



# Department of Defense INSTRUCTION

NUMBER 1402.03, Volume 1

June 7, 2012

Incorporating Change 2, May 10, 2022

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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 DoD Directive 5105.53 (Reference (b)) and the January 11, 2021 Deputy Secretary of Defense Memorandum (Reference (c)). 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 (d)) and pursuant to title 5, United States Code (U.S.C.) (Reference (e)) and title 5, Code of Federal Regulations (Reference (f)).

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 (g)).

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

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. **Cleared for public release**. This Volume is available on the DoD Issuances Website at <https://www.esd.whs.mil/DD/>.

6. SUMMARY OF CHANGE 2. This change is administrative and, in accordance with the March 21, 2022 Washington Headquarters Services Memorandum (Reference (h)):

a. Reassigns the Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense responsibilities and duties to the DA&M in accordance with Section 901 of Public Law 116-283 (Reference (i)), which eliminated the position of the Deputy Chief Management Officer of the Department of Defense effective January 1, 2021, Reference (c), and the January 11, 2021 Deputy Secretary of Defense Memorandum (Reference (j)), which implemented Reference (i) and reestablished the DA&M.

b. Updates organizational titles and references for accuracy.

7. EFFECTIVE DATE. This volume is effective June 7, 2012.



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 5103.53, “Director of Administration and Management (DA&M),” February 26, 2008
- (c) Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- (d) DoD Directive 1403.1, “The Senior Executive Service and Equivalent-Level Positions and Personnel,” October 18, 1982
- (e) Title 5, United States Code
- (f) Title 5, Code of Federal Regulations
- (g) Sections 1606 and 1607, title 10, United States Code
- (h) Washington Headquarters Services Memorandum, “Approval of Administrative Changes to Office of the Director of Administration and Management (ODA&M) DoD Issuances, Phase 2,” March 21, 2022
- (i) Public Law 116-283, “William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021,” January 1, 2021
- (j) Deputy Secretary of Defense Memorandum, “Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities,” January 11, 2021

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