



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

AUG 15 1996

## HUMAN RESOURCES MANAGEMENT BULLETIN NO. 96-1 (317)

SUBJECT: Certifying Completion of the Probationary Period  
in the Career Senior Executive Service

This Human Resources Management Bulletin (HRMB) revises Departmental requirements for certifying completion of the probationary period in the career SES.

This HRMB, which replaces the guidance contained in the Departmental Manual (370 DM 920, Subchapter 4.5C, issued September 30, 1986), will be incorporated into a new DM Chapter on career SES appointments.

A. Statutory authority. 5 U.S.C. 3393(d)

B. Regulatory authority. 5 CFR 317.503.

C. Current OPM issuances. None.

D. Departmental policy.

1. An SES performance agreement will be established for newly appointed career SES members during the first 30 days of the appointment.
2. An Individual Development Plan (IDP) will be developed by all newly appointed career SES members and their supervisors during the first 30 days of the appointment. The IDP will specify formal training, developmental assignments, on-the-job training, and other developmental activities to be completed during the probationary year.
3. All newly appointed career SES members, except graduates of an SES Candidate Development Program, must successfully complete the Probationary Executive Program (PEP) during their probationary year. PEP includes:
  - OPM's 16-hour Interagency Orientation for newly appointed SES members;
  - OPM's 80-hour Executive Development Seminar (or equivalent);
  - a minimum of four 8-hour SES Forums (or equivalent); and
  - an additional 32 hours of training, selected from subjects meeting the objectives of the IDP.
4. Responsibilities.
  - a. It is the responsibility of Bureaus/Offices to monitor the performance and development progress of SES career appointees during their probationary year.

- b. The Department's Office of Personnel will issue orientation materials to new SES career appointees, and will issue memoranda to new appointees and their supervisors to advise them of the requirements of the probationary period.
- c. Six months after an initial SES career appointment, the servicing personnel officer will notify the supervisor of the probationer to conduct a progress review of the probationer's performance. If it is determined that the probationer is not performing at an acceptable level of competence, then the supervisor must provide the probationer the opportunity to improve. (See 370 DM 920-5, Performance Appraisal for the Senior Executive Service, issued December 1, 1995.)
- d. Ten months after an initial SES career appointment, the servicing personnel officer will request the supervisor of the probationer to complete a final appraisal of the probationer's performance, and to certify that the probationer has completed all requirements of the probationary period. Form DI-2013, attached, is used for the purpose of certifying completion of the SES probationary period.
- e. The servicing personnel officer will provide the completed performance agreement, IDP, and Form DI-2013 to the Director of Personnel no later than the end of the eleventh month of the probationary period.
- f. If the supervisor of the probationer certifies that the probationer failed to successfully complete the probationary period requirements, then the Bureau/Office head must request Executive Resources Board approval to remove the probationer from the SES in accordance with 5 CFR 359, Subpart D. This request must be submitted to the ERB no later than two weeks before the end of the probationary period.

E. Current Departmental supplementary guidance. None.

These requirements are effective the date this HRMB is issued. Please direct questions about certifying completion of the probationary period in the career SES to Terry Steele, Office of Personnel, on (202) 208-7765



Dolores Chacon  
Acting Director of Personnel

Attachment

**U.S. DEPARTMENT OF THE INTERIOR  
CERTIFICATION OF COMPLETION OF PROBATIONARY PERIOD  
FOR  
SES CAREER APPOINTEES**



Departmental policy requires the supervisor of probationary executives to complete an appraisal evaluating the performance of the probationer. Please complete the format below (with attachments) and submit them through the appropriate supervisory channels to the Director of Personnel. This certification should be submitted no later than the end of the eleventh month of the probationary period.

**Probationary SES Employee  
Performance Appraisal and Certification**

Probationer: \_\_\_\_\_  
(Name)

Probationary Period From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date) (Date)

**A. Statement of Certification**

*(Sign the appropriate statement.)*

<p>I certify that the SES member successfully completed the probationary period.</p> <p>This certification is based on the probationer's fully acceptable performance and successful completion of all IDP and other probationary period requirements.</p> <p>_____ Signature of Supervisor</p> <p>_____ Date</p>	<p>I certify that the SES member failed to successfully complete the probationary period.</p> <p>This certification is based on the probationer's failure to perform at an acceptable level and/or failure to successfully complete all IDP or other probationary requirements.</p> <p>_____ Signature of Supervisor</p> <p>_____ Date</p>
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**B. Performance Appraisal Documentation**

*Attach completed Performance Agreement Form (DI-2011) and completed Individual Development Plan (IDP).*