

# SENIOR EXECUTIVE SERVICE PERFORMANCE MANAGEMENT SYSTEM

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## I. Purpose

This Directive implements the Department of Homeland Security's (Department or DHS) policies on Senior Executive Service (SES) Performance Management System.

## II. Scope

- A. This Directive applies throughout DHS unless exempted by statutory or federal regulatory authority.
- B. This Directive hereby supersedes Management Directive 3180, "Senior Executive Service Performance Management."

## III. Authorities

- A. Title 5, United States Code, Chapter 43, Subchapter II, "Performance Appraisal in the Senior Executive Service"
- B. Title 5, Code of Federal Regulations, Part 430, Subpart C, "Managing Senior Executive Performance"
- C. DHS Delegation 0100.2, "Delegation to Deputy Secretary" (June 23, 2003)
- D. DHS Delegation 00002, "Delegation to the Under Secretary for Management" (May 29, 2012)
- E. DHS Delegation 03000, "Delegation for Human Capital and Human Resources" (June 5, 2012)

## IV. Responsibilities

- A. **Deputy Secretary** serves as appointing authority with overall responsibility for oversight and validation of executive performance, appraisals, awards, and guaranteeing meaningful distinctions in performance.

B. **DHS Chief Human Capital Officer (CHCO)** develops and oversees the implementation of the DHS SES Performance Management System consistent with statute, regulation, and Office of Personnel Management (OPM) guidelines.

C. **Component heads** implement the DHS SES Performance Management System within their Components in accordance with DHS and OPM policies, procedures, guidance, and all applicable federal laws and regulations.

D. **Executive Director, Headquarters Human Resources Management and Services (HRMS)** assumes the responsibilities in section IV.C. of the SES Performance System Instruction for all Support Components with the exception of the National Protection and Programs Directorate (NPPD), the Office of Inspector General (OIG), the Federal Law Enforcement Training Center (FLETC), and the Office of the General Counsel (OGC).

E. **Heads of NPPD, OIG, and FLETC** assume the responsibilities listed under section IV.C. for their respective Support Component.

F. **Head of OGC** with assistance from HRMS, assumes the responsibilities in section IV.C. for OGC headquarters and the legal offices of Transportation Security Administration, U.S. Citizenship and Immigration Services, U.S. Immigrations & Customs Enforcement, Federal Emergency Management Agency, U.S. Customs & Border Protection, and FLETC.

## V. Policy and Requirements

A. DHS holds its executives accountable for their individual and organizational performance through an SES Performance Management System. The SES Performance Management System is designed by the Office of the Chief Human Capital Officer to:

1. Promote and sustain a high-performance culture in DHS to achieve organizational goals;
2. Recognize, fully and accurately, the performance and contributions of SES personnel;
3. Ensure transparency and application in a consistent, equal, nondiscriminatory and nonpolitical manner;
4. Assess individual performance with regard to the outcome-oriented missions and activities of the DHS Quadrennial Homeland Security Review, the Future Years Homeland Security Program, the Government Performance and Results Act, the President's Management Agenda, and other strategic initiatives;

5. Hold SES employees accountable for rigorous performance management of their subordinate employees and for aligning their subordinate employees' performance plans to organizational goals;
6. Require performance results as a basis for making proper and meaningful distinctions in performance, and determining pay, awards, development, retention, removal, and other personnel decisions for SES personnel;
7. Ensure SES personnel who demonstrate the highest level of performance, make the greatest positive impact on the Department, obtain outstanding results, and/or exemplify superior leadership typically receive the highest pay adjustments and/or bonuses; and
8. Appraise the performance of SES personnel using measures that balance results, and customers', peers' and other employees' perspectives and experiences.

B. Training on the SES Performance Management System is provided to SES personnel, and their supervisors and rating officials. Training addresses performance management in general, including planning and appraising performance.

C. The SES Performance Management System is maintained, implemented, and applied in a manner that ensures continued certification by the Office of Personnel Management with concurrence from the Office of Management and Budget.

## VI. Questions

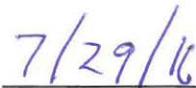
Address any questions or concerns regarding this Directive to the Office of the Chief Human Capital Officer.



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Russell C. Deyo

Under Secretary for Management



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Date