

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

DIRECTIVE
NUMBER 30-16

12 August 1999

PERSONNEL

EUROPEAN COMMAND (EUCOM) CIVILIAN ADVISORY BOARD

1. **Summary.** Establishes a process to prioritize issues relative to civilian personnel management and employment within the Headquarters, U.S. European Command (HQ USEUCOM).
2. **Applicability.** This Directive is applicable to all civilian employees assigned to HQ USEUCOM, HQ USEUCOM separate staff activities/agencies, USEUCOM Security Assistance Organizations (SAOs), the Marshall Center, and other USEUCOM field activities.
3. **Internal Control Systems.** This Directive does not contain internal control provisions and is not subject to the requirements of the internal management control program.
4. **Suggested Improvements.** The proponent for this Directive is ECJ1-C. Recommendations for changes or corrections should be sent to HQ USEUCOM/ECJ1-C, Unit 30400, Box 1000, APO AE 09128.
5. **General.** The Chief of Staff has established the EUCOM Civilian Advisory Board (ECAB) consisting of senior civilian personnel representing all organizations within HQ USEUCOM. The team is chartered with identifying agenda, discussing issues and recommending solutions to the Chief of Staff, or his designate, on all matters pertaining to civilian personnel management. In addition, designated members of the ECAB will participate as board members in the selection of the EUCOM Civilian of the Quarter/Year as outlined in EUCOM Directive 30-11.
6. **Procedures.**
 - a. Team Composition:
 - (1) Senior Member. The Command Civilian Personnel Advisor will serve as the Senior Member and represent J1 civilian personnel issues.
 - (2) Associate Members. HQ USEUCOM civilian managers or supervisors in the grade of GS-13 or above, or as determined by the appropriate Directorate Commander. There will be one Associate Member per directorate and Special Operations Command Europe (SOCEUR). Associate members will represent subordinate USEUCOM commands, agencies, offices, centers, or field activities as appropriate. ECJ2 will represent the Joint Analysis Center,

ECJ4 will represent the SAO and Office of Defense Cooperation (ODC) offices, and ECJ5 will represent the Marshall Center. One Associate Member representing the Command Section and all Special Staff Offices will be appointed by the Chief of Staff. In addition, the Comptroller will appoint one voting member from ECCM.

(3) Advisors. The Chief of Staff and the Command Sergeant Major are designated as non-voting representatives of the Command. The Director, Manpower, Personnel and Administration, serves as a non-voting member and ensures continuity in both military and civilian personnel actions and issues.

(4) ECAB Secretary. A member of the ECJ1-C staff will serve as Secretary.

(5) Guests. At the discretion of the ECAB Senior Member, non-voting guests may be invited to participate in board meetings and deliberations.

b. Meetings. At a minimum, meetings will be held on a quarterly basis. The ECAB Senior Member determines when meetings will be scheduled. Prior to each meeting, the ECAB Secretary will solicit agenda items from Associate Members. Each Associate Member will canvas their organization(s) for topics to be included in the agenda. The Chief of Staff will be briefed on the outcome of each meeting.

FOR THE COMMANDER-IN-CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff

DAVID R. ELLIS
LTC, USA
Adjutant General

DISTRIBUTION:
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