



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-SEA
DISTRIBUTION: A

CNGBI 0150.00
20 October 2014

SENIOR ENLISTED DUTIES AND RESPONSIBILITIES

References:

- a. DoD Directive 5107.77, 21 May 2008, "National Guard Bureau"
- b. AR 350-1, 04 August 2011, "Army Training and Leader Development"
- c. AF Instruction 36-2301, 31 July 2014, "Developmental Education"

1. Purpose. This instruction establishes policy and responsibilities for National Guard Bureau (NGB) senior enlisted personnel in accordance with (IAW) reference a.

2. Cancellation. None.

3. Applicability. This instruction applies to the NGB.

4. Policy. It is NGB policy that the duties described for the included positions and titles do not relieve the individual of inherent or technical responsibilities related to their assigned position in NGB.

5. Definitions. None.

6. Responsibilities.

a. The Senior Enlisted Leader (SEL) to The Special Assistant to the Chief of the National Guard Bureau (TSA). The SEL to TSA will:

(1) Enhance National Guard Joint Staff (NGJS) and Office of the Chief of the National Guard Bureau (OCNGB) SELs' abilities to meet NGB mission requirements.

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(2) Provide focused leadership and oversight, IAW references b and c.

(3) Show particular emphasis on the following:

- (a) Readiness.
- (b) Manpower.
- (c) Morale.
- (d) Welfare.
- (e) Safety.
- (f) Discipline.
- (g) Performance evaluations.
- (h) Training.
- (i) Awards and Recognition.
- (j) Equal Opportunity.
- (k) Promotion.
- (l) Assignment and Reassignment.

(4) Provide input and recommendations to TSA, the NGJS Chief of Staff, and the Senior Enlisted Advisor to the Chief of the National Guard Bureau in the operations and activities applicable to all functional areas of the NGJS.

b. NGJS and OCNGB SELs. NGJS and OCNGB SELs will:

(1) Enhance their respective director's abilities to meet NGB's mission requirements by providing focused leadership and oversight in their respective directorate, IAW references b and c.

(2) Show particular emphasis on the following:


- (a) Readiness.
- (b) Manpower.
- (c) Morale.

- (d) Welfare.
- (e) Safety.
- (f) Discipline.
- (g) Performance Evaluations.
- (h) Training.
- (i) Awards and Recognition.
- (j) Equal Opportunity.
- (k) Promotion.
- (l) Assignment and Reassignment.

(3) Provide input and recommendations to their respective directorates and the SEL to TSA in the operations and activities applicable to the functional areas of their respective directorate.

(4) Be selected by their respective director. (The duties and responsibilities of the NGJS and OCNGB SELs will be handled as additional duties to the person selected.)

7. Summary of Changes. This is the initial publication of CNGBI 0150.00.
8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpdc.ngb.army.mil>>.
9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current within five years of its publication.


FRANK J. GRASS
General, USA
Chief, National Guard Bureau

Enclosure:

GL -- Glossary

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

IAW	In accordance with
NGB	National Guard Bureau
NGJS	National Guard Joint Staff
OCNGB	Office of the Chief of the National Guard Bureau
SEL	Senior Enlisted Leader
TSA	The Special Assistant to the Chief of the National Guard Bureau

PART II. DEFINITIONS

(NONE)