

EXECUTIVE PERSONNEL TRANSACTION

Submit original to OER

I. TYPE OF TRANSACTION

A. Actions Involving Position *(Enter from codes 01 to 10 in the first two spaces at right - 2 entries are possible. Then enter "R" for Request for Approval or "N" for Information in the third space.)*

- 01 - Establish new position
- 02 - Reestablish old position
- 03 - Change grade of established position
- 04 - Redescribe established position
- 05 - Cancel position *(permanent)*
- 06 - Cancel position *(temporary)*
- 07 - Authorization for SES limited appointing authority
- 08 - Change SES career reserved position to general
- 09 - Change SES general position to career reserved
- 10 - Other (Specify):

R or N

Effective Date		
Year	Mo.	Day

R or N

Effective Date		
Year	Mo.	Day

B. Actions Involving Individual *(Enter from codes 01 to 11 in the first two spaces at right - 2 entries are possible. Then enter "R" for Request for Approval or "N" for Information in the third space.)*

- 01 - Individual appointed to position *(no qualifications approval needed)*
- 02 - Individual proposed for position *(request approval of qualifications or noncompetitive action)*
- 03 - Individual leaving covered position
- 04 - Conversion under Section 413, CSRA
- 05 - Change in ST salary or SES pay rate
- 06 - Nomination to SES Meritorious Executive Rank
- 07 - Nomination to SES Distinguished Executive Rank
- 08 - Detail or long-term training
- 09 - SES Sabbatical
- 10 - Temporary Assignment outside Executive
- 11 - Other (Specify):

R or N

Effective Date		
Year	Mo.	Day

R or N

Effective Date		
Year	Mo.	Day

Begin End

Begin End

Begin End

II. POSITION INFORMATION

A. Former Position *(Leave blank if no change in position, or if the individual comes from outside the Federal government.)*

Position Title	Position Number	Pay Plan	Grade	Occupational Series	Appt. Auth.
Enter: M - Manager S - Supervisor A - All others					
Agency, Bureau, Division	Enter for SES: 1 - General 2 - Career Reserved				
Geographic Location (City, State)					

B. Current or Proposed Position *(Complete in all Transactions unless submitted only to cancel a position.)*

Position Title	Position Number	Pay Plan	Grade	Occupational Series	Appt. Auth.
Enter: M - Manager S - Supervisor A - All others					
Agency, Bureau, Division	Enter for SES: 1 - General 2 - Career Reserved				
Geographic Location (City, State)					

III. INFORMATION ABOUT THE INDIVIDUAL

If the position is vacant, enter "V"

A. Name *(Last, First, Middle Initial)*

	Sex M - Male F - Female
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B. Current or Proposed Pay Rate, Grade, or Salary *(Enter pay plan at right)*

1 - Grade if graded pay system *(Enter EX or GS or other grade)* - OR -

2 - Salary if ungraded pay system *(Enter ST or other salary)*

C. Previous Pay Rate, Grade, or Salary if Different *(Enter pay plan at right)*

1 - Grade if graded pay system *(Enter EX or GS or other grade)* - OR -

2 - Salary if ungraded pay system *(Enter ST or other salary)*

IV. STAFFING INFORMATION

A. If going into a new position, where was individual recruited from *(Enter from codes 1 to 6 at right)* ▶

1 - Same bureau, same agency	3 - Different Executive Branch agency	5 - Outside Fed. Gov't. <i>(reinstatement)</i>
2 - Different bureau, same agency	4 - Legislative or Judicial Branch	6 - Outside Fed. Gov't. <i>(not reinstatement)</i>

B. If individual left Federal service, was it through: *(Enter from codes 1 to 9 at right)* ▶

1 - Resignation	4 - Retirement: Optional	8 - Death
2 - Retirement: Discontinued Service <i>(SES Performance)</i>	5 - Retirement: Disability	9 - Other <i>(Specify):</i>
3 - Retirement: Discontinued Service <i>(RIF, reorganization, transfer of function)</i>	6 - Termination during Probation	
	7 - Reduction in Force	

C. If individual left Federal service, did individual plan to work for: *(Enter from codes 1 to 9 at right)* ▶

1 - State or local government	4 - Business or industry	7 - No employment planned
2 - University	5 - Professional <i>(e.g. law firm, medical)</i>	8 - Unknown
3 - Nonprofit organization <i>(e.g. foundation, union)</i>	6 - Self-employment	9 - Other <i>(Specify):</i>

V. INFORMATION ABOUT SES MEMBERS ONLY

A. Type of appointment *(Enter from codes 1 to 4 at right)* ▶

1 - Career	2 - Noncareer	3 - Limited term	4 - Limited emergency
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B. Does individual have 5 years current continuous service in the civil service immediately preceding initial SES appointment? *(Enter 1 for Yes or 2 for No at right)* ▶

C. If employee leaves SES for another Federal position, was it a result of: *(Enter from codes 1 to 6 at right)* ▶

1 - Voluntary change	4 - Two less than fully satisfactory ratings in three years
2 - One unsatisfactory rating	5 - Unsatisfactory performance during probation
3 - Two unsatisfactory ratings in five years	6 - Other <i>(Specify):</i>

D. If converted to a Presidential appointment with the advice and consent of the Senate, does employee elect to continue SES benefits? *(Enter 1 for Yes or 2 for No at right)* ▶

VI. DOCUMENTS SUBMITTED *(See instructions and place an "X" in the appropriate box(es), if attached)*

Memorandum Justifying Request	Recruitment Plan	Position Description <small>(or Statement of Unclassified Duties, as appropriate)</small>	
Signed PD Cover Sheet (CD516)	Evaluation Statement	Written Notice of Reassignment	
Organization and Staffing Charts <small>(Crosswalk if reorganizing)</small>	Certification Statement	Bio/Resume/CV/Application <small>(with Executive Core Qualifications where appropriate)</small>	
Qualification Statement	Vacancy Announcement	Other <i>(Specify):</i>	
Copy of Official Security Paperwork	Pay Rate Analysis		

VII. AGENCY REMARKS AND APPROVAL

_____ Approved	_____ Disapproved	_____ Let's Discuss
Chief Financial Officer and Assistant Secretary for Administration	Signature	Date

VIII. OER REMARKS