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**UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000**



NOV 6 2012

**PERSONNEL AND
READINESS**

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
DEPUTY UNDER SECRETARY OF THE ARMY**

**SUBJECT: The Department of Defense Career Senior Executive Service
Reassignment Rights and Obligations Agreement**

Attached is a standard Reassignment Rights and Obligations Agreement describing the organizational and individual responsibilities that govern the assignment and mobility of career Senior Executive Service (SES) leaders. These responsibilities are set forth by law and regulation. All newly appointed career SES leaders must sign the Reassignment Rights and Obligations Agreement as a condition of appointment into the SES in accordance with DoD Directive 1403.03, "The Career Lifecycle Management of the Senior Executive Service Leaders Within the Department of Defense," paragraph 5.1.3.2.

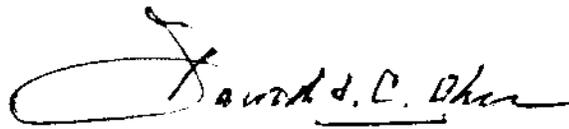
The Reassignment Rights and Obligations Agreement does not supersede the additional requirement under 5 U.S.C. section 3395 and 5 C.F.R. Section 317.901(b) to provide a specific, written notice to a career SES leader upon reassignment to a position. Career SES members appointed into the SES before the date of this memorandum are not required to sign the Reassignment Rights and Obligations Agreement. Nevertheless, they should be provided a copy to ensure their understanding of these important statutory and regulatory requirements.



In creating the SES, Congress envisioned a mobile corps of managers who may be reassigned to meet mission needs. The Department supports this vision by developing executives through a structured series of well-planned developmental and educational experiences, often including reassignments to more challenging positions. The objective of the position mobility is to develop executives with strong skills to lead and operate effectively across organizational and functional boundaries, develop enterprise-spanning perspectives, and deepen knowledge of joint/interagency matters.

Position mobility is a key tenet in developing and managing career SES leaders, and it is generally a key to advancement. Some career SES positions, including all Enterprise Positions will specify a "tour of duty" to ensure that executives have the opportunity to develop, hone their skills and contribute to the DoD mission in different operational environments.

I appreciate your continued support of the DoD 21st Century career SES transformational initiative.



David S. C. Chu

**DEPARTMENT OF DEFENSE
CAREER SENIOR EXECUTIVE SERVICE
REASSIGNMENT RIGHTS AND OBLIGATIONS AGREEMENT**

PREAMBLE

In creating the Senior Executive Service, Congress envisioned a mobile corps of managers who may be reassigned to meet dynamic mission needs, thus allowing agencies to assign executives where they would be most effective in accomplishing their agencies' mission. The Department of Defense embraces this vision and supports it by developing executives through a structured series of well-planned developmental and educational experiences, often including reassignments to more challenging positions.

The Department encourages a diverse portfolio of experiences as a matter of course. Position mobility is a key tenet in developing and managing Senior Executive Service leaders and generally a key to advancement. Some SES positions, including all Enterprise Positions, will have "tours of duty," to ensure that executives have the opportunity to develop, hone their skills and contribute to the DoD mission in different operational environments, except for unique positions for which mobility and tour lengths would adversely affect mission accomplishment. The objective of position mobility is to develop executives with strong skills to lead and operate effectively across organizational and functional boundaries, develop enterprise-spanning perspectives, and deepen knowledge of joint matters/interagency matters.

ACKNOWLEDGEMENT STATEMENT

There are both organizational and individual responsibilities that govern the assignment and mobility of SES leaders. These responsibilities are set forth by law and regulation. To ensure transparency and understanding of these requirements, SES leaders must sign this agreement as a condition of appointment into the SES.

The _____ (Component) is in need of Senior Executive Service (SES) leaders who can fulfill a variety of roles and responsibilities in many diverse functional disciplines over the course of their executive careers. You have been selected for the SES in recognition of your versatility and adaptability, enabling you to support the varied and dynamic mission needs of both the _____ (Component) and the Department of Defense as a whole. In view of these needs, you hereby acknowledge the following as a career member of the Department of Defense career SES:

1. As a career member of the SES and in accordance with 5 U.S.C. § 3395 and 5 C.F.R. § 317.901, I may be reassigned to any _____ (Component) SES position for which I am qualified. Reassignment is defined as a permanent assignment to another SES position within the _____ (Component).

2. If the position to which I am to be reassigned is within my current local commuting area, I may be reassigned only if I receive written notice of the reassignment at least 15 days before the effective date of the reassignment. I understand that this notice requirement may be waived only when I consent in writing.

3. If I am considered for reassignment to a position outside of my local commuting area, I will be consulted about the reasons for, and my preferences about, the proposed reassignment. I may not be reassigned without my consent to a position outside my local commuting area without at least 60 days' written notice which shall set forth the reasons for the reassignment. I understand that this notice of reassignment may be waived only when I consent in writing.

4. I understand that I may not be involuntarily reassigned within 120 days after the appointment of the _____¹ or within 120 days after the appointment of my most immediate supervisor who is noncareer appointee and who has the authority to make my initial performance appraisal. I understand that a voluntary reassignment may be made during this 120-day period, but I must agree to it in writing before the reassignment. I understand that this 120-day restriction does not generally affect post-probationary removals or suspensions for disciplinary reasons or reduction-in-force removals.

5. I understand that my failure to accept any directed assignment under 5 U.S.C. § 3395 may result in my removal for cause from the civil service under 5 U.S.C. § 7543 and 5 C.F.R. Part 752.

I understand and agree the terms outlined in this Agreement.

Executive's Signature

Date

¹ If the Agreement is being signed by an executive with one of the Military Departments, enter the appropriate Head of the Military Department (i.e., Secretary of the Army, Secretary of the Air Force, or Secretary of the Navy. If the Agreement is being signed an executive with the Office of the Secretary of Defense, its Defense Agencies and Field Activities, enter the "Secretary of Defense."