



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362-5101

IN REPLY REFER TO

NAVSEAINST 5420.34A
OPR 09A
7 Jun 90

NAVSEA INSTRUCTION 5420.34A

From: Commander, Naval Sea Systems Command

Subj: NAVSEA EXECUTIVE RESOURCES BOARD

Ref: (a) 5 U.S.C. 3393(b)
(b) SECNAVINST 12920.1B
(c) Executive Resources Management Roles and Functions -
(OPM SES-89-07)

Encl: (1) Membership of NAVSEA Executive Resources Board

1. Purpose. To reestablish the Naval Sea Systems Command (NAVSEA) Executive Resources Board in accordance with references (a), (b) and (c). This is a major revision to the basic instruction.

2. Cancellation. NAVSEAINST 5420.34 of 18 September 1987.

3. Applicability. Applies to all NAVSEA activities employing Senior Executive Service (SES) members or candidates for SES membership.

4. Background

a. A major feature of the Civil Service Reform Act was the formation of the SES. Included in the SES are managers and supervisors above the 15 level of the General Schedule and below Level III of the Executive Schedule. The SES is a separate personnel management system and is designed to create a cadre of exceptionally competent and dedicated government executives. The Act also required establishment of programs to ensure continuing excellence in the SES. The Civil Service Retirement Spouse Equity Act of 1984 states the congressional position that the SES should be continued indefinitely.

b. Reference (c) discusses responsibilities for executive resources management required by statute or regulation and includes guidance on the roles and functions of an Executive Resources Board (ERB). Responsibilities of an ERB include developing and monitoring the programs which systematically manage executive positions and ensure appropriate selection, development and utilization of incumbents.

5. Executive Resources Board (ERB) Responsibilities and Membership

a. The NAVSEA Executive Resources Board is appointed by the Secretary of the Navy to exercise management responsibilities for the Command's SES program. The NAVSEA ERB is comprised of flag officers and SES members as outlined in enclosure (1).

b. The Vice Commander (SEA 09) is the Chairperson. The Chairperson will approve ERB operating procedures, agenda and meeting schedules.

c. The Command Assistant for Civilian Personnel Programs (SEA 09C) is the Executive Secretary. The Executive Secretary will develop and propose ERB operating procedures, provide staff and administrative support to the Board, prepare ERB Decision Memoranda documenting ERB decisions and maintain records of Board meetings and actions.

d. In compliance with reference (c), members of the ERB will meet to discuss issues and problems, to evaluate analyses and fact-finding reviews, outline alternative courses of action and make recommendations to COMNAVSEA on matters concerning SES positions and members of the SES in the Command. The ERB is responsible for allocation of executive billets, approval of SES recruitment plans, approval of technical qualifications of SES members for reassignment into SES positions within the responsibility of the ERB, recommendations for executive mobility of SES members and approval of details exceeding 180 days. ERB functions also cover overall implementation of reference (d) to include policy covering EEO and affirmative action, reassignments/cross-component mobility, position management review, disciplinary actions, approval of special act/service awards and recommendations for Presidential rank awards and step increases to ES-5 and ES-6.

e. The ERB may be assigned other responsibilities deemed appropriate in the management of the SES.


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NAVSEAINST 5420.34A
7 Jun 90

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NAVSEAINST 5420.34A
7 Jun 90

MEMBERSHIP OF THE NAVSEA EXECUTIVE RESOURCES BOARD

<u>Members</u>	<u>Remarks</u>
SEA 09	Chairperson
SEA 03	Permanent Member
SEA 05	Permanent Member
SEA 06B	Permanent Member
SEA 08B	Permanent Member
SEA 93B, 91B, 92B	Rotate bi-annually
SEA 09C	Executive Secretary (non-voting)

Enclosure (1)