

EDO Principal Correspondence Control

FROM: DUE: / / EDO CONTROL: G20000276
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FINAL REPLY:

Janice R. Lachance
Office of Personnel Management (OMB)

TO:

Agency Heads

FOR SIGNATURE OF : ** GRN ** CRC NO: 00-0353

DESC:

Excellence in the SES Corps -- Revision for
Filling SES Vacancies

ROUTING:

Travers
Paperiello
Miraglia
Norry
Craig
Burns/Cyr

DATE: 06/01/00

ASSIGNED TO: CONTACT:
HR Bird

SPECIAL INSTRUCTIONS OR REMARKS:

For Appropriate Action.

OFFICE OF THE SECRETARY
CORRESPONDENCE CONTROL TICKET

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AUTHOR: JANICE LACHANCE
AFFILIATION: OPM
ADDRESSEE: AGENCY HEADS
SUBJECT: EXCELLENCE IN THE SES CORPS

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UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

MAY 22 2000

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: JANICE R. LACHANCE *Janice R Lachance*
DIRECTOR
OFFICE OF PERSONNEL MANAGEMENT

SUBJECT: Excellence in the SES Corps

I know you share my commitment to excellence in the SES corps. Working together, we must ensure that the Government's executives are prepared to lead us into the 21st century, and the SES corps reflects the rich diversity of America. We can continue our progress by personally promoting diversity and taking full advantage of the flexibilities in the SES merit selection program. I have just approved a regulatory revision which gives you more flexibility for filling your SES vacancies. The new regulations and supplementary instructions issued with them:

- ▶ Delegate more authority to agencies for making temporary SES appointments.
- ▶ Reduce the paperwork required for Qualifications Review Board (QRB) cases and streamline the QRB certification process.
- ▶ Reinforce the primacy of executive leadership qualifications and our Government's commitment to merit system principles.

I urge you to use these additional flexibilities to select career SES appointees who are exceptional leaders and to increase the SES representation of women, minorities and people with disabilities. Although the process improvements we approved will help, making a real difference will require commitment from you and your leadership team. Here are some of the things you can do:

- ▶ Communicate your personal commitment to diversity and provide diversity training for your leadership team.
- ▶ Require broad recruitment for SES vacancies and establish leadership development programs to prepare qualified women, minorities, and people with disabilities to move into SES positions.
- ▶ Require your Executive Resources Board to use the leadership qualities reflected in the Executive Core Qualifications as the primary tool for selecting new senior executives. *Nearly half of the executives responding to the 1999 SES Survey said that leadership qualifications are not a key factor in selecting Senior Executives in their agency.*

- ▶ Include women, minorities, and people with disabilities on your agency's Executive Resources Boards and Performance Review Boards.
- ▶ Use the 1-year SES probationary period to ensure that individuals selected for SES appointments meet your expectations and complete any developmental activities recommended by the Qualifications Review Board.

My staff is available to advise you and your Human Resources Office on the SES merit selection process. For assistance, please contact Daliza Salas, Director of the SES Staffing Center at 202-606-2246 or SESstaff@opm.gov.

CC: Members, President's Management Council
Human Resources Directors