

**U.S. DEPARTMENT OF ENERGY
REQUEST FOR SENIOR EXECUTIVE SERVICE (SES) PERSONNEL ACTION**

I. Nature of Action Requested A. Position: <input type="checkbox"/> Establish new position <input type="checkbox"/> Redescription of duties <input type="checkbox"/> Title Change/Realignment <input type="checkbox"/> Abolish Position <input type="checkbox"/> Other (Explain): _____	B. Individual: <table><tr><td><input type="checkbox"/> SES Career Appointment</td><td><input type="checkbox"/> Changes in SES Pay Level</td></tr><tr><td><input type="checkbox"/> SES Noncareer Appointment</td><td><input type="checkbox"/> Detail NTE _____</td></tr><tr><td><input type="checkbox"/> SES Limited Term Appointment NTE _____</td><td><input type="checkbox"/> Separation-Transfer</td></tr><tr><td><input type="checkbox"/> SES Limited Emergency Appointment NTE _____</td><td><input type="checkbox"/> Reassignment</td></tr><tr><td><input type="checkbox"/> Reinstatement/Transfer</td><td><input type="checkbox"/> Removal</td></tr><tr><td></td><td><input type="checkbox"/> Sabbatical NTE _____</td></tr><tr><td></td><td><input type="checkbox"/> Other (Specify): _____</td></tr></table>	<input type="checkbox"/> SES Career Appointment	<input type="checkbox"/> Changes in SES Pay Level	<input type="checkbox"/> SES Noncareer Appointment	<input type="checkbox"/> Detail NTE _____	<input type="checkbox"/> SES Limited Term Appointment NTE _____	<input type="checkbox"/> Separation-Transfer	<input type="checkbox"/> SES Limited Emergency Appointment NTE _____	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Reinstatement/Transfer	<input type="checkbox"/> Removal		<input type="checkbox"/> Sabbatical NTE _____		<input type="checkbox"/> Other (Specify): _____
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	<input type="checkbox"/> Sabbatical NTE _____														
	<input type="checkbox"/> Other (Specify): _____														

II. Position Status: <input type="checkbox"/> General <input type="checkbox"/> Career Reserved	III. Position Proposed _____ (Title) _____ (Major Organization) _____ (First Subdivision) _____ (Second Subdivision) _____ (Third Subdivision) Position Number DEES-_____ Organizational Code _____
IV. Position Sensitivity <input type="checkbox"/> Special Sensitive <input type="checkbox"/> Critical Sensitive <input type="checkbox"/> Noncritical Sensitive <input type="checkbox"/> Nonsensitive	

V. Number of Executive Personnel Authorized: _____ SES _____ Other _____ Number of Executive Personnel Onboard & Committed: _____ SES _____ Other _____	VI. Date Organization Structure Approved
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VII. Selectee _____ (Name)	A. SES Appointment Status: <input type="checkbox"/> Current SES Career Appointee <input type="checkbox"/> Former SES Career Appointee <input type="checkbox"/> Graduate of SES Career Development Program <input type="checkbox"/> None	B. Current Federal Position: (Non DOE Complete Only Items 1-2) 1 _____ (Title) 2 _____ (Department or Agency) 3 _____ (Major Organization) 4 _____ (First Subdivision) 5 _____ (Second Subdivision) 6 _____ (Third Subdivision) 7 Position Number _____ Organizational Code _____
C. Current Salary: ES-_____ GS/GM-_____ Step _____ \$ _____ Other \$ _____ Date of last pay adjustment _____	D. Salary Proposed: ES- _____	E. Security Level: Current _____ Required _____

VIII. ALL NECESSARY MATERIAL SUPPORTING THIS REQUEST IS ATTACHED (as specified on reverse of this form for the type of action requested):

Requesting Official	_____	_____	_____
	(Title)	(Signature)	(Date)
Head of Departmental Element	_____	_____	_____
	(Title)	(Signature)	(Date)

FORMS REQUIRED FROM REQUESTING ORGANIZATION:

- A. All SES Personnel Action Requests:
 - SF-52 (07-91), "Request for Personnel Action"
 - DOE F 3305.2 (08-93) "Request for Senior Executive Service (SES) Personnel Action"
- B. Temporary Assignment of SES Members to New, Interim, Additional Duties or Details:
 - Forms for "A" plus
 - Brief statement of work to be performed or DOE F 3511.1 (08-93), "Position Description" and cover sheet
 - Narrative justification for request, including duration and purpose of temporary assignment
 - Concurrence of losing organizational head, if losing and gaining officials are different
- C. Requests to Establish a New Position:
 - Forms for "A" plus
 - DOE F 3511.1 (08-93), "Position Description" and cover sheet
 - DOE F 3305.8 (05-93), "Executive Position Justification", mission and function statement, organizational chart highlighting the position and a staffing chart showing the substructure
 - Qualification standards criteria that are job-related and describe the essential elements of the assignment in terms of professional/technical skills, knowledges, abilities and performance expectations of the position (elements that are mandatory for successful performance)
 - Evaluation factors that will be used in panel evaluations to discern among qualified candidates those that are best qualified for the assignment (the desirable elements that are important for successful performance)
- D. Noncareer and Limited Appointments, Reassignments, Reinstatements and Transfers in the SES:
 - Forms for "A" plus
 - DOE F 3305.9 (05-93), "Senior Executive Service Candidate Justification"
 - SF-171 (06-88), "Application for Federal Employment"
 - SF-278 (01-91), "Executive Branch Personnel Public Financial Disclosure Report" (not needed for reassignment)
 - DOE F 2000.2 (04-84), "Report on Prior Employment" unless already on file with General Counsel (GC) for current fiscal year
 - Access authorization clearance forms and clearance level request (chart below specifies forms for security clearance level required)
- E. Candidates Recommended for SES Career Appointment From Selection Certificate:
 - Forms for "D" plus
 - Narrative that addresses the candidate's managerial qualifications and experience in each of the six activity areas specified on the back of the vacancy announcement
 - Minimum of two references in form of statements of how the candidate meets the qualifications and experience in the six activity areas specified on the back of the vacancy announcement

	SPECIAL SENSITIVE + CRITICAL SENSITIVE			NONCRITICAL SENSITIVE		NON SENSITIVE
SECURITY FORMS	"Q"	TOP SECRET	NO CLEARANCE	"L" CLEARANCE	SECRET	"NO" CLEARANCE
SF-87 Fingerprint Chart (2 Orig.)	X	X	X	X	X	X
DOE F 5631.18 (09-92), Security Acknowledgment (1 Orig.)	X	X	X	X	X	X
SF-86 (12-90), Questionnaire for Sensitive Positions (1 Orig. & 2 Copies)	X	X	X	X	X	X
SF-85 (12-90), Questionnaire for Non-Sensitive Positions (Original & 2 Copies)						SF-85
SF-171 (06-88), Application for Federal Employment (1 Copy)	X	X	X	X	X	X

FIELD ORGANIZATIONS WITH DELEGATED AUTHORITY TO APPROVE SECURITY CLEARANCES should inform the Office of Personnel and Career Development, Executive Resources Management Division (ERMD) in writing of the date the security investigation was completed, the date the case adjudicated, and the final determination made so that ERMD can make a pre- or post-employment suitability determination and properly document the employee's Official Personnel Folder. Normally, notification of security clearance or waiver, signed by authorized officials, must be received by the ERMD before the appointment can be made effective.