



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

November 13, 1995

## INSPECTOR GENERAL INSTRUCTION 1403.2<sup>1</sup>

SUBJECT: Reduction In Force - Senior Executive Service (SES)

Reference: DoD Instruction 1403.2, "Reduction in Force in the Senior Executive Service (SES)"

**A. Purpose.** To implement DoD Instruction 1403.2 and establish procedures for conducting reduction in force in the SES in the Office of the Inspector General of the Department of Defense (OIG DoD).

### **B. Applicability and Scope**

1. Applies to all career SES appointees, except for reemployed annuitants.
2. Does not apply to noncareer or limited SES appointees, or to SES reemployed annuitants, all of whom serve at the pleasure of the appointing authority and may be separated without recourse to reduction-in-force procedures.
3. Does not apply to employees outside the SES, regardless of grade.

**C. Policy.** Reduction in force will be avoided whenever possible in accordance with the above reference. Effective planning, to include reorganization and reassignment, will be undertaken to the extent practicable in support of this objective.

### **D. Responsibilities**

1. The **Inspector General** (or **Quarterly First Assistant** or **Acting Inspector General** if the position of the Inspector General is vacant) will decide which SES position(s) will be abolished.
2. The **Chief of Staff (CoS)** will:
  - a. Establish OIG DoD policies and procedures and administer them in accordance with this Instruction, DoD and Office of Personnel Management regulations, and applicable statutes;
  - b. Ensure compliance with this Instruction; and
  - c. Coordinate efforts to establish an appropriate GS/GM-15 position to accommodate guaranteed placement rights of SES member(s) removed from the SES due to reduction in force.

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<sup>1</sup> This instruction has been updated administratively to reflect the current organizational structure of the OIG DoD. No policy changes have been made. December 2004.

3. The **Director of Human Resources, OCoS**, will:
  - a. Maintain and administer the SES retention register and conduct any necessary reduction in force.
  - b. Notify the Deputy Under Secretary of Defense (Personnel and Readiness) (DUSD(P&R)) of excess SES members.
4. SES members are responsible for providing current applications and synopses of experience on request from the Human Resources Directorate, OCoS.

## **E. Procedures**

1. On notification that an SES position is abolished, the Human Resources Directorate, OCoS, will initiate efforts within the OIG DoD to locate a suitable vacancy for the incumbent. The DUSD(P&R) will be notified as to the circumstances, and certification will be made that every effort to avoid a reduction-in-force situation has been made as contained in DoD Instruction 1403.2.

2. Area of Competition. The OIG DoD is a separate competitive area for reduction in force.

3. Retention Register. Post probationary employees will be listed above probationers. Within their groups each SES appointee will receive point credit for the following factors:

### a. Credit for Performance

(1) An SES career appointee will be given credit for the last two annual SES ratings. Performance in non-SES positions will not be credited for retention purposes. The value assigned to each annual performance rating of record will be:

- (a) 15 points for each Outstanding performance rating;
- (b) 10 points for each Highly Successful performance rating; and
- (c) 5 points for each Fully Successful performance rating.

(2) If a career appointee does not have two current annual SES ratings of record, credit will be given for an assumed rating(s) of Fully Successful.

b. Performance Awards. A SES career appointee who was awarded performance award(s) in the last 2 years prior to the issuance of specific reduction-in-force notices will receive the following points:

- (1) 20 points for performance award (bonus);
- (2) 0 points for no performance award (bonus).

### c. Rank Awards

(1) A SES career appointee awarded a Presidential Rank Award will receive the following points:

- (a) 25 points for the first Distinguished Executive;
- (b) 20 points for the first Meritorious Executive;

- (c) 10 points for additional Distinguished Executive; and
- (d) 5 points for additional Meritorious Executive.

(2) Total points will be computed for each SES appointee and result in the appointees in each group being ranked in numerical order. Where two or more SES appointees receive identical total points, the service computation date of the appointees will be used for release purposes. The appointee with the least amount of Federal service shall be released first.

4. Release from Retention Register. The incumbent of the abolished position will displace the lowest-ranking executive on the retention register (i.e., below the incumbent's own ranking) for whose position he or she qualifies. Qualification requirements are those reflected in the most recent Job Opportunity Announcement (JOA). If there is no JOA on record, qualification requirements consistent with the position description may be used if approved in advance by the Inspector General.

5. Placement. Efforts to secure alternate placement for the executive released from the competitive level will be in accordance with DoD Instruction 1403.2. If no appropriate vacancy is located in the OIG DoD, the SES member will be notified of placement efforts to be conducted by the Department of Defense, including the effects of declination as described in paragraph E.6. The DUSD(P&R) will be notified before taking any other action relating to the abolished SES position or the displaced executive.

6. Declination. Declination of a directed reassignment to an SES position in another DoD component is cause for removal from the SES under adverse action procedures.


7. Retirement. Affected SES members may, if eligible, elect discontinued service retirement (DSR) in lieu of placement any time prior to receipt of an offer of reassignment to an SES vacancy. After receipt of a reassignment offer, DSR is available only if the reassignment offer is outside the commuting area.

8. Notification. If the DoD fails to locate a vacancy for the excess SES member, the Human Resources Directorate, OCoS, will issue an official reduction-in-force notice, in accordance with paragraph 4b(2)(c) of the reference, advising of the Office of Personnel Management (OPM) placement assistance program and any available appeal rights. If the executive is not placed by the OPM within 45 days, the Human Resources Directorate, OCoS, will issue a written notice of removal from the SES due to reduction in force.

9. Guaranteed Placement. Executives removed from the SES by reduction in force, who have guaranteed placement rights to a GS/GM-15 position, will be placed in a position within the OIG DoD. If an appropriate GS/GM-15 vacancy does not exist, such a position must be established.

**F. Effective Date.** This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Gregg E. Bauer  
Chief of Staff