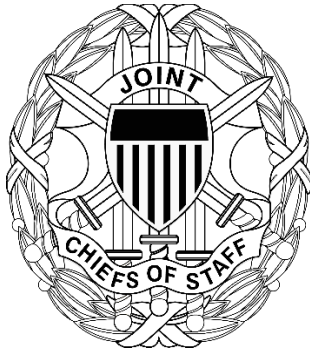




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CHAIRMAN OF THE JOINT

CHIEFS OF STAFF

INSTRUCTION

J-1

DISTRIBUTION: A, B, C

CJCSI 1330.08A

3 August 2026

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 Superseded/Cancellation. CJCSI 1330.08, 18 May 2015, "Joint Nominative Command Senior Enlisted Leader and Senior Enlisted Advisor Slating Policy" is hereby superseded.
3. Applicability. CJCSI 1330.08A applies to the Joint Chiefs of Staff, Services, Combatant Commanders (CCDRs), Combatant Command (CCMD) joint activities, Joint Force providers, and Department of War (DoW) 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 (DJS) serves as the authority to approve exceptions or waivers to this CJCSI, 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 leaders and provide equal opportunities for the Service branches, National Guard Bureau (NGB), and U.S. Special Operations Command (USSOCOM) to compete for a joint senior-level enlisted position.
 - b. Tour lengths for nominative assignments are as follows:

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(1) With the exception of individual augmentee assignments, tour lengths for all continental United States-based and outside the continental United States-based three-/four-star positions are normally 24–36 months.

(2) CSEL tour extension requests must be submitted in writing before the 24th month of the tour. The request routes from the CCMD/agency personnel and manpower directorate (J1), through the Service branch, to the Joint Staff Directorate for Manpower and Personnel, J-1 Personnel Services Division (PSD) and the Office of the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff (OSEAC). Extensions aim to align commander and CSEL assignments for command continuity. Extensions are approved by DJS, with authority delegated to the Vice Director, Joint Staff in the absence of the DJS. Any nonconcurrence requires Vice Chairman of the Joint Chiefs of Staff signature.

7. Definitions. See Glossary.

8. Responsibilities

a. Senior Enlisted Advisor to the Chairman. The SEAC, who serves concurrently with the CJCS, is the Executive Manager and has a direct role in the nominative CSEL slating process. The SEAC:

(1) Concurs/nonconcurs with the recommended nominations for release to selecting officials (general officer/flag officer (GO/FO)/Senior Executive Service).

(2) Serves as part of the waiver and exception-to-policy authority routing chain and provides concurrence/nonconcurrence as necessary for requests to serve longer than the prescribed tour length for all nominative CSELs. Confirms availability of qualified candidates when routing extension requests.

(3) To support the hiring authority, convenes a panel to review and rank CSEL nominees, providing a final forwarding endorsement on all packages.

(4) Ensures program compliance and discipline.

b. Service Senior Enlisted Advisors

(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.

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(2) Provide approval/disapproval recommendations for individual tour length extensions to J-1/PSD in accordance with (IAW) Enclosure B to this CJCSI.

(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. Joint Staff J-1 Personnel Services Division

(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 OSEAC, DoW agencies, and CCMD J1s, ensures eligibility criteria for the required positions are established, adopting and supporting the capability to develop broadly skilled CSELs/SEAs in support of the principles established in the Leader Development Strategy.

9. Joint Nominative CSEL Slating Process. Figure 1 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 and forwarded to Joint Staff J-1/PSD.

(2) Joint Staff J-1/PSD will finalize vacancy announcements.

(3) Joint Staff J-1/PSD will release the official vacancy announcement to the Service branches, USSOCOM, and NGB pending nomination of the incoming CCDR/director or not later than 3 or 6 months prior to the incumbent's scheduled departure date (see Enclosure B).

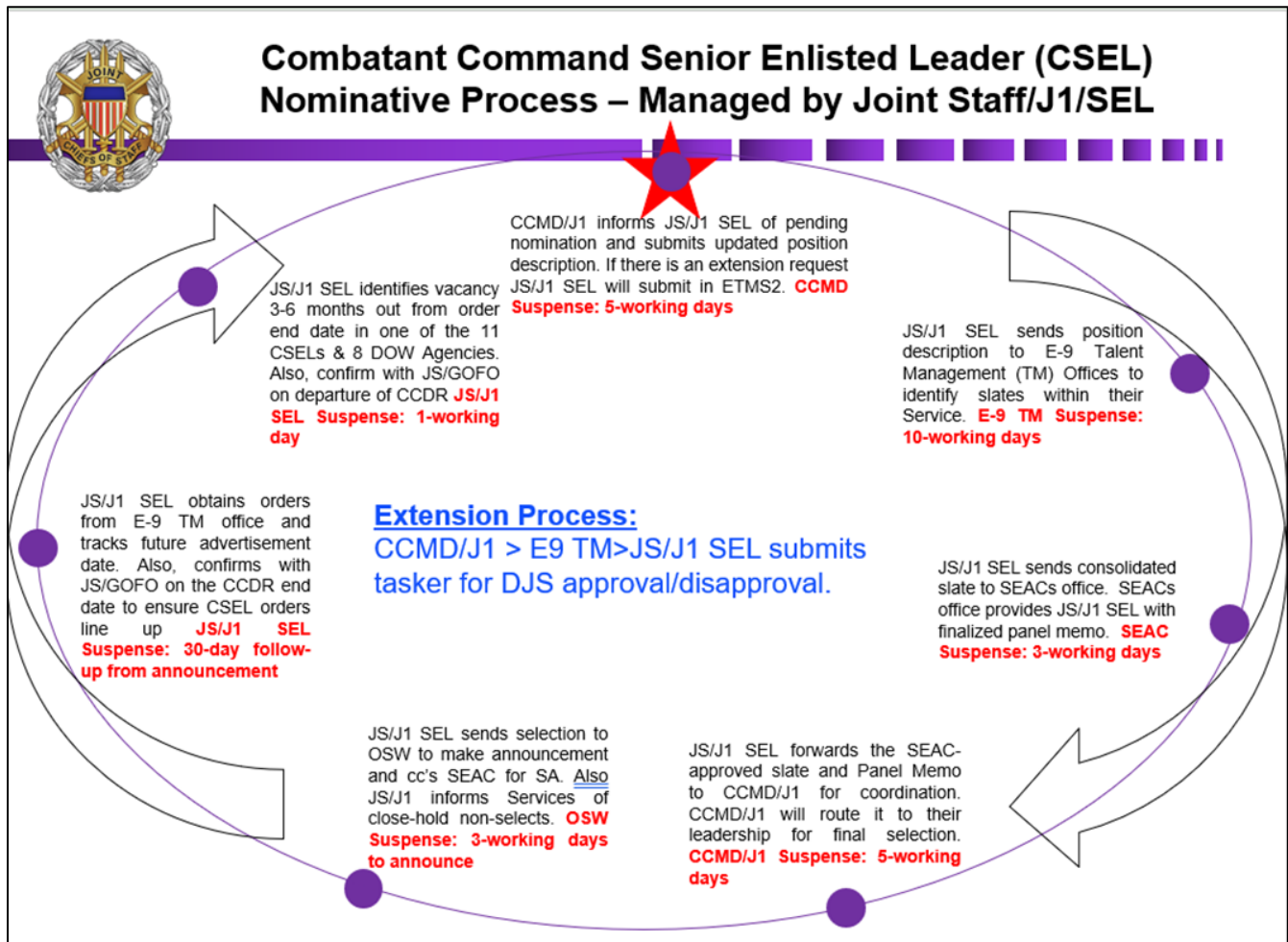


Figure 1. Joint Nominative CSEL Slating Process

(4) Joint Task Forces CSEL advertising and selection will be processed by their respective senior leader management offices.

b. Nomination Packets/Submission Procedures

(1) Joint Staff J-1/PSD accepts nominations through Service, NGB, and USSOCOM J1 offices only.

(2) Nomination packets will contain:

- (a) Official photograph IAW Service regulations.
- (b) Official biography/curriculum vitae.

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

(d) Most recent Noncommissioned Officer Evaluation Report, Enlisted Performance Brief, and Fitness Report.

(e) Any associated or applicable waivers.

(f) Letters of Recommendation. Three letters of recommendation (LORs) are required for the nomination packet. One LOR must be from the first GO/FO in the nominee's chain of command, one from the Service Chief or Vice Chief, and one from the Service SEA.

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

c. Eligibility

(1) Eligibility Criteria

(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 IAW Service regulations.

(d) Meet security clearance requirements.

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

(a) Any CSEL who cannot complete the prescribed tour length IAW 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.

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

(f) Any CSEL who is within 3 years of reaching his or her maximum age and not allowed to serve without an approved waiver, unless an approved age waiver IAW each specific Service's requirements is submitted with the nomination packet.

d. Final Slate Routing

(1) Services, NGB, and USSOCOM J1 offices will submit nomination packets to Joint Staff J-1/PSD as specified in the vacancy announcement and checklist.

(2) Joint Staff J-1/PSD will review the packets for accuracy and compliance IAW the position description and this CJCSI.

(3) Upon completion of OSEAC review and panel recommendation, Joint Staff J-1/PSD will forward all nomination packages to the hiring principal for personal interviews and final selection.

e. Interview, Selection, and Announcement

(1) Interviews are conducted by the incumbent principal.

(2) Upon final selection, the CCMD J1 or DoW agency will notify Joint Staff J-1/PSD of the principal's selection.

(3) The interviewing principal will personally notify each nominated CSEL of the results.

(4) The Joint Staff J-1/PSD and OSEAC will prepare and release a DoW-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, Joint Staff J-1/PSD (in cooperation with the National Liaison Representative) will release an announcement message to the Services. OSEAC will serve as the interviewing, vetting, and forwarding authority.

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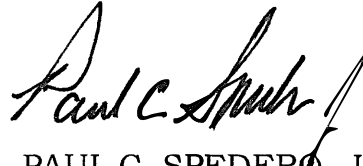
b. Submission procedures for these nomination packages will follow the foreign national commander guidance.

11. Summary of Changes. This revision incorporates updates to policies, procedures, and definitions; responsibilities changes; and other administrative changes.

12. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on Non-classified Internet Protocol Router Network. DoW Components (to include the CCMDs) and other Federal agencies may obtain copies of this directive through the internet from the CJCS directives electronic library at <<https://dod365.sharepoint-mil.us/sites/JS-Matrix-DEL/SitePages/Home.aspx>>. Joint Staff activities may also obtain access via the SECRET Internet Protocol Router Network directives electronic library web sites.

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

For the Chairman of the Joint Chiefs of Staff:



PAUL C. SPEDERO, Jr., VADM, USN
Director, Joint Staff

Enclosures

- A – Joint Education Requirements
- B – Example Memos

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ENCLOSURE A

JOINT EDUCATION REQUIREMENTS

1. Keystone Course

a. IAW 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 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 or within 12 months of assignment

(2) Tier 2 assignment—first available opportunity.

c. Services are responsible for coordinating Keystone completion.

d. Waivers

(1) Waivers for attending the Keystone course are not normally granted to meet eligibility criteria to qualify for a joint billet; however, they may 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 IAW the guidance provided in the vacancy announcement.

2. Position Descriptions

a. Joint Staff J-1/PSD maintains PDs on all joint nominative CSEL billets. Annually, all joint organizations and activities are requested to provide the Joint Staff J-1/PSD 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 PD upon request. The SEAC will have final approval over any deviations from the approved PD (Joint Staff Form 148, “Joint/Outside-Service Billet Position Description”).

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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. The duty title “Command Senior Enlisted Leader” applies to CCMDs and DoW agencies.

(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, an unclassified 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 Joint Staff J-1/PSD with the PD for approval.

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ENCLOSURE B

EXAMPLE MEMOS

1. EXAMPLE OF JOINT TOUR LENGTH EXTENSION REQUEST

WASHINGTON HEADQUARTERS U.S. [COMBATANT COMMAND], CITY, STATE

FOR: [INSERT APPLICABLE SERVICE SENIOR ENLISTED ADVISOR]
OFFICE OF THE SENIOR ENLISTED ADVISOR TO THE CHAIRMAN OF THE
JOINT CHIEFS OF STAFF

SUBJECT: Joint Tour Extension Request

1. In accordance with CJCS Instruction 1330.08A, request that the joint duty tour length for Command Sergeant Major John R. Doe, SSN XXX-XX-XXXX, be extended for an additional xx months.

2. Justification for extension is as follows:

a. XXX

[illegible]

C. XX

3. The following information is provided:

a. Current JDA position: Command Senior Enlisted Leader, Headquarters, U.S. [Combatant Command], since DD MONTH YEAR; Fourth Estate Manpower Tracking System Number xxxxxx.

b. New recommended departure date: DD MONTH YEAR

c. Mandatory retirement date: DD MONTH YEAR

4. Point of contact for memo.

COMMANDER'S SIGNATURE BLOCK

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2. EXAMPLE OF REQUEST FOR NOMINATIONS/VACANCY ANNOUNCEMENT

MEMORANDUM FOR SENIOR ENLISTED MANAGEMENT OFFICES

FROM: J-1 PERSONNEL SERVICES DIVISION

SUBJECT: Request for Nominations for U.S. [Combatant Command] Command Senior Enlisted Leader

1. U.S. [Combatant Command] Command Senior Enlisted Leader, [Name], 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

b. Joint Position Number: xxxxxxxx

c. Report No Later Than Date (RNLTD): DDMMYY

d. Duty Description: The CSEL serves as the advisor to the principal; provides the principal with an enlisted perspective on all operational issues/missions across the enterprise; is an advocate for Service components; focuses on leadership, mission accomplishment, personnel utilization, professional military education; technical development, and health, morale and welfare. Develops and exercises relationships with the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Service Senior Enlisted Advisors (SEAs), Combatant Command (CCMD) and combat support agency senior enlisted leaders to effectively articulate their organization missions, influence, effect change, and build capacity/capability. Builds and maintains relationships with allies and partners.

e. Requirements:

(1) Qualified and recommended by Service branch.

(2) Keystone graduate.

DoW agency nomination: Graduate or must attend within 12 months of RNLTD.

CCMD nomination: Graduate only.

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

DoW agency nomination: Has served/serving O-7/O-8 level.

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CCMD nomination: Has served/serving O-8/O-9 level .

(4) TOP SECRET/Sensitive Compartmented Information security clearance.

(5) Possesses or can obtain an official passport.

2. Nomination package will include:

- a. Current Service official biography with official photograph.
- b. Single Unit Retrieval Format, Master Brief Sheet, Enlisted Records.
- c. Most recent Enlisted Performance Brief, Noncommissioned Officer Evaluation Report, and Fitness Report.
- d. Letter of Recommendation from nominee's first general officer/flag officer and Service Chief/Vice Service Chief and Service SEA.
- e. Nominee's DSN and commercial phone numbers and e-mail address.

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3. EXAMPLE OF DOW CSEL SELECTION ANNOUNCEMENT

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

Command Senior Enlisted Leader Assignment
The Office of the SEAC and Commander, U.S. [Combatant 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 War
Office of the Assistant Secretary of War (Public Affairs)

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GLOSSARY

PART I – ABBREVIATIONS AND ACRONYMS

CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CSEL	Command Senior Enlisted Leader
DJS	Director, Joint Staff
DoW	Department of War
GO/FO	general officer/flag officer
IAW	in accordance with
J-1	Joint Staff Directorate for Manpower and Personnel
J1	personnel and manpower directorate
JDA	joint duty assignment
JMD	joint manning document
LOR	letter of recommendation
NGB	National Guard Bureau
OSEAC	Office of the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff
PCORD	Projected Change of Responsibility Date
PD	position description
PSD	Personnel Services Division (within Joint Staff J-1)
RCP	retention control point
RNLTD	return no later than date
SEA	Senior Enlisted Advisor
SEAC	Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff
USSOCOM	U.S. Special Operations Command

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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 Command Senior Enlisted Leader 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 is a term used to describe the maximum number of years a member may serve before he or she must separate or retire. Also called HYT.

joint manning document. Joint manning documents are manning documents that identify all manpower requirements essential to the command and control of a Joint Task Force Headquarters organization. Also called JMD.

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 Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff review. They are not joint duty assignments (JDAs) (they are not listed on the JDA) and do not accumulate joint Command Senior Enlisted Leader 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 authorize the assignment of personnel.

nominate position. Any authorized Tier 1 or Tier 2 Joint Command Senior Enlisted Leader (CSEL) billet where the CSEL is rated by a general officer/flag officer/Senior Executive Service official. The position must be validated on a joint manning document, Table of Distribution and Allowances, or a provisional organization approved by the Joint Staff Directorate for Manpower and Personnel, 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.

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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 Command Senior Enlisted Leaders are assigned PCORDs. Also called PCORD.

retention control point. The retention control point is the maximum number of years of active Federal service authorized based on the regulatory guidelines set by an individual's Service. Also called RCP.

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 Command Senior Enlisted Leader 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 Command Senior Enlisted Leader 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) Command Senior Enlisted Leaders recommended by their Service branch for consideration to a valid position.

vacancy announcement. An official announcement advertised to the Service Senior Enlisted Advisors and manpower branch when a valid opening is identified. This announcement generates the nomination submission, vetting, interviewing, and selection process.