

U.S. DEPARTMENT OF ENERGY  
EXECUTIVE POSITION JUSTIFICATION

Org	1. Position Title
2. Type of Position <input type="checkbox"/> SES Career-Reserved <input type="checkbox"/> SES General <input type="checkbox"/> Senior Level (SL) <input type="checkbox"/> ST (Authorized Under 5 USC 3104) <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Other	3. Current Number of Professional Positions Supervised <input type="checkbox"/> SES/SL/ST <input type="checkbox"/> GS-15 <input type="checkbox"/> GS-14 <input type="checkbox"/> GS-13 <input type="checkbox"/> Other

POSITION JUSTIFICATION  
(see reverse for instructions)

## INSTRUCTIONS FOR EXECUTIVE POSITION JUSTIFICATION

### 1. SES Positions

The following information must be submitted on each position for which SES designation is being requested:

- A. Organization charts that show (1) the date the organization structure was approved; (2) the location of the proposed position and all other existing, planned or proposed executive positions within the second-tier or Field organization; and (3) the present grade (or level) or subordinate positions presently established or being proposed for upgrading or establishment including all subordinate units that will be reporting directly to the proposed position and the grade or level of all subordinate unit heads. These subordinate positions must be officially established as depicted on the organization chart. Field organizations must include copies of DOE F 3511.1, "Position Description", and evaluation statements for subordinate unit heads and key subordinate positions that will influence any decision to designate the proposed assignment in the SES.
- B. A summary description of the duties and responsibilities of the proposed position which includes (1) total dollar amount of funds allocated to (or budgeted for) the programs managed or controlled by the position; and (2) some indication as to the critical nature or priority of such programs or projects, e.g., established by new legislation, new Administration initiative, new Departmental priority. Where appropriate, attach a copy of draft or approved program/project management charters negotiated between field office managers and headquarters representatives.
- C. A brief analysis of the duties and responsibilities which make the position classifiable above the GS-15 level.
- D. If an SES authorization is being requested for a nonmanagerial position, the justification must include clear and specific evidence that the position meets the criteria for designation in the SES. Specific factors to be addressed would include (1) relationships with top agency management; (2) role in policy determination and implementation; and (3) impact of the position.

### 2. Non-SES Positions

The following information must be submitted for each non-SES position requested:

- A. A current/proposed organization chart which shows the location of the position. If the position is presently established and is being proposed for upgrading or establishment in a different pay system, the organization chart should show the present appointment authority, grade, or salary level.
- B. A description of the duties and responsibilities of the proposed position which clearly indicates why the position meets the criteria for SL or ST.
- C. A brief analysis of the grade-controlling duties and responsibilities which make the position classifiable above the GS-15 level.