


Approved for Release
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Director for Human Resources
Management

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Date

DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES BULLETIN #009, FY 05, CFR § 214

SUBJECT: SES Policy and Procedural Changes

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

BACKGROUND: The Department retains final approval authority for all senior executive and senior professional actions. In addition, the Department maintains a current listing of all senior positions in the Department. Bureaus must submit appropriate forms and documents to obtain required approvals and/or notify the Department of a change, such as a resignation or retirement.

PURPOSE: The purpose of this HR Bulletin is to establish guidelines for preparation and submission of packages to the Office of Human Resources Management (OHRM).

PROCEDURES: Effective with the date of this HR Bulletin, all changes and requests for Departmental approval of actions affecting senior executive and senior professional positions, including resignations and retirements, must include Form CD-590, Executive Personnel Transaction, (replacing the obsolete Executive Personnel Transaction OPM Form 1390). This form is a fillable PDF form and is listed on the Department's Forms website. Also attached to this bulletin, is the updated Executive Document Checklist (EDC). Please ensure that all documents listed on the EDC are submitted to OHRM, with executive personnel requests and that all documents submitted have current titles and signatures, when required.

The guidelines listed below are not all-inclusive, but indicate areas that have been problematic in the past. Please ensure these guidelines are followed when preparing and submitting packages to the Office of Human Resources Management (OHRM), so that actions are not delayed because the package is returned to the servicing HR office for failure to provide sufficient or correct documentation.

- When requesting approval to establish a new position, you must identify what current vacant SES slot will be used to offset the establishment (this includes establishment of ST/SL positions as well). In addition, if a slot allocation is being requested from the Department, the justification memorandum must address why a current SES vacancy is not being used for the new position.
- Bureau analysis should anticipate, and answer, questions that will arise in the approval process at departmental headquarters, and all referenced documents and/or regulations cited should be attached with bureau justifications.
- Stronger justification to support new hire pay setting is required if the request exceeds a 6 percent increase or if the recommended salary will be above the Executive Level III.
- For reassignment actions, please indicate in the justification document if the incumbent has been advised of the requested reassignment and is willing to accept the new position.
- Each submission package must include documentation from the Office of Security showing the security clearance possessed by the executive or selectee, and/or proof of completion of the required security investigation for the position sensitivity designation shown on your position description. Please note that departmental policy in Department Administrative Order, 202-731, currently requires that SES be designated as Critical Sensitive. While this policy is being updated to reflect additional sensitivity levels, SES positions may be designated no lower than moderate risk.
- Certification Statements for all competitive positions must include the following sentence: "Further, this is to certify that merit staffing principles were followed in recruiting for this position." In addition, please add selectee's date of birth, USAJOBS Control number, and email address, if known, to the agency remarks section of the CD-590 for all competitive cases.
- Evaluation Statements must fully address and justify executive position designation type (i.e., general or career reserved).
- For SES selection cases, you may submit the selectee's Executive Core Qualifications statement to the appropriate Office of Executive Resources (OER) contact for informal review and feedback before formal submission of package to the Department. This will greatly expedite processing when the case is formally submitted.
- When an executive vacates a position, immediately submit or fax form CD-590 to OER.
- When requesting approval to fill a position, indicate the last incumbent, departure reason (e.g., resignation), and effective date of separation from the Department.
- Whenever packages include an updated position description (PD) please remove the old PD number. The PD will be classified by OER when the action is submitted and assigned a new PD number.
- For actions or packages sent to OHRM via the bureau Secretarial Officers, by an HR office not located in the HCHB building, please call to ensure that OER has received the package.

REFERENCES: Departmental Executive Personnel Policy Manual

OFFICE OF EXECUTIVE RESOURCES:

Adrienne Brady	ER Assistant, (Top Level)	202.482.1671
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