

Senior Executive Service (SES)			
	Question	Answer	OPM URL
1	What is the basis for the Senior Executive Service?	The Senior Executive Service (SES) was established by Title IV of the of the Civil Service Reform Act (CSRA) of 1978 [Public Law 95-454, October 13, 1978] and became effective on July 13, 1979. CSRA envisioned a senior executive corps whose members have solid executive skills, public service values, and a broad perspective of government. The SES was established as a “third” service completely separate from the competitive (GS) and accepted service.	http://www.opm.gov/policy-data-oversight/senior-executive-service/overview-history/
		Career SES are line leaders and serve in policy positions classified above the General Schedule (GS) grade 15 that are not required to be filled by Presidential appointment with our without senate confirmation.	http://www.opm.gov/policy-data-oversight/senior-executive-service/overview-history/
2	What are the different types of SES positions?	There are two types of SES positions: General or Career Reserved. A General position may be filled by a career, non-career, or limited appointee. The same General position may be filled by a career appointee at one time and by a non-career or limited appointee at another time. Career Reserved position must be filled by a career appointee. The law requires that a position must be designated as Career Reserved if it must be filled by a career appointee to ensure the impartiality, or the public’s confidence in the impartiality of the Government [See U.S.C. 3132(b)].	http://www.opm.gov/policy-data-oversight/senior-executive-service/overview-history/
3	What are the different types of SES appointments?	There are four types of SES appointments: career, non-career, limited term, and limited emergency. Agency heads are authorized to make all types of SES appointments under regulations and procedures established by OPM and within the agency’s numerical space allocation. DOI has about 290 SES members.	http://www.opm.gov/policy-data-oversight/senior-executive-service/overview-history/
4	What Are Career Appointments?	Career appointments are made without time limitations and provide certain job protections and benefits not conferred by the other types of SES appointments. Career appointments may be made to either Career Reserved or General positions. Initial career appointments must meet competitive merit staffing provisions at the time of selection for the SES. The individual’s executive qualifications must be certified by an OPM-administered Qualifications Review Board (QRB) before appointment (see page 4).	http://www.opm.gov/policy-data-oversight/senior-executive-service/selection-process/#url=Process
		Career appointments may also be made under noncompetitive procedures to transfer a current career SES appointee, reinstate a former career SES appointee who completed an SES probationary period, or when the selectee is a graduate of an OPM approved SES candidate development program, or when an appointee previously was approved by a QRB.	http://www.opm.gov/policy-data-oversight/senior-executive-service/selection-process/#url=Process

		New career SES members must serve a one year probation period after which your appointment becomes final. Your probationary period begins on the effective date of the Notification of Personnel Action initially appointing you to the SES and ends one calendar year later. A career appointee may be removed from the SES at any time during the probationary period for a variety of reasons including unacceptable performance, misconduct, and reduction in force.	http://www.opm.gov/policy-data-oversight/senior-executive-service/selection-process/#url=Process
5	What are Non-career Appointments?	Non-career appointments (political) are made without time limitation, but the appointee serves at the pleasure of the appointing authority. The appointment can be made only to a General position.	http://www.opm.gov/policy-data-oversight/senior-executive-service/selection-process/#url=Hiring-Options
6	What are Limited Term and Limited Emergency Appointments?	In certain situations, temporary SES positions may be authorized by the DOI ERB. There are limits imposed by OPM on the number and duration of these limited term and emergency appointments. Contact the Department's Executive Resources Office for additional information.	http://www.opm.gov/policy-data-oversight/senior-executive-service/overview-history/
7	How many hours of annual and sick leave does a Senior Executive earn?	As an SES you earn annual leave at the rate of 1 day (8 hours) for each full biweekly pay period, regardless the number of years you have worked for the Federal Government.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/#url=Benefits
		You may earn up to 720hours (90days) of annual leave that you may carry over to the next leave year. Your biweekly earnings and leave statement shows the number of hours of "use or lose" annual leave in your account.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/#url=Benefits
		When you retire or separate from federal service, you will be paid a lump sum (taxable) payment for the leave you have accumulated, up to 720 hours. If you retire before the end of the leave year and you have earned more than 720 hours of annual leave, those hours are included in your lump sum payment.	http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/lump-sum-payments-for-annual-leave/
		You earn 13 days of sick leave each leave year. There is no ceiling on the amount of sick leave that you may accumulate. Any unused sick leave is credited toward your retirement annuity. However, there is a difference in how sick leave is credited to your annuity between employees covered by the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). For CSRS employees, you receive 100% credit for your accumulated hours. For FERS, in FY13, you receive 50% credit for your accumulated hours and starting in FY14, you receive 100% credit for your accumulated hours.	http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/

		You do not earn overtime pay (or any other pay above your annual salary for time worked in excess of the regular schedule) and you are not eligible for compensatory time off or the accumulation or use of credit hours.	
8	What is the role of the DOI Executive Resources Board (ERB)?	The ERB has a prominent role in determining the executive resources needs of the Department's bureaus and offices.	
		ERB members are appointed by the Secretary and may include a mix of Presidential and SES appointees, career and non-career appointees, and representation of women and minorities	
		While overseeing the management of executive resources to include Senior Executive Service, Senior Level, and Scientific and Professional positions, the ERB retains final approval for all aspects of these programs including position establishment, recruitment, qualification requirements, selection, pay setting, performance appraisals, performance awards, executive development, Presidential Rank Awards and all other recognition, and the establishment of the Department's Performance Review Boards (see below).	
		The ERB is generally chaired by a key senior official (such as the Deputy Secretary or Chief of Staff to the Secretary). Staff in the office of The Deputy Assistant Secretary for Human Capital and Diversity serves as advisors and executive secretariat to	
9	What is the role of the Performance Review Board (PRB)?	The PRB's role is to review of performance appraisals at the end of each rating year and make recommendations on individual performance rating, pay adjustments and bonuses or awards. PRB members are appointed by the ERB and are comprised of DOI SES members. The PRB that reviews your performance appraisal is composed of individuals outside of your chain of command. The PRB makes recommendations to your Assistant Secretary. The Assistant Secretary makes recommendations to the ERB. When a PRB reviews ratings of career executives, a majority of the PRB members must be career SES. PRB's are supported by a host bureau whose staff provides administrative support for the PRB process.	
10	What is the Qualification Review Board (QRB)?	The Office of Personnel Management (OPM) operates and manages the QRBs. QRBs review all new career SES selections to ensure that all new executives have a broad perspective of Government and solid executive skills. They focus attention on the fact that, in the SES, executive leadership skills are paramount — not technical expertise.	http://www.opm.gov/policy-data-oversight/senior-executive-service/selection-process/#url=Qualifications-Review-Board
		QRBs are composed of three SES members from different federal agencies. Currently panel members serve for three months and review approximately 10-12 cases every two weeks. In any three month period, there are 3-4 standing QRB panels.	http://www.opm.gov/policy-data-oversight/senior-executive-service/selection-process/#url=Qualifications-Review-Board
		If you are interested in serving on a QRB, contact the Department Executive Resources office.	

11	Why is Important for OPM to certify DOI's SES Appraisal System	SES appraisal systems are subject to certification by OPM under federal regulations. There are nine certification criteria outlined in 5 CFR 430.404. Each must be addressed with evidence of compliance.	http://www.opm.gov/policy-data-oversight/senior-executive-service/certification/
		Once certified, pay for our highest performing executives can exceed the Executive Level III pay limit and can be as much as the Executive Level II pay. Because these rates can change annually, they are not included in this Guide. You can find the pay ranges at http://www.opm.gov/oca/12tables/indexSES.asp .	http://www.opm.gov/policy-data-oversight/senior-executive-service/certification/
		Certification comes in two forms: Full Certification (two years) or Provisional Certification (one year). DOI is currently certified through December 8, 2014.	http://www.opm.gov/policy-data-oversight/senior-executive-service/certification/
		The DOI IG files for certification independently and the DOI IG Human Resources office can address any questions you might have about the IG certification.	http://www.opm.gov/policy-data-oversight/senior-executive-service/certification/
12	What are the unique pay issues faced by members of the SES?	The Secretary of the Interior has delegated the authority to the ERB Chairperson to make final decisions regarding pay for all DOI SES. General information on our pay policy can be obtained from the Department Executive Resources Office.	
		<u>Aggregate Limit on Pay</u>	
		You are subject to an annual, legal limit on your aggregate pay under 5 USC 5307.. Aggregate pay includes your basic pay and other compensation including awards, bonuses and incentives paid during a calendar year.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/
		The limit on your pay is depends on whether or not the agency has a certified performance system. For agencies like DOI with a certified performance system, the limit is the pay rate for the Vice President (\$230,700 in 2012). For agencies that do not have a certified performance system, the limit is the salary for Executive Level I (\$199,700 in 2012).	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/
		You can find current salary charts at http://www.opm.gov/oca/12tables/index.asp	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/
		SES Pay Adjustments	
		Annual pay adjustment and performance award decisions are made by the ERB after a rigorous four step process based on your performance. This process includes a review by the PRB.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/

		DOI may grant a pay raise when your performance warrants. If you receive an annual performance rating of Exceptional, you must be considered for an annual pay raise. If you receive a performance rating of less than "Fully Successful" you may not receive a pay raise.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/
		Your pay may not be adjusted more than once during any 12-month period, except as provided by regulation. As the Secretary's designee, the ERB chairperson has the authority to make exceptions to the 12-month rule based on a business case. A pay increase made as a result of a waiver to the 12-month rule, begins a new 12-month period.	
		<u>Performance Award (Bonus)</u>	
		You are eligible for a performance award based on your annual performance appraisal. The ERB publishes the approved ranges for performance awards annually. Not everyone will be recommended or approved for a performance award, but if you are approved for one, by law the amount must be at least 5 percent of your basic pay.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/#awards
		<u>Incentive Awards</u>	
		Each year, the ERB establishes policy on incentive awards for SES. These awards are in addition to monetary awards covered under the Pay Section of this guide.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/#awards
		<u>Presidential Rank Awards</u>	
		Presidential Rank Awards are among the most prestigious awards in the Federal government and are accompanied by a significant bonus. Presidential Rank Awards are for sustained extraordinary accomplishment (Distinguished) or sustained accomplishment (Meritorious). To be eligible you must have at least three years as a career SES and be in a career SES position on the date OPM specifies in the deadline for nominations.	http://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/#awards=&url=Recognition
		The ERB solicits nominations from bureaus and offices and recommends only the most deserving for the Secretary's endorsement. Nominations are subject to government wide competition and private-sector panel judging. The President is the approving official.	
		You cannot receive the same rank award within four fiscal years following receipt of that award. A recipient of a Distinguished Rank Award receives 35 percent of his/her annual basic pay, a gold lapel pin, and a Presidential certificate. A recipient of a Meritorious Rank Award receives 20 percent of his/her annual basic pay, silver lapel pin, and a Presidential certificate. Payment is made in a lump sum and is subject to the annual pay limitation and applicable taxes. Additional Information regarding Presidential Rank Awards can be found here.	http://www.opm.gov/ses/performance/presrankawards.asp
13	What do i need to know about my performance	The performance management process begins with a performance plan that you and your supervisor develop at the	

	plan?	beginning of the rating period. DOI's rating period is based on the fiscal year, which is October 1 to September 30 of the following year. The plan is a summary of measureable results you are expected to achieve during the appraisal period and the criteria against which performance will be evaluated. Additional information regarding the Department's Performance Management System can be found here. http://www.doi.gov/pmb/hr/ses-toolbox.cfm Your performance plan and appraisal (and recognition) are tied directly to the DOI Strategic Plan, so you should be very familiar with the Plan.	
14	What are the requirements for executive development?	Development continues once you enter into the SES. Faced with constant challenges, changing technologies and a fluid environment, you are expected to pursue ongoing professional development. It is crucial that you continue to strengthen and reinforce your skills and knowledge.	http://www.opm.gov/policy-data-oversight/senior-executive-service/executive-development/#url=Overview
		You are required to prepare, and continually update an Executive Development Plan (EDP). An EDP outlines your short-term and long-term developmental activities which will enhance your performance. Developmental activities include those that lead to a broader perspective about DOI, the Federal Government as well as leadership and managerial improvement. EDPs must be reviewed annually by the Executive Resources Board or other designee and your supervisor. Additional information and a list of required training can be found here: http://www.doi.gov/pmb/hr/upload/SES_Continuing_Professional_Development_Policy.pdf	http://www.opm.gov/policy-data-oversight/senior-executive-service/executive-development/#url=Overview
15	What are SES ethics considerations?	By law, you must file a public financial disclosure statement within 30 days of assuming your position. This reporting requirement is different and more extensive than the reporting required of many general schedule employees. Following the initial report, all covered employees must continue to file a public financial disclosure statement on an annual basis.	
		In addition to annual reports, you must also report periodically on any purchase, sale, or exchange of stocks, bonds, commodity futures and other securities if the amount of the transaction exceeds \$1,000 within 30 days of receiving notification of a transaction. All public financial disclosure statements and periodic transaction reports are accessible to the public via the Office of Government Ethics website. For more information on financial disclosure filing, please contact the Departmental Ethics Office at 202-208-7960, or DOI_Ethics@ios.doi.gov or your bureau ethics officer. Presidential appointees who are appointed with Senate consent also must file a public financial disclosure statement. These reports are managed by the Departmental Ethics Office during the prospective appointee's nomination process.	
16	Can I be required to relocate involuntarily?	Members of the SES are considered a national asset. You may be required to move when DOI needs you to. Even where advance written notice and consultation are mandated, the bottom line is that if you decline a directed reassignment you may be removed from the SES through adverse action procedures. Your Executive Resources office can provide you with specific information about directed and voluntary reassignments.	

