



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1
DISTRIBUTION: JEL

CJCSI 5105.01
29 May 2015

CHARTER OF THE JOINT STAFF EXECUTIVE ADVISORY PANEL (JSEAP)

Reference(s):

- a. DoD Instruction 5105.18, 7 August 2012 “DoD Intergovernmental and Intragovernmental Committee Management Program”
- b. DoD Directive 1403.01, 1 December 2003, “Senior Executive Service and Equivalent-Level Position and Personnel”
- c. DoD Directive 1403.03, 25 October 2007, “The Career Lifecycle Management of the Senior Executive Leaders Within the Department of Defense”

1. Purpose. In accordance with reference a, the JSEAP plays an active, robust role in formulating policies for, and in the management, governance, and oversight of all Joint Staff Civilian Senior Executive (CSE) programs, and reviews and renders recommendations or opinions on certain actions affecting CSE members and positions. CSE positions include: Senior Executive Service (SES) and Senior Level (SL) positions (reference b). (NOTE: Defense Intelligence Senior Executive Service (DISES) and Defense Intelligence Senior Level (DISL) positions will continue to be managed by their parent organization and are outside the scope of this charter.)

2. Superseded/Cancellation. None.

3. Applicability. This instruction applies to the Joint Staff. This charter applies to all career SES and SL positions.

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, 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. OSD SES allocation. The OSD's executive and managerial positions above GS-15 of the General Schedule.

d. Tier structure. A three-level system within 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 DJS on lifecycle matters relating to the hiring, training and development, utilization, performance evaluation and compensation of the Joint Staff's CSE workforce, to include career SES and SL personnel (reference c). As directed by 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:

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; and

(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 DJS regarding the establishment, transfer, or abolishment of CSE positions, as well as the tier structure placement of CSE positions consistent with Department of Defense criteria; and

(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; and

(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; and

(2) Periodically reviewing and evaluating the CSE talent pool to utilize CSEs' 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 fairly administered, 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; and

(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. Committee Structure and Membership. The JSEAP is comprised of seven (7) voting members (including the Chairperson) and four (4) advisors. A quorum exists when the Chairperson and at least four (4) voting JSEAP members, of whom one (1) shall be a SES/SL, are present. 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 VDJS, or another senior official who has been designated as Acting VDJS, serves with the full authority of the Chairperson as to all matters set forth in this Charter.

(2) The additional six (6) voting members are currently serving SES, SL, General or Flag Officers of the Joint Staff assigned as the Vice Directors of the J3, J4, J6, J7, and J8, as well as the Chief of Staff of the J5.

b. Advisory members. The following will be non-voting members of the JSEAP.

(1) The DJ-1 is designated as the Executive Secretary and Recorder of the JSEAP (a non-voting position) and shall attend JSEAP meetings for the purpose of providing advice and assistance. In the absence of the DJ-1, or when that position is vacant, the VDJ-1 serves with the full authority of the DJ-1 as to all matters set forth in this Charter.

(2) JS SCA shall attend JSEAP meetings for the purpose of serving as the principal advisor to the Chairman, Vice Chairman and senior Joint Staff military leadership (Director, Vice Director, 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 upon 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 shall attend JSEAP meetings for the purpose of providing legal advice and assistance.

(4) The senior representative from the J1 (Equal Employment Opportunity) shall attend JSEAP meetings for the purpose of providing advice and assistance on integrating diversity principles into policy and decisions.

(5) At the discretion of the Chairperson, the Comptroller may attend JSEAP meetings for the purpose of providing 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 meeting(s) for the purpose of making presentations, providing specialized advice, insight, or assistance to the JSEAP or on a special interest basis. For example, a representative from the Special Assistant General/Flag Officer Matters Office may attend JSEAP meetings for the purpose of providing 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. Bylaws will be approved by a majority of the voting membership of the JSEAP. JSEAP business shall be conducted in accordance with applicable laws, regulations and policies, to include this Charter and any associated bylaws.

b. The 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, 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, draft JSEAP directives, communications, and documents will be compiled and prepared by the Executive Secretary, in consultation with the SCA, then forwarded through the JSEAP Chairperson for approval or for authorization to initiate staffing or coordination among members of the JSEAP. JSEAP actions will be staffed routinely with the Office of Legal Counsel. 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. None.

13. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DOD Components (to include 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 JS activities may also obtain access via the SIPR directives Electronic Library websites.

14. 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

Enclosure

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

ENCLOSURE A

JOINT STAFF EXECUTIVE ADVISORY PANEL RESPONSIBILITIES/DIRECTION
AND CONTROL

1. Responsibilities

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

c. Joint Staff Senior Civilian Advisor (SCA) shall attend JSEAP meetings for the purpose of serving as the principal advisor to the Chairman, Vice Chairman and senior Joint Staff military leadership (Director, Vice Director, 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, SL, General or Flag Officers of the Joint Staff assigned as Vice Directors of the J3, J4, J6, J7, and J8, as well as the Chief of Staff of the J5, will be voting members of the JSEAP and may also serve on any JSEAP subcommittee.

e. The Director, Manpower and Personnel (DJ-1) is designated as the Executive Secretary and Recorder of the JSEAP (a non-voting position) and shall attend JSEAP meetings for the purpose of providing advice and assistance.

(1) In the absence of the DJ-1, or when that position is vacant, the VDJ-1 serves with the full authority of the DJ-1 as to all matters set forth in

this Charter. In coordination with the JSEAP Chairperson, may develop bylaws for the JSEAP.

(2) 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.

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

f. Joint Staff Legal Representative will act as an advisor to the JSEAP, as needed. An attorney from the Office of the Legal Counsel shall attend JSEAP meetings for the purpose of providing legal advice and assistance.

g. The senior representative from the J1 (Equal Employment Opportunity) shall attend JSEAP meetings for the purpose of providing advice and assistance on integrating diversity principles into policy and decisions.

h. Joint Staff Comptroller will act as an advisor to the JSEAP as needed and, at the discretion of the Chairperson, may attend JSEAP meetings for the purpose of providing 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 meeting(s) for the purpose of making presentations, providing specialized advice, insight, or assistance to the JSEAP or on a special interest basis. For example, a representative from the Special Assistant General/Flag Officer Matters Office may attend JSEAP meetings for the purpose of providing advice and assistance.

2. Direction and Control

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

b. The JSEAP makes recommendations to the DJS and provides direction to its subcommittees. The presence of at least four (4) voting JSEAP members, of which one (1) shall be a SES/SL, is required to transact JSEAP business and will constitute a quorum. The JSEAP's advice, recommendation or report on any matter will be determined by a simple majority of voting members in

attendance at a JSEAP meeting at which a quorum is established. As appropriate, a minority report may be submitted.

c. Any JSEAP member may disqualify him/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 which, if authorized, would report directly to a JSEAP member, that member would be expected to recuse him/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.

d. Members of the JSEAP may attend meetings in person, by video teleconference, or by telephone. The designation of an alternate to attend meetings in lieu of a JSEAP member or to grant a proxy voting authority is prohibited.

3. Other Data. The JSEAP Chairperson may, on his/her own initiative or at the recommendation of one or more members of the JSEAP, establish additional subcommittees to conduct specific business or to provide advice on a particular matter within the purview of the JSEAP. The appointment of CSEs and others to serve as members of subcommittees shall be made with a view to 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.

(INTENTIONALLY BLANK)