



OFFICE OF THE CHAIRMAN
THE JOINT CHIEFS OF STAFF
WASHINGTON, DC 20318-9999

NOV 05 2015

MEMORANDUM FOR SERGEANT MAJOR OF THE U.S. ARMY
SERGEANT MAJOR OF THE U.S. MARINE CORPS
MASTER CHIEF PETTY OFFICER OF THE U.S. NAVY
CHIEF MASTER SERGEANT OF THE U.S. AIR FORCE
MASTER CHIEF PETTY OFFICER OF THE U.S. COAST GUARD
SENIOR ENLISTED ADVISOR, NATIONAL GUARD BUREAU

SUBJECT: Nominations for Command Senior Enlisted Leader, Joint Task Force – Guantanamo Bay

1. Request one nomination from each Service and the National Guard Bureau (NGB) to compete for the position of Command Senior Enlisted Leader (CSEL), Joint Task Force-Guantanamo Bay (JTF-GTMO). This is a one-star nominative position that serves as the principal advisor to the Commander, JTF-GTMO, on all enlisted matters. Attached are excerpts from the CSEL position description, qualification criteria, and nomination packet requirements.
2. Nominees should expect a telephonic, video teleconference, or an in-person interview with the CDR, JTF-GTMO.
3. Nomination packages must be submitted by 20 November 2015 to the OSEAC Joint CSEL Management Office via SIPR at js.oseac-cmo@mail.smil.mil with the subject line, "(FOUO) Nomination Packet for JTF-GTMO (PII Attached)". The OSEAC contacts are SGM Terry Grezlik or MSG Angela Martin at 703-692-2471/DSN 312-222-2471.

BRYAN B. BATTAGLIA
Sergeant Major, USMC
Senior Enlisted Advisor to the
Chairman of the Joint Chiefs of Staff

Reference:
Chairman of the Joint Chiefs of Staff Instruction 1330.08, "Joint
Nominative Command Senior Enlisted Leader and Senior Enlisted
Advisor Slating Policy

Attachment:
As stated

cc:
OSEAC/CMO
JS/J-1
USSOUTHCOM/J-1
Service Senior Enlisted Management Offices

ATTACHMENT

Excerpts from the Command Senior Enlisted Leader Position Description

The Joint Task Force – Guantanamo Bay (JTF-GTMO) Command Senior Enlisted Leader (CSEL) reports directly to the one-star Joint Task Force Commander serving as the principal advisor on all enlisted matters and as the primary advisor on enlisted joint force utilization, integration and development affecting over 2,000 JTF – GTMO service members, civilians, and contractors. The CSEL is responsibilities include providing the Commander with the enlisted perspective on service member employment, professional development, discipline, policy, health, welfare, and training. The CSEL mentors service members throughout the JTF Headquarters and subordinate elements including the Joint Detention Group, Joint Medical Group, and support activities. In addition, the CSEL coordinates with Headquarters staff agencies and senior enlisted personnel on matters pertaining to the Command’s mission, Commander’s intent, priorities and enlisted utilization.

Housing Stipulation

There is designated quarters for the CSEL to reside.

Qualification Criteria

Each application must meet the following criteria: (a) Occupational specialty, Command Senior Enlisted Leader (CSM, SgtMaj, CMDCM, CCM); (b) service at an O-6 level for a minimum of 18 months (Service assignment), or service at an O-6 level Joint Task Force for at least 1 year (Joint assignment); (c) Joint Manning Document number 55499, billet number NE-1730-0047; (d) Report no later than date 20 March 2016; (e) official passport required; (f) Current TS/SCI security clearance; (g) KEYSTONE graduate preferred, but not mandatory; (h) tour length, 12 month unaccompanied; and (i) the National Guard Bureau applicant must be on title 10 status.

Nomination Packet Requirements

Packets must include: (a) Letter of endorsement (from nominee’s General/Flag Officer, addressed to Rear Admiral Peter J. Clarke, CDR, JTF – GM/CE, APO AE 09522-9999), which will include height and weight statement and nominee’s contact information (duty phone and official e-mail address); (b) cover memo from nominee with the subject, “Request for Consideration” addressed to “CDR, JTF – GM/CE”; (c) current official military photo; (d) current SURF, Enlisted Record Brief, Master Brief Sheet or Service equivalent; (e) official biography; and (f) copies of the last five evaluation reports.