



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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DISTRIBUTION: JEL

CJCSI 5105.01A
16 January 2017

CHARTER OF THE JOINT STAFF EXECUTIVE ADVISORY PANEL (JSEAP)

References:

- a. Department of Defense Instruction (DoDI) 5105.18, 10 July 2009 (Incorporating Change 1, 7 August 2012), "DoD Intergovernmental and Intragovernmental Committee Management Program"
- b. Department of Defense Directive (DoDD) 1403.01, 18 October 1982 (Certified Current as of 1 December 2003), "The Senior Executive Service and Equivalent-Level Positions and Personnel"
- c. DoDD 1403.03, 25 October 2007, "The Career Lifecycle Management of the Senior Executive Service Leaders Within the Department of Defense"
- d. DoDI 1400.25, Volume 922, 3 April 2013, "DoD Civilian Personnel Management System: Employment of Highly Qualified Experts (HQEs)"
- e. Administrative Instruction 2, 22 February 2012, "Employment of Experts and Consultants"
- f. DoDI 1100.23, 26 September 2012, "Detail of Personnel to OSD"

1. Purpose. In accordance with reference a, the JSEAP plays an active, robust role in formulating policies for all Joint Staff Civilian Senior Executive (CSE) programs and in the management, governance, and oversight of those programs. It also reviews and renders recommendations or opinions on certain actions affecting CSE members and positions. CSE positions include the following: Senior Executive Service (SES), Senior Level (SL), and Scientific or Professional (ST) positions (references b and c); Highly Qualified Experts (HQEs) (reference d); Consultants (reference e); and Intergovernmental Personnel Act (IPA) employees (reference f).

2. Superseded/Canceled. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5105.01, 29 May 2015, is superseded.

3. Applicability. This instruction applies to the Joint Staff. This charter applies to all career SES, SL, ST, HQE, Consultant, and IPA positions at the Joint Staff. Defense Intelligence Senior Executive Service and Defense Intelligence Senior Level positions will continue to be managed by their parent organization and are outside the scope of this charter.

4. Definitions

a. Biennial Allocation Request. Required by law to solidify requests for SES positions during the biennial review (see next definition).

b. Biennial Review. Every 2 years, in accordance with statutory guidelines, the Office of Personnel Management (OPM) allocates SES positions to federal departments and agencies. The biennial allocation process provides OPM the authority to review organizational missions, plans, and structures and assess whether executive resources are being used in the most efficient manner. To facilitate strategic management of the government's total executive resources pool, OPM uses this same process to allocate positions in the SL and ST pay systems.

c. Office of the Secretary of Defense (OSD) SES Allocation. OSD executive and managerial positions that are above GS-15 of the General Schedule.

d. Tier Structure. A three-level system within the Department of Defense (DoD) that groups SES positions with common characteristics. Tier levels delineate the importance of different positions by placing emphasis on the characteristics of positions such as impact on mission, level of complexity, span of control, inherent authority, scope and breadth of responsibility, and influence in joint national security matters.

e. Total Force Management. Policies and procedures for determining the most appropriate and cost-efficient allocations of SES, SL, and ST personnel to perform missions.

5. Policy. The JSEAP advises the Director, Joint Staff (DJS), on lifecycle matters relating to the hiring, training and development, utilization, performance evaluation, and compensation of the Joint Staff's CSE workforce, including career SES, SL, ST, HQE, Consultant, and IPA personnel (references c-f). As directed by the DJS, the JSEAP may provide advice and oversight for other matters relating to Joint Staff executive-level positions. Specific responsibilities of the JSEAP, when acting as a Committee or in authorized subcommittees, may include, but are not limited to, the following:

a. Merit Staffing

(1) Ensuring that policies and programs are in place to recruit a highly qualified CSE workforce and fill vacancies with personnel from the most talented and diverse pool possible.

(2) Reviewing and making recommendations on other CSE placement actions (e.g., reassignment, transfer, reinstatement, etc.).

b. Position/Talent Management

(1) Managing, prioritizing, and forecasting the allocation of CSE positions across the Joint Staff to ensure appropriate use of scarce resources and their alignment with the Chairman's strategic direction, considering anticipated program and mission requirements, total force management, and other relevant criteria and factors.

(2) Advising the DJS regarding the establishment, transfer, or abolishment of CSE positions, as well as the tier structure placement of CSE positions consistent with DoD criteria.

(3) Advising the DJS regarding the biennial review of CSE positions and biennial allocation requests.

c. Training and Development

(1) Optimizing the management and delivery of CSE training, leadership, and professional development policies, plans, and programs.

(2) Developing plans to enhance the availability of CSE programs focused on facilitating mentoring relationships, career-broadening assignments, and other educational and developmental experiences.

d. Strategic Planning

(1) Facilitating strategic planning for CSE succession and talent pool development (GS-13 through GS-15) and talent management planning.

(2) Periodically reviewing and evaluating the CSE talent pool to utilize CSE members' skills in their current positions and further develop skills to meet future mission requirements.

e. Performance Management

(1) Exercising oversight to ensure that CSE performance appraisals, recognition, awards, and compensation are administered fairly, commensurate with applicable CSE pay and performance systems.

(2) Providing advice and developing supplemental guidance, if necessary, with regard to the composition and execution of the Joint Staff CSE Pay Pool.

(3) As directed by the DJS, providing advice on, and oversight of, similar matters relating to other executive-level positions.

f. Other Duties/Special Projects. Performing other duties and functions and executing special projects as directed by the DJS.

6. JSEAP Structure and Membership. The JSEAP consists of eight voting members (including the Chairperson) and four advisors. A quorum exists when the Chairperson and at least four voting JSEAP members, of whom one shall be an SES/SL, are present. See Enclosure A for additional information on quorum rules. The members are as follows:

a. Voting Members. The following will be voting members of the JSEAP. Each member may also serve on any JSEAP subcommittee.

(1) The DJS will serve as the JSEAP Chairperson and is responsible for administering the JSEAP. In the case of a tie vote of members comprising a quorum of the JSEAP, the Chairperson will be the tiebreaker. In the absence of the DJS, or when that position is vacant, the Vice Director, Joint Staff (VDJS), or another senior official designated as Acting VDJS, serves with the full authority of the Chairperson as to all matters set forth in this charter.

(2) The additional seven voting members are currently serving SES members, SL employees, or general/flag officers of the Joint Staff assigned as the Vice Directors of the J-1, J-3, J-4, J-6, J-7, and J-8 directorates, as well as the Chief of Staff of the J-5 directorate.

b. Advisory Members. The following are nonvoting members of the JSEAP, with the exception of the Vice Director for Manpower and Personnel, Joint Staff (VDJ-1):

(1) The VDJ-1 is the Executive Secretary and Recorder of the JSEAP and shall attend JSEAP meetings to provide advice and assistance. In the absence of the VDJ-1, or when that position is vacant, the SES Program Manager serves with the full authority of the VDJ-1 on all matters set forth in this charter.

(2) The Joint Staff Senior Civilian Advisor (SCA) shall attend JSEAP meetings to serve as the principal advisor to the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, and senior Joint Staff military leadership (DJS, VDJS, and 3-star staff directors) on all aspects and matters related to the formulation, coordination, and administration of the Joint Staff's CSE programs. The SCA will advise the JSEAP on pertinent CSE-related personnel actions including recruitment, utilization, talent development, and lifecycle management. Additionally, the SCA will provide advice and counsel on the professional growth of the Joint Staff civilian workforce through human capital development programs. Note: Depending on the position of record that the SCA holds, there is a possibility that he/she may

serve in a dual-hatted capacity as both a voting member and an advisor to the JSEAP. However, the SCA does not have a vote, unless serving in a designated voting position.

(3) An attorney from the Office of the Legal Counsel to the Chairman of the Joint Chiefs of Staff (OCJCS/LC) shall attend JSEAP meetings to provide legal advice and assistance.

(4) The J-1 Equal Employment Opportunity (EEO) Liaison shall attend JSEAP meetings to provide advice and assistance on integrating diversity principles in policy and decisions.

(5) At the discretion of the Chairperson, the Joint Staff Comptroller may attend JSEAP meetings to provide financial and budgetary advice and assistance.

c. Additional Attendees. The JSEAP Chairperson may invite interested stakeholders, subject-matter experts, or others to attend one or more JSEAP meetings to make presentations; provide specialized advice, insight, or assistance to the JSEAP; or attend on a special-interest basis. For example, a representative from the Office of the Special Assistant for General/Flag Officer Matters may attend JSEAP meetings to provide advice and assistance.

7. Responsibilities. See Enclosure A.

8. Management and Control. See Enclosure A.

9. Estimated Number of Meetings. The JSEAP Chairperson will convene formal JSEAP meetings and proceedings monthly, or as required. The subcommittees will meet as needed.

10. Administrative Support

a. The Executive Secretary, in coordination with the JSEAP Chairperson, may develop bylaws for the JSEAP. A majority of the JSEAP voting members will approve bylaws. JSEAP business shall be conducted in accordance with applicable laws, regulations, and policies including this charter and any associated bylaws. If there is any inconsistency between this instruction and the bylaws, this instruction shall take precedence.

b. The Director for Manpower and Personnel, Joint Staff (DJ-1), provides staff support and services to the JSEAP including financial, administrative, logistical, and other support services necessary to carry out the functions of the board. Within a week of each JSEAP meeting, the DJ-1 shall document

and provide the JSEAP recommendations to the DJS for review/approval and action, as needed.

11. Correspondence

a. Communications to the JSEAP will be directed to the DJ-1 in his/her role as the Executive Secretary of the JSEAP.

b. Generally, the Executive Secretary will compile and prepare draft JSEAP directives, communications, and documents, in consultation with the SCA, and forward them through the JSEAP Chairperson for approval or for authorization to initiate staffing or coordination among JSEAP members. JSEAP actions will be staffed routinely with OCJCS/LC. As directed by the Chairperson, JSEAP actions may also be coordinated with other agencies or activities, as appropriate. Upon completion of requisite coordination, the Executive Secretary shall forward JSEAP communications and documents to the DJS for information or action, as appropriate.

12. Summary of Changes. Significant changes to this instruction are as follows:

a. Includes ST positions, HQEs, Consultants, and IPA positions at the SL/SES level under the definition of CSEs on the Joint Staff.

b. Increases the number of JSEAP voting members from seven to eight.

c. Allows the VDJ-1 to serve as a voting member along with other Joint Staff Vice Directors.


d. Designates the VDJ-1 as the JSEAP Executive Secretary.

e. Allows for an alternate voting member with prior approval by the Chairman of the Joint Chiefs of Staff (CJCS).

13. 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 the following URL: <http://www.dtic.mil/cjcs_directives>. Joint Staff activities may also obtain access via the SIPRNET directives Electronic Library Web sites.

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

For the Chairman of the Joint Chiefs of Staff:


WILLIAM C. MAYVILLE, JR.
LTG, USA
Director, Joint Staff

Enclosure:

A—Joint Staff Executive Advisory Panel Responsibilities/Direction and
Control

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ENCLOSURE A

JOINT STAFF EXECUTIVE ADVISORY PANEL RESPONSIBILITIES/DIRECTION
AND CONTROL

1. Responsibilities

a. The Director, Joint Staff (DJS), will serve as the JSEAP Chairperson and is responsible for administering the JSEAP. In the case of a tie vote of members comprising a quorum of the JSEAP, the Chairperson will be the tiebreaker.

b. In the absence of the DJS (or when that position is vacant), the Vice Director, Joint Staff (VDJS), or another senior official who has been designated as Acting VDJS, will serve with the full authority of the Chairperson on all matters set forth in this charter.

c. The Joint Staff Senior Civilian Advisor (SCA) shall attend JSEAP meetings to serve as the principal advisor to the Chairman, Vice Chairman, and senior Joint Staff military leadership (DJS, VDJS, and 3-star staff directors) on all aspects and matters related to the formulation, coordination, and administration of the Joint Staff's CSE programs.

(1) The SCA will advise the JSEAP on pertinent CSE-related personnel actions including recruitment, utilization, talent development, and lifecycle management.

(2) The SCA will provide advice and counsel on the professional growth of the Joint Staff civilian workforce through human capital development programs.

d. Currently serving SES members, SL employees, or general/flag officers of the Joint Staff assigned as the Vice Directors of the J-1, J-3, J-4, J-6, J-7, and J-8 directorates, as well as the Chief of Staff of the J-5 directorate, will be voting members of the JSEAP and may serve on any JSEAP subcommittee.

e. The Vice Director for Manpower and Personnel, Joint Staff (VDJ-1), is the Executive Secretary and Recorder of the JSEAP and shall attend JSEAP meetings to provide advice and assistance.

(1) In the absence of the VDJ-1, or when that position is vacant, the SES Program Manager serves with the full authority of the VDJ-1 as to all matters set forth in this charter. In coordination with the JSEAP Chairperson, the SES Program Manager may develop bylaws for the JSEAP.

(2) VDJ-1 provides staff support and services to the JSEAP including financial, administrative, logistical, and other support services necessary to carry out the functions of the board.

(3) Within a week of each JSEAP meeting, the VDJ-1 documents and provides the JSEAP recommendations to the DJS for review/approval and action, as needed.

f. An attorney from OCJCS/LC shall attend JSEAP meetings to provide legal advice and assistance.

g. The J-1 EEO Liaison shall attend JSEAP meetings for the purpose of providing advice and assistance on integrating diversity principles into policy and decisions.

h. The Joint Staff Comptroller will act as an advisor to the JSEAP as needed and, at the discretion of the Chairperson, may attend JSEAP meetings to provide financial and budgetary advice and assistance.

i. Additional Attendees. The JSEAP Chairperson may invite interested stakeholders, subject-matter experts, or others to attend one or more JSEAP meetings to make presentations; provide specialized advice, insight, or assistance to the JSEAP; or attend on a special-interest basis. For example, a representative from the Office of the Special Assistant for General/Flag Officer Matters may attend JSEAP meetings to provide advice and assistance.

2. Direction and Control

a. The Chairman of the Joint Chiefs of Staff has vested responsibility for managing the Joint Staff CSEs and has delegated this responsibility to the DJS. As such, the DJS will serve as the JSEAP Chairperson. On behalf of the Chairperson, the Executive Secretary (the VDJ-1), in consultation with the SCA, will approve the agenda and the distribution of relevant materials to members before each JSEAP meeting.

b. The JSEAP makes recommendations to the DJS and provides direction to its subcommittees. The presence of the Chairperson and at least four voting JSEAP members (one of whom shall be an SES/SL) is required to transact JSEAP business and will constitute a quorum. A simple majority of voting members attending a JSEAP meeting where a quorum is established will determine the JSEAP's advice, recommendation, or report on any matter. In the case of a tie vote, the Chairperson shall serve as the tiebreaker. As appropriate, a minority report may be submitted.

c. Any JSEAP member may disqualify himself/herself from voting on, or taking other action with regard to, any particular matter that the member believes presents a conflict of interest or the appearance of such a conflict. For instance, if the JSEAP is deliberating on a new allocation that, if authorized, would report directly to a JSEAP member, that member must recuse himself/herself from voting on the matter. A member's recusal from voting does not impact the quorum and does not preclude the recused member from offering information or views to enhance JSEAP understanding of the matter at issue. The Chairperson has the final authority and may at his/her discretion direct the recusal of a panel member. The meeting minutes shall document any such recusal.

d. JSEAP members may attend meetings in person, by video teleconference, or by telephone with prior approval by the Chairperson. In rare circumstances (i.e., extended absence/temporary duty), the designation of an alternate to attend meetings in lieu of a JSEAP member is permitted. The alternate voting member must have prior approval from the Chairperson in order to vote. It is not allowable for a member to grant a general proxy voting authority to another voting member of the JSEAP. However, with the prior approval of the Chairperson, a JSEAP member may cast a proxy vote for a specific matter.

3. Other Data. The JSEAP Chairperson may, on his/her own initiative or at the recommendation of one or more JSEAP members, establish additional subcommittees to conduct specific business or provide advice on a particular matter within the purview of the JSEAP. The appointment of CSEs and others to serve as subcommittee members shall be made with a view to achieving these objectives: facilitating transparency of process; broadening participation across a diverse spectrum of CSEs and others who may be willing to serve in this capacity; ensuring the availability of particular skills required to effect the business of the subcommittee; and maximizing consideration of needs and conditions across all directorates and other organizations.

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