



# Department of Defense INSTRUCTION

NUMBER 1402.03, Volume 1  
June 7, 2012

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DA&M

SUBJECT: Senior Executive Service (SES), Senior Level (SL) and Scientific and Professional (ST) Personnel Categories in the DoD Fourth Estate: Administration

References: See Enclosure

## 1. PURPOSE

a. Instruction. This Instruction reissues DoD Directive (DoDD) 1402.3 (Reference (a)) as an Instruction in accordance with the authority in DoDD 5105.53 (Reference (b)). It is composed of multiple volumes, each containing its own purpose. The purpose of the overall Instruction is to establish policy, assign responsibilities, delegate authorities, and provide DoD Fourth Estate Entities with supplemental guidance to the policy, laws, and regulations relevant to the administration of the SES, SL, and ST categories, in accordance with DoDD 1403.1 (Reference (c)) and pursuant to title 5, United States Code (U.S.C.) (Reference (d)) and title 5, Code of Federal Regulations (Reference (e)).

b. Volume. This Volume establishes the overarching responsibility for all aspects of administration of the SES, SL, and ST for the DoD Fourth Estate to the Director of Administration and Management (DA&M).

## 2. APPLICABILITY. This Volume:

a. Applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD that are not in the Military Departments or the Combatant Commands (referred to collectively in this Instruction as the "DoD Fourth Estate"), except for the Office of the Inspector General of the Department of Defense.

b. Does not apply to:

(1) Those persons in Defense Intelligence SES and Defense Intelligence SL positions established pursuant to sections 1606 and 1607 of title 10, U.S.C. (Reference (f)).

(2) Expert and consultant appointments pursuant to section 3109 of Reference (d) or highly qualified experts pursuant to section 9903 of Reference (d).

3. POLICY. It is DoD policy that members of the SES, SL, and ST and their supervisors shall be kept aware of legal and regulatory issuances governing their employment and the administration of the SES, SL, and ST categories in the DoD Fourth Estate.

4. RESPONSIBILITIES

a. DA&M. The DA&M shall:

- (1) Administer the SES, SL, and ST categories for the DoD Fourth Estate.
- (2) Develop, publish, and maintain this Instruction.

b. Principal Staff Assistants (PSA), Defense Agency and DoD Field Activity Directors, and Heads of the Other Components of the DoD Fourth Estate. The PSAs, Defense Agency and DoD Field Activity Directors, and Heads of the other Components of the DoD Fourth Estate shall ensure that all volumes of this Instruction are distributed to all SES, SL, and ST employees and their supervisors upon request.

5. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

6. EFFECTIVE DATE

a. This Volume is effective June 7, 2012.

b. This Volume must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (g)). If not, this Volume will expire effective June 7, 2022 and be removed from the DoD Issuances Website.



Michael L. Rhodes  
Director of Administration and Management

Enclosure  
References  
Glossary

ENCLOSURE

REFERENCES

- (a) DoD Directive 1402.3, "Administration of the Senior Executive Service Program in the Office of the Secretary of Defense and the Defense Agencies," August 16, 1984 (hereby cancelled)
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) DoD Directive 1403.1, "The Senior Executive Service and Equivalent-Level Positions and Personnel," October 18, 1982
- (d) Title 5, United States Code
- (e) Title 5, Code of Federal Regulations
- (f) Sections 1606 and 1607, title 10, United States Code
- (g) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007

GLOSSARY

ABBREVIATIONS AND ACRONYMS

DA&M Director of Administration and Management

DoDD DoD Directive

PSA Principal Staff Assistants

SES Senior Executive Service

SL senior level

ST scientific and professional

U.S.C. United States Code