



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



OCT 18 2006

Memorandum

To: Solicitor
Assistant Secretaries
Heads of Bureaus and Offices

From: R. Thomas Weimer *R. Thomas Weimer*
Assistant Secretary – Policy, Management and Budget

Subject: Certifying Completion of SES Probationary Period

This memorandum transmits new guidance concerning certifying completion of the 1 year probationary period for career Senior Executive Service (SES) members.

Personnel Bulletin No. 06-11 (317) eliminates the requirement for career SES members to complete a Probationary Executive Program during the probationary period. The new guidance emphasizes the regulatory requirement (5 CFR 317.503) for new career SES members to complete a probationary period that includes an assessment of their performance during the period and a supervisory certification that they performed at the appropriate level of excellence.

This Personnel Bulletin supersedes Human Resources Management Bulletin No. 96-1 (317), dated August 15, 1996 (copy attached).

If you have questions, please contact Michelle Chavez on 202-208-2154 or via email at Michelle_Chavez@ios.doi.gov.

Attachment

cc:
Inspector General
Deputy Secretary
Chief of Staff
Bureau/Equivalent Office Human Resources Officers



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PERSONNEL BULLETIN NO. 06-11 (317)

SUBJECT: Certifying Completion of the Probationary Period for Career Senior Executive Service Members

1. Purpose. This Personnel Bulletin supersedes Human Resources Management Bulletin No. 96-1 (317) dated August 15, 1996, and eliminates the requirement for career Senior Executive Service (SES) members to complete a Probationary Executive Program during their probationary period:

2. Authority. 5 U.S.C. 3393(d) and 5 CFR 317.503

3. Policy. Effective immediately, each bureau and office must ensure newly appointed career SES members serve a 1 year probationary period that includes an assessment of the appointee's performance during the period and certification by the supervisor, that the appointee has performed at the level of excellence expected of a senior executive. The Department strongly encourages appointees to establish Individual Development Plans, although they are not required for certifying completion of the SES probationary period.

4. Individual Development Plans. As required in Personnel Bulletin 06-04, dated November 9, 2005, all supervisors are required to have an Individual Development Plan (IDP) that is updated annually.

This policy is effective as of the date of this Personnel Bulletin and will remain in effect until superseded or incorporated into 370 DM 317 on senior executive development.

Marilia A. Matos
Director, Office of Human Resources