

# UNCLASSIFIED

## CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



---

OCJCS/SEAC  
DISTRIBUTION: A, B, C

CJCSI 1350.01A  
16 March 2020

### SENIOR ENLISTED ADVISOR TO THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF: ROLES, RESPONSIBILITIES, AND AUTHORITIES

#### References:

See Enclosure A for references

1. Purpose. This instruction outlines the roles, responsibilities, and authorities of the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff (CJCS).
2. Superseded/Cancellation. CJCS Instruction 1350.01, 4 October 2019, is hereby superseded.
3. Applicability. This instruction applies to the Joint Staff, Services, Combatant Commands (CCMDs), Department of Defense (DoD) Agencies, and other DoD activities that report to or through the CJCS.
4. Authority. The Senior Enlisted Advisor to the CJCS (SEAC) advises the CJCS, the Vice Chairman of the Joint Chiefs of Staff (VCJCS), and the Joint Staff on all matters impacting the joint force, specifically the enlisted force, in accordance with references a, b, and f.
5. Policy. The SEAC is a military position within the DoD, serving as the most senior enlisted service member by position in the United States Armed Forces. The SEAC is appointed by the CJCS and serves as the advisor to the CJCS on all matters involving joint and combined total force integration, utilization, health of the force, and joint development for enlisted personnel. The SEAC also works in concert with the VCJCS and Director, Joint Staff (DJS) to address any issues requiring his or her attention. The SEAC tour of duty is typically 2 years. The incumbent SEAC may be reappointed for an additional 2 years.
6. Definitions. None.

UNCLASSIFIED

# UNCLASSIFIED

CJCSI 1350.01A  
16 March 2020

## 7. Roles

a. In support of the CJCS's statutory responsibility as the senior military advisor in the U.S. Government, the SEAC represents the total joint force as an extended arm of the CJCS. In representing the enlisted voice of the joint force, the SEAC advises the CJCS, VCJCS, DJS, and the Directors of the Joint Staff Directorates.

b. The SEAC serves as a vital communication conduit between the CJCS and the total enlisted joint force. The SEAC's training, experience, and connection to the joint force uniquely enable communicating the CJCS's perspective to the force and those who support the warfighter.

c. The SEAC serves as a sensor, synchronizer, and integrator with the Service Senior Enlisted Advisers (SEAs) and CCMD Senior Enlisted Leaders (SEs) on issues affecting the execution of CCMD missions.

d. In accordance with reference d, the SEAC works with the Joint Staff Director for Joint Force Development (DJ-7) as a co-chair of the Enlisted Military Education Review Council to develop and enhance Enlisted Joint Professional Military Education. The SEAC serves on the Keystone Annual Review Panel and other responsibilities prescribed in reference d.

e. In accordance with reference e, the SEAC advocates for the fitness, readiness, and combat employment availability of the total force and advises on all enlisted matters as they relate to the overall fitness of the force. The SEAC serves on the Total Force Fitness Advisory Board, the Comprehensive Warfighter Brain Health Executive Committee, and other responsibilities prescribed in reference e.

f. In coordination with the Joint Staff Director for Strategy, Plans, and Policy (DJ-5), the SEAC represents the U.S. Armed Forces interest at various international senior leader conferences and seminars through national strategic level engagements that build partnership capacity with partners and allies.

g. While interacting with the joint force, the SEAC identifies issues that affect enlisted Service members and the joint force support community. Upon identification of issues, the SEAC will report this information, along with an assessment and advice on appropriate actions to take to the appropriate directorates and offices within the Joint Staff.

# UNCLASSIFIED

CJCSI 1350.01A  
16 March 2020

h. In coordination with the Joint Staff Director for Manpower and Personnel (DJ-1), the SEAC develops and implements the Joint Nominative Command Senior Enlisted Leader and Senior Enlisted Advisor Slating Policy (reference c). The SEAC serves as the executive manager of the nomination process. However, all completed nomination packages will be forwarded to the hiring commander for personal interviews and final selection.

i. To facilitate CJCS statutory responsibility in matters relating to global military strategic and operational integration, the SEAC hosts and facilitates the bi-annual Defense Senior Enlisted Leader Conference with Service SEAs and CCMD SELs and the annual Defense International SEAC Conference consistent with the conference approval process outlined in reference g.

## 8. Responsibilities

a. The SEAC executes the duties of the office with exemplary ethical conduct and in full compliance with reference h and other applicable laws, regulations, and standards, serving as the ultimate role model for the total force.

b. The SEAC coordinates any legislative or congressional engagements with the OCJCS Special Assistant for Legislative Affairs.

c. The SEAC coordinates any public speaking engagements and official social media activity with the OCJCS Special Assistant for Public Affairs in accordance with reference f and reference i.

d. The SEAC is responsible for the proper and timely reporting of any issues affecting the force to the CJCS, VCJCS, and the DJS that require their attention or situational awareness. Additionally, the SEAC oversees the Joint Staff Enlisted Service Member of the Quarter/Year Program as outlined in reference j.

9. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components (to include the CCMDs), other Federal agencies, and the public, may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<http://www.jcs.mil/library>>. Joint Staff activities may also obtain access via the SIPR directives Electronic Library websites.

# UNCLASSIFIED

CJCSI 1350.01A  
16 March 2020

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

For the Chairman of the Joint Chiefs of Staff



GLEN D. VANHERCK  
Lieutenant General, U.S. Air Force  
Director, Joint Staff

Enclosure  
A - References

# UNCLASSIFIED

CJCSI 1350.01A  
16 March 2020

## ENCLOSURE A

### REFERENCES

- a. Title 10, U.S. Code, “Armed Forces”
- b. DoDD 5100.01, 21 December 2010, “Functions of the Department of Defense and Its Major Components”
- c. CJCSI 1330.08 Series, “Joint Nominative Command Senior Enlisted Leader and Senior Enlisted Advisor Slating Policy”
- d. CJCSI 1805.01 Series, “Enlisted Professional Military Education Policy”
- e. CJCSI 3404.01 Series, “Chairman’s Total Force Fitness Framework”
- f. JSM 5100.01 Series, “Organization and Functions of the Joint Staff”
- g. Director, Joint Staff Memorandum of 26 December 2012, “Implementation of Conference Oversight Requirements and Delegation of Conference Approval Authority”
- h. DoD 5500.7-R, 30 August 1993, “Joint Ethics Regulations”
- i. Secretary of Defense memorandum, 6 January 2017, “Guidance on Transition and Archiving of Official Social Media Accounts”
- j. JSI 1350.01 Series, “Joint Staff Enlisted Service Member of the Quarter/Year Program”

**UNCLASSIFIED**

CJCSI 1350.01A  
16 March 2020

INTENTIONALLY BLANK

A-2

Enclosure A

**UNCLASSIFIED**