



CHAIRMAN OF THE JOINT CHIEFS OF STAFF NOTICE

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CJCS Notice 1350
3 October 2011

SENIOR ENLISTED ADVISOR TO THE CHAIRMAN FUNCTIONS AND RESPONSIBILITIES

1. Purpose. This notice serves to delineate the functions and responsibilities of the Senior Enlisted Advisor to the Chairman (SEAC).
2. Cancellation. None.
3. Applicability. This notice applies to the Joint Staff, Services, combatant commands, and agencies that report to or through the Chairman of the Joint Chiefs of Staff (CJCS) ("the Chairman").
4. Background. The current JSM 5100.01 does not adequately describe the functions and responsibilities of the SEAC. This notice more accurately describes the SEAC's role.
5. Action or Procedure. The SEAC is a military position within the U. S. Department of Defense (DOD) and is the senior Noncommissioned Officer (NCO) in the United States Armed Forces. The SEAC is appointed by the Chairman to serve as an advisor to the Chairman and the Secretary of Defense on all matters involving joint and combined total force integration, utilization, health of the force, and joint development for enlisted personnel. The SEAC also serves as a spokesperson to leaders and organizations on applicable issues affecting the total enlisted force. At the discretion of the Chairman, the SEAC's exact duties may vary, though the SEAC generally devotes much time traveling throughout the DOD observing education, training and communicating to the total force, (Active, Reserve, retirees, veterans, and military families). The SEAC's tour of duty is normally 2 years and runs in conjunction with the Chairman's tenure. The incumbent SEAC may be reappointed for additional service.

6. Responsibilities

a. The SEAC maintains oversight, focus, and responsibility in any area that the Chairman and Secretary of Defense may direct. In doing so, the SEAC represents the enlisted voice during meetings with leaders ranging from the Office of the Secretary of Defense to the civilian community to military service leaders of other nations. Though not in the *immediate* chain of command, the SEAC serves as a vital conduit from the Chairman and the Secretary of Defense to the Service Senior Enlisted Advisors (SEAs) and the combatant command, Command Senior Enlisted Leaders (CSELs) to all enlisted members throughout the total force.

b. The SEAC is in the enlisted communication chain. During visits to joint operational areas, posts and bases, the SEAC identifies issues that holistically affect enlisted Service members, retirees, and DOD families. The SEAC harmonizes and integrates common solutions across the Service branches to increase the readiness, effectiveness, efficiencies, and health/welfare of the total force.

c. Specifically, the SEAC:

(1) Provides assessments, recommendations, and feedback to the Chairman, the Vice Chairman, the Director, Joint Staff, and the Joint Staff Directors on standards, professional development, advancement, pay, promotions, quality of life and health of the force, joint awards, and other areas which affect the total force.

(2) In cooperation with the Director, J-4, the SEAC co-manages the *Total Force Fitness Program*.

(3) Helps develop and enhance Enlisted Joint Professional Military Education (EJPME) in conjunction with the Enlisted Professional Military Education Program (EPMEP), CJCSI 1805.01 Series, and serves on the Keystone annual review panel.

(4) Represents U.S. Armed Forces interests at various international senior enlisted conferences and seminars through national strategic level engagement, and building partnership capacity with partner nations and international allies.

(5) Co-chairs the Enlisted Military Education Review Council in cooperation with the EPMEP.

(6) Consults with and seeks the advice of the Service SEAs and combatant command CSELs on all issues pertaining to joint Service members.

(7) Chairs and facilitates biannual Defense Senior Enlisted Leader Conference with Service SEAs and combatant command CSELs.

(8) In cooperation with the Director, J-1, assists in collecting/vetting nominations supporting the slating process of combatant command CSELs and other senior enlisted U.S. nominative joint billets to include various international positions.

(9) Enhances utilization of senior NCOs on joint battle staffs.

7. Releasability. This notice is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this notice through the Internet from the CJCS Directives Home Page--
http://www.dtic.mil/cjcs_directives.

8. Effective Date. This notice is effective upon receipt. It expires upon incorporation into JSM 5100.01 Series.



WILLIAM E. GORTNEY
VADM, USN
Director, Joint Staff

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