

30 October 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Maintaining Confidentiality of Senior Executive Service (SES) Actions

1. I believe that you and your staff are sensitive to the need to maintain confidentiality with regard to all personnel actions which fall under your purview. However, General Wilson recently expressed his concern that we insure confidentiality in the processing of SES actions, including those regarding selections, reassignments, awards, and performance. It is critical that these actions remain confidential until final approval has been issued, which frequently is at the Army or Office of Personnel Management level. Therefore, organizations which review or process SES actions will follow the procedures described below and any others they consider necessary to achieve the required level of control.

2. The SES Office will prepare the staffing package and deliver it in a sealed envelope to the first coordination addressee. The envelope will have a HQ AMC Form 360 ("Close Hold") cover sheet attached. It will be addressed to the office chief but may be handled by the chief's designated representative. Every effort will be made to limit the exposure of that information only to those individuals who have "a need to know." When the coordination is completed, you will call the SES Office point of contact for pickup or deliver the action directly to him or her. The SES Office will deliver the action to the next coordination stop, again in a sealed envelope.

3. The procedures described above will be followed until all the coordinations have been completed. The SES Office will then handcarry the action to the DCSPER or ADCSPER for signature. When signed, the package will be delivered to the SGS SACO in a sealed envelope. The action will then be forwarded, in turn, to the necessary review/approval stops, e.g., the Chief of Staff, Principal Deputy, etc. In each office, the information will be limited to the reviewing/approving official and his/her designated representative. When the AMC review/approval process has been completed, the action will be returned in a sealed envelope to the SACO, who will call the SES Office for pickup.

4. In addition to these handling procedures, organizations that require copies of SES correspondence and related paperwork must establish a secure file system. Also, the discussion of these actions must be limited to those with "a need to know" and should be carried out with discretion. Finally, addressees are asked to

AMCPE-CS

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process actions within one business day, unless an unusual situation requires additional time. Expedited handling will help to maintain confidentiality.

5. Your vigilance in maintaining the confidentiality of SES actions will be greatly appreciated.

6. Point of contact is Mr. Thomas Kroner, 617-9418.

FOR THE COMMANDER:


NORMAN E. WILLIAMS
Major General, USA
Chief of Staff

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