



DEPARTMENT OF THE NAVY
SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS
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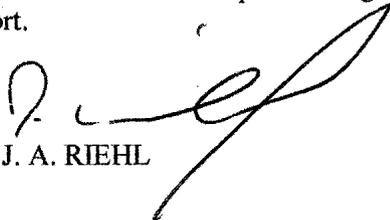
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5 Mar 12

SECNAVCORB POLICY LETTER 2012-5

From: Director, Secretary of the Navy Council of Review Boards

Subj: SENIOR ENLISTED ADVISOR (SEA)

1. This policy letter cancels SECNAVCORB Policy Letter 2-2007 and reissues guidance contained therein.
2. A critical component of effective leadership in organizations is consistent and accurate counsel being readily available to decision makers. In military organizations there is generally designated a senior enlisted member to advise the commander in matters specifically dealing with enlisted personnel.
3. As the SECNAVCORB staff includes both Navy and Marine Corps personnel, there are diverse service provisions and standards that exist. Accordingly, the role of the SEA to the Director will be jointly held by the most senior in grade and rank amongst the enlisted Navy and Marine Corps staff.
 - a. Each SEA will exercise their special position within the SECNAVCORB with constant regard for responsiveness to the individual service members and their respective board presidents.
 - b. At a minimum, all reenlistment requests and physical performance evaluations of all enlisted members will be staffed thru the respective service SEA for verifying administrative correctness and monitoring adherence of enlisted members to professional standards and development.
 - c. Career counseling and mentoring remains the ultimate responsibility of each service member's immediate supervisor and reporting senior. All leaders are encouraged to engage the counsel of the Service SEA at any time.
 - d. Each SEA will have direct access to the Director to provide advice and report on appropriate matters pertaining to their SEA duties.
 - e. Evaluation of the performance of duty by the Service SEA in this special assignment will be included in their annual performance evaluation report.


J. A. RIEHL

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Board Presidents
Counsel
Medical Advisor
Office Administrator