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff instruction
CSEL	Command Senior Enlisted Leader
EPR	Enlisted Performance Report
ETP	exception to policy
FITREP	Fitness Report
FMTS	Fourth Estate Manpower Tracking System
HYT	High Year of Tenure
JCMO	Joint CSEL Management Office
JMD	Joint Manning Document
LOR	Letter of Recommendation
NCO	Noncommissioned Officer
NCOER	Noncommissioned Officer Evaluation Report
NGB	National Guard Bureau
OSEAC	Office of the Senior Enlisted Advisor to the CJCS
PCORD	Projected Change of Responsibility Date
PD	Position Description
RCP	retention control point
SEA	Senior Enlisted Advisor
SEAC	Senior Enlisted Advisor to the CJCS
SES	Senior Executive Service
SSEA	Service Senior Enlisted Advisor
SURF	Single Unit Retrieval Format
TDA	Table of Distribution and Allowances

PART II—DEFINITIONS

These definitions are provided solely for the purpose of interpreting this CJCSI (and the actions addressed therein).

Combatant Command position—A category of positions defined by the Chairman of the Joint Chiefs of Staff. Incumbents of these positions are responsible for unified command and control of combat operations or operations other than war.

Earliest replacement date—The date a joint CSEL position is scheduled for turnover. The initial date is the standard tour length for that billet. Interim changes occur due to extensions, retirement, or projected tour length waivers.

High Year of Tenure—High Year of Tenure (HYT) is a term used to describe the maximum number of years a member may serve before he or she must separate or retire.

Joint Manning Document (JMD)—JMDs are manning documents that identify all manpower requirements essential to the command and control of a Joint Task Force Headquarters organization.

Key assignment—A position of importance that warrants consideration by the Chairman of the Joint Chiefs of Staff. These positions are of significant responsibility within joint organizations and activities and, as such, deserve SEAC review. They are not joint duty assignments (JDAs) (they are not listed on the JDA list) and do not accumulate joint CSEL joint duty credit as defined by law.

Manpower actions—Additions, deletions, or modifications to positions on a manning document, or to the document itself, that authorizes the assignment of personnel.

Nominative position—Any authorized Tier 1 or Tier 2 Joint CSEL billet where the CSEL is rated by a general officer or Senior Executive Service official. The position must be validated on a JMD, TDA, or a provisional organization approved by the J-1. All Services participate in providing nominees to be considered for the position. There is no specific rotation. The most qualified joint CSEL will be selected, regardless of Service affiliation.

Projected Change of Responsibility Date—The Projected Change of Responsibility Date (PCORD), or transfer date, is used to establish the projected ending year/month of a joint assignment. This date facilitates the process to identify replacements. All nominative CSELs are assigned PCORDs.

Retention control point—The retention control point (RCP) is the maximum number of years of active federal service authorized based on the regulatory guidelines set by an individual's Service.

Rotational position—Some or all of the Services may participate in filling a specific position in a predetermined order. Service participation in staffing rotational joint CSEL positions not only ensures critical positions of importance remain filled, but also permits each Service to maximize its long-range assignment planning strategy. Services assume the responsibility to meet requirements of rotational positions, which includes both fulfilling complete tours and having qualified candidates ready for rotation.

Service rotation—The participation schedule of the Services in staffing particular joint CSEL positions. There are four types of Service rotations: nominative, restrictive nominative, rotational, and Service-specific.

Service-specific position—A single Service is designated to continuously fill a specific position.

Slate report—A listing of qualified (to include background screenings) CSEs recommended by their Service branch for consideration to a valid position.

Vacancy announcement—An official announcement advertised to the Service SEAs and manpower branch when a valid opening is identified. This announcement generates the nomination submission, vetting, interviewing, and selection process.

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