

**DEPARTMENT OF DEFENSE  
SENIOR EXECUTIVE SERVICE PROBATION PERIOD**

In accordance with 5 CFR 317.503 and 10 U.S.C. 1599e, an individual's initial Senior Executive Service (SES) career appointment becomes final only after the individual has successfully completed a two-year probationary period. Your career SES appointment is effective on your date of appointment as a career SES member.

During this two-year period your supervisor is responsible for closely monitoring and reviewing your performance and conduct on the job in order to make a determination that your performance is acceptable for retention in the SES.

As a new career SES appointee, you are responsible for:

1. Identifying any professional/technical training that you will need for successful performance and discussing your training needs with your supervisor;
2. Understanding your assigned duties and responsibilities and how they relate to the strategic and mission goals of the organization(s);
3. Learning how you are expected to perform these duties and responsibilities;
4. Performing the duties and responsibilities in an acceptable manner;
5. Recognizing when your performance may not meet acceptable standards and taking corrective action;  
and
6. Adhering to all Federal regulations governing conduct, fitness, suitability, and ethics.

Your supervisor will be asked to certify your Probationary Period near the end of your probationary period. At that time your supervisor must decide whether you should be retained in the position, removed from the SES and placed in a GS-15 position, or in some cases, removed from Federal service.

**1. ACKNOWLEDGEMENT STATEMENT.**

I acknowledge receipt of this letter and have read its contents. I understand that in accordance with 5 CFR 317.503 and Section 1599e of Title 10 (10 U.S.C. 1599e), that my initial Senior Executive Service (SES) career appointment becomes final only after I have successfully completed a two-year probationary period that begins on the effective date of my appointment as a career SES member.

**a. SIGNATURE OF CIVILIAN SENIOR EXECUTIVE**

**b. DATE SIGNED**