



Department of Defense INSTRUCTION

NUMBER 1250.02

October 31, 2013

Incorporating Change 1, Effective April 30, 2020


USD(P&R)

SUBJECT: DoD Reserve Forces Senior Enlisted Advisors Council

References: See Enclosure 1

1. **PURPOSE.** This instruction reissues DoD Instruction (DoDI) 1250.2 (Reference (a)) to update the assigned responsibilities and membership requirements of the DoD Reserve Forces Senior Enlisted Advisors Council (referred to in this instruction as “the Council”), in accordance with the authority in DoD Directive 5124.02 (Reference (b)) and DoDI 5105.18 (Reference (c)).
2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
3. **RESPONSIBILITIES.** See Enclosure 2.
4. **PROCEDURES.** See Enclosure 3.
5. **RELEASABILITY.** **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.
6. **SUMMARY OF CHANGE 1.** The change to this issuance updates references organizational titles and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

7. EFFECTIVE DATE. This instruction is effective October 31, 2013.


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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1250.2, "DoD Reserve Forces Senior Enlisted Advisory Council," April 8, 1987 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Instruction 5105.18, "DoD Intergovernmental and Intragovernmental Committee Management Program," July 10, 2009, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA):

- a. Oversees the Council.
- b. Specifies issues for the Council to review and provide recommended courses of action for resolution.
- c. Appoints and removes Council members by official memorandum, in conjunction with the Reserve Component Chiefs.

2. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE U.S. COAST GUARD (USCG). Secretaries of the Military Departments and the Commandant of the USCG, through the Chiefs of their respective Reserve Components, nominate the senior enlisted member of their respective Reserve Component, in the grade of E-9, to the ASD(M&RA) for Council membership.

ENCLOSURE 3

PROCEDURES

1. COUNCIL MEMBERSHIP. Membership will consist of, but not be limited to:

- a. The senior enlisted member of each of the seven Reserve Components.
- b. The Council Chair.

2. CHAIR AND SENIOR ENLISTED ADVISOR (SEA) SELECTION AND FUNCTIONS

a. SEA/Chair Selection

(1) The SEA will be selected by the ASD(M&RA) from nominees submitted by the Chiefs of the Reserve Components in accordance with paragraph 1a of this enclosure. He or she will serve in the Office of the ASD(M&RA) to advise on all enlisted matters and will serve as the Chair for the Council.

(2) To be eligible for selection as the SEA, nominees must be a command senior enlisted member of one of the seven Reserve Components, and must:

- (a) Have served at the two-star level or higher in a command, senior enlisted billet.
- (b) Be eligible to complete their tour before mandatory retirement or separation date.
- (c) Meet current Military Service height and weight standards.
- (d) Have a current and passing score on the Military Service physical fitness test.

b. Functions of the Chair. The Chair:

- (1) Serves a tour of up to 3 years, unless directed otherwise by the ASD(M&RA).
- (2) Presides at all meetings of the Council.
- (3) Has the authority to act for the Council when such action is in consonance with this instruction and is necessary to conduct Council business.
- (4) Reports to the Council all executive action taken.

3. FUNCTIONS OF THE COUNCIL

a. The Council reports to the ASD(M&RA) and:

(1) Provides advice on enlisted force matters and serves as a communications link between the ASD(M&RA), the senior enlisted advisors of the Reserve Components, and Reserve Component enlisted members.

(2) Provides advice on questions and issues that will increase the effectiveness, morale, and *esprit de corps* of the Reserve Component enlisted force. Its recommendations will consider cost effectiveness in relation to mission accomplishment. Issues considered include, but are not limited to:

- (a) Training readiness.
- (b) Personnel readiness.
- (c) Mobilization.
- (d) Recruiting.
- (e) Retention.
- (f) Quality of life.
- (g) Service member and family resiliency.
- (h) Employer support.
- (i) Equipment and facilities.

(3) Examines multi-Service policy issues affecting the Reserve Component enlisted force, referred to it by the ASD(M&RA). The Council will **not** review or comment on issues under consideration by the Reserve Forces Policy Board.

(4) Pays particular attention to emerging conditions and standards that affect Service members or their families. Makes legislative, policy, and regulatory recommendations to the ASD(M&RA) regarding those conditions and standards.

b. The Council normally must meet annually and at such other times as may be required by the ASD(M&RA) or the Chair.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA) Assistant Secretary of Defense for Manpower and Reserve Affairs

DoDI DoD instruction

SEA senior enlisted advisor

USCG U.S. Coast Guard

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this instruction.

Reserve Component. The Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and Coast Guard Reserve.

command senior enlisted member. One of the following grades: Command Sergeant Major (U.S. Army); Sergeant Major (U.S. Marine Corps); Command Master Chief Petty Officer (U.S. Navy and U.S. Coast Guard); Command Chief Master Sergeant (U.S. Air Force).