



United States Department of the Interior


OFFICE OF THE SECRETARY

Washington, DC 20240

JUN 15 2017

Memorandum

To: Joel Clement

From: James Cason 
Associate Deputy Secretary
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Director, Office of Policy Analysis, Office of the Secretary, Assistant Secretary – Policy, Management and Budget, duty station Washington, DC to Senior Program Advisor, ES-0301, with the Office of Natural Resources Revenue, duty station Washington, DC. You will retain your career appointment and your pay level will remain the same. As the Director of the Office of Policy Analysis, you oversee cross-cutting analysis and coordination to support decision-making and policies. You oversee the development of the annual report on the Department's economic contributions to the National economy. You are experienced at leading experts that provide objective economic and policy analysis. You are well qualified to serve as Senior Program Advisor of the Office of Natural Resources Revenue.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at mary_pletcher@ios.doi.gov.

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity
Department of the Interior
1849 C Street, NW
Mail Stop 5125
Washington, DC 20240

Receipt Acknowledged:

Date: _____

Signature: _____
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable, but not before June 29, 2017.

Name

Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment. The reassignment will not be effective before June 29, 2017.

Name

Date