



**OFFICE OF THE SECRETARY OF DEFENSE
RESERVE FORCES POLICY BOARD**

**5113 LEESBURG PIKE, SUITE 601
FALLS CHURCH, VA 22041**

CHAIRMAN

OCT 30 2015

MEMORANDUM FOR CHIEF, NATIONAL GUARD BUREAU
DIRECTOR, ARMY NATIONAL GUARD
CHIEF, ARMY RESERVE
COMMANDER, MARINE FORCES RESERVE
CHIEF, NAVY RESERVE
DIRECTOR, AIR NATIONAL GUARD
CHIEF, AIR FORCE RESERVE

SUBJECT: Senior Enlisted Advisor/Enlisted Military Advisor, Reserve Forces Policy Board

The Washington Headquarters Service will soon be soliciting nominations to identify the next Senior Enlisted Advisor/Enlisted Military Advisor, Reserve Forces Policy Board (RFPB). I ask that you personally and carefully consider nominations for this critical position.

This is a Dual-Hatted position. The Senior Enlisted Advisor to the RFPB also serves as the Enlisted Military Advisor to the Chairman of the RFPB. The Senior Enlisted Advisor (SEA) position is a full-time Joint Duty Assignment List (JDAL) billet within the Office of the Secretary of Defense. The Enlisted Military Advisor to the Chairman is a statutory position on the Reserve Forces Policy Board requiring designation by the Secretary of Defense. As SEA, the nominee will advise the Chairman, Military Executive, Board and staff on enlisted affairs affecting over 1.1 million Reserve Component service members. As a member of the Board, the nominee will be responsible for providing clear, concise and candid views to the Board on enlisted issues and in advocating enlisted perspectives on matters under consideration.

The nominee should be knowledgeable in the roles and missions of the Reserve Components; organization of the Reserve Components; and Reserve Component personnel administration, training and mobilization policy. Combat experience and senior level staff experience is required. Experience as Command Sergeant Major, Command Chief, or Command Master Chief is desired. Nominees should be eligible to complete the standard three-year tour of duty prior to their Mandatory Removal Date (MRD). The Reserve Component whose nominee is selected must also ensure that an appropriately coded and funded authorization is available for realignment to the Service's OSD manning document to support the position.

To discuss this further, I can be reached directly at (703) 942-5770 or by e-mail at apunaro@punarogroup.com, or through my Military Executive, Major General Walt Lord, at (703) 681-1270 or by e-mail at walter.t.lord.mil@mail.mil. Thank you for your serious consideration.

A handwritten signature in black ink, appearing to read "Arnold L. Punaro".

Arnold L. Punaro
Major General, USMCR (Ret)
Chairman