



DIRECTIVE

Subject: EXECUTIVE RESOURCES BOARD

Number: D-126.1	Approved: 5/XX/2018	Review: 5/XX/2023	Certified:
------------------------	----------------------------	--------------------------	-------------------

**Responsible Office: Division of Human Resources
Office of the General Manager**

1. **PURPOSE.** This Directive establishes the policy governing the establishment, membership, and responsibilities of the Defense Nuclear Facilities Safety Board's (DNFSB) Executive Resources Board¹ (ERB). By law, each agency is required to establish one or more ERB's to conduct merit staffing for career entry into the Senior Executive Service (SES). As determined by the Chairman, the ERB may also be delegated responsibility for other matters relating to the oversight and direction of other executive resources functions.
2. **CANCELLATION.** This Directive supersedes Directive D-126.1, *Executive Resources Board*, dated August 16, 2013.
3. **APPLICABILITY.** This Directive covers individuals designated to serve as Members and support staff for the DNFSB's ERB.
4. **EXEMPTIONS.** None.
5. **POLICY.** It is the policy of the DNFSB to ensure its SES merit staffing procedures and other ERB functions are conducted in accordance with applicable Federal laws and regulations and in such a manner as to ensure institutional continuity in the DNFSB's executive personnel management.
 - A. The DNFSB will have one (1) ERB. The ERB will be composed of four (4) individuals:
 - i. **Members.** Three (3) individuals appointed by the Chairman. The Chairman may select Members of the ERB from Career SES who are employees of the DNFSB and Board Members. The Chairman designates the Member who will serve as the ERB Chair. To the extent possible, ERB membership should be diverse and include representation from women and minorities, and executives from the various DNFSB Offices.

¹ Defined terms (Section 11) are underlined when first used.

- ii. Secretary. The Director of Human Resources or his or her designee will serve as the Secretary to the ERB and will provide administrative support to carry out the responsibilities of the ERB.

B. General Rule

Every two years, the Chairman will issue a memorandum establishing the membership of the ERB and designating which Member will serve as the ERB Chair. Members will serve 2-year terms that begin October 1 and end September 30 of the second year.

Exceptions:

- i. The Chairman may be required to change the membership of the ERB outside of the normal timeframe. These instances include situations in which a Member of the ERB resigns or retires from the DNFSB.
- ii. A Member may serve after the expiration of that member's term until a successor has been appointed.

- C. In the event a Member of the ERB is unable to serve on the ERB due to a conflict of interest or due to circumstances beyond his or her control, the Chairman may authorize, in writing, the ERB Secretary to establish a Qualifications Review Panel (QRP). For merit staffing purposes, *in addition* to the individuals who normally may be selected to serve on the ERB, the QRP may include panel members who are not members of the SES, without regard to grade level. However, such panel members should be recognized as subject matter experts or human resources specialists. NOTE: Individuals who are chosen to serve on a QRP serve only for the action that gave rise to establishing the QRP; they do not become members of the ERB.

- D. The ERB shall perform other executive resources program responsibilities as needed. These responsibilities may include activities relating to executive training and development, executive pay recommendations for new appointees, executive personnel planning, utilization of executive resources, and evaluation of executive programs.

6. **REQUIREMENTS**. Federal agencies shall establish one or more ERBs, as appropriate. The Members shall be appointed by the head of the agency from among its employees, to conduct the merit staffing process (e.g., hiring) for executive career appointees. This includes reviewing the executive qualifications of each candidate for a position to be filled through hiring by a career appointee and making written recommendations to the appropriate appointing authority concerning such candidates. See 5 U.S.C. § 3393(b).

7. **RESPONSIBILITIES.**

- A. **Chairman.** The Chairman's responsibilities include:
- i. Appointing members to the ERB and designating the ERB Chair;
 - ii. Establishing the terms of ERB members; and
 - iii. Delegating, in writing, executive program responsibilities to the ERB in addition to merit staffing.
- B. **ERB Chair.** The ERB Chair is responsible for overseeing the activities of the ERB. These activities include:
- i. As necessary, convening meetings of the ERB and establishing the ERB's agenda;
 - ii. Approving the establishment and membership of a QRP;
 - iii. Leading the ERB through the merit staffing process; and
 - iv. Advising the Chairman on matters relating to ERB activities.
- C. **Director of Human Resources.** The Director of Human Resources and, as applicable, his or her designee are responsible for:
- i. Serving as Secretary to the ERB;
 - ii. Advising ERB members and other relevant parties about applicable Office of Personnel Management (OPM) laws, regulations, and guidance related to the operation of the DNFSB's ERB; and
 - iii. Maintaining all records governing ERB activities.
- D. **General Counsel.** The General Counsel is responsible for determining applicability, interpreting, and ensuring ERB compliance with laws and regulations.
- E. **Executive Resources Board.** The ERB is responsible for:
- i. Conducting the merit staffing process for career appointments in the SES, including reviewing the executive qualifications of candidates for career appointment and making written recommendations to the selecting official;

- ii. The annual review and revision, as appropriate, of Executive Development Plans for current executives;
- iii. As applicable, reviewing and evaluating applications and making final selections for eligible DNFSB employees to participate in leadership and executive training programs;
- iv. Reviewing and recommending policy changes to the Board on executive resource matters; and
- v. Providing advice and guidance on SES matters when the Chairman requests an advisory opinion or when it is required by other DNFSB policies.

The ERB does not establish policies and procedures governing positions filled by Presidential appointment with the advice and consent of the Senate (PAS positions).

8. CONTROLS AND MEASURES.

- A. Every two years, no later than 30 calendar days before October 1, the ERB Secretary will provide the Chairman with the names of eligible ERB participants. The memorandum establishing the new ERB will take effect October 1. If an expiring ERB is conducting merit staffing activities when the new ERB takes effect, the expiring ERB will complete its work before disbanding.
- B. In accordance with 5 C.F.R. § 317.501(d), all documents related to the merit staffing process, as prescribed by OPM, will be retained for a period of two (2) years to permit reconstruction of merit staffing actions.

9. RECORDS.

Official ERB documentation will be maintained in the Division of Human Resources, Office of the General Manager. See 5 CFR 317.501(d) regarding retention requirements for SES staffing actions.

10. REFERENCES.

- A. 5 U.S.C. § 3393(b)
- B. 5 C.F.R. § 317.501
- C. 5 CFR §412.401
- D. U.S. OPM Memorandum for Chief Human Capital Officers (September 9, 2009)

11. **DEFINITIONS.**

- A. Executive Development Plan. An Executive Development Plan (EDP) is a document that contains the short-term and long-term developmental activities and goals intended to enhance an executive's performance. Members of the SES are required to prepare, implement, and update an EDP as specified in 5 C.F.R. § 412.401.
- B. Executive Resources Program. A program managed by the Division of Human Resources that provides integrated executive policy and operational personnel support services to the Chairman and the DNFSB's senior executives. The Executive Resources Program includes executive staffing and position management, executive compensation, and executive performance management.
- C. Executive Resources Board. A panel of top agency executives responsible under the law for conducting the merit staffing process for career appointments to the SES.
- D. Qualifications Review Panel. A panel established at the request of the ERB Chair when a member(s) of the current ERB must be replaced by an alternate panel member due to a conflict of interest or circumstances beyond their control.

12. **CONTACT.** Address questions concerning this Directive to the Division of Human Resources, Office of the General Manager.

Bruce Hamilton
Acting Chairman

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT: ERB Directive

Doc Control#2018-300-050


The Board, with Board Member(s) Bruce Hamilton, Jessie H. Roberson, Daniel J. Santos, Joyce L. Connery *approving*, Board Member(s) none *disapproving*, Board Member(s) none *abstaining*, and Board Member(s) none *not participating*, has voted to approve the above document on August 9, 2018.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING*	COMMENT	DATE
Bruce Hamilton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/08/18
Jessie H. Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/09/18
Daniel J. Santos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/08/18
Joyce L. Connery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/08/18

*Reason for Not Participating:

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.


Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members
OGC
OGM Records Officer
OTD

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Bruce Hamilton

SUBJECT: ERB Directive

Doc Control#2018-300-050

Approved X Disapproved Abstain

Recusal – Not Participating

COMMENTS: Below Attached None X



Bruce Hamilton

 August 8, 2018
Date

Member voted by e-mail dated August 8, 2018

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Jessie H. Roberson

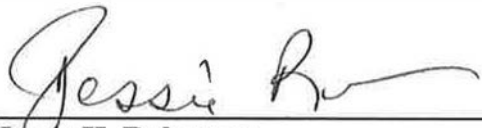
SUBJECT: ERB Directive

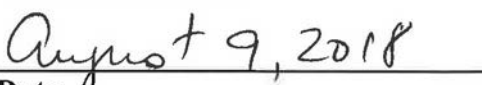
Doc Control#2018-300-050

Approved ~~_____~~ **Disapproved** _____ **Abstain** _____

Recusal – Not Participating _____

COMMENTS: **Below** _____ **Attached** _____ **None** ~~_____~~



Jessie H. Roberson


Date

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Daniel J. Santos

SUBJECT: ERB Directive

Doc Control#2018-300-050

Approved X Disapproved _____ Abstain _____

Recusal – Not Participating _____

COMMENTS: Below _____ Attached _____ None X



Daniel J. Santos

8/8/18
Date

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Joyce L. Connery

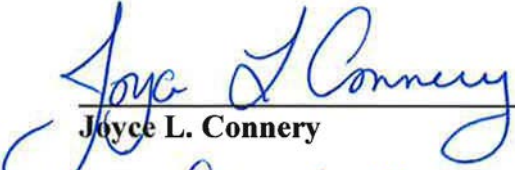
SUBJECT: ERB Directive

Doc Control#2018-300-050

Approved Disapproved Abstain

Recusal – Not Participating

COMMENTS: Below Attached None



Joyce L. Connery
August 8, 2018

Date