



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Friday, March 22, 2019

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL) and Scientific and Professional (ST) Performance Ratings, Pay and Awards for FY 2018

This memorandum announces the U.S. Office of Personnel Management's (OPM) annual data call to Executive Departments and Agencies, and Offices of Inspector General (OIG), for information on Fiscal Year (FY) 2018 final summary performance ratings, and subsequent pay and awards data concerning: (1) agency Senior Executive Service (SES) members; (2) OIG SES members; (3) Senior-Level (SL) and Scientific and Professional (ST) employees; and (4) OIG SL/ST employees – all collectively referred to as “Senior Employees.” Reports in response to this memorandum should be submitted to OPM no later than close of business on May 17, 2019.

Data submitted is consolidated and included in OPM's annual report on executive pay for performance. OPM also analyzes the data to determine the correlation of performance ratings and ratings-based pay and awards when reviewing organizations' requests for certification of SES and SL/ST performance appraisal systems. As in previous years, OPM's review of the data will help ensure–

- Senior Employee performance appraisal processes result in meaningful distinctions being made based on relative performance; and
- Senior Employee performance ratings are the primary basis for annual performance-based compensation decisions.

Data call templates and instructions for completing each template are located in the Resources tab on the SES and SL/ST MAX Portal (link: <https://community.max.gov/x/q4hJO>). Organizations are responsible for submitting accurate and complete data on the appropriate data call template as not doing so may impact eligibility for performance appraisal system certification. The organization's Oversight Official must review the data for accuracy and completeness prior to submitting to OPM.

Agencies, Departments and OIGs must–

- Protect personally identifiable information by following proper data security procedures and sending access passwords via separate e-mail.

- Provide OPM with separate data submissions for each system when reporting for more than one appraisal system (e.g., systems with different rating cycles, appraisal rating patterns, employee coverage, etc.).
- Use the appropriate data call template(s), and follow instructions for using the template when submitting data reports.
- Submit data by the established deadline of May 17, 2019, as not doing so may impact the agency's ability to obtain performance appraisal system certification and/or may prevent the agency's data from being included in OPM's annual report on executive pay for performance.

In an effort to reduce burden in support of the President's Management Agenda, OPM recently announced a number of significant changes to the SES and SL/ST certification processes, referred to as Certification 2.0. Under Certification 2.0, agencies that have adopted the basic SES or SL/ST performance appraisal system will be required to submit less documentation for certification review, and agencies will verify their compliance with certain certification criteria. As a result, certification reviews will focus more heavily on the analysis of data provided by agencies. Thus, it is critical that agencies follow the data call instructions when completing the templates and obtain the appropriate level of review prior to submitting the data reports to OPM.

Please submit data reports by e-mail to Allison Lyons at Allison.Lyons@opm.gov, using the appropriate template(s) included on the [SES and SL/ST MAX Portal](#), no later than close of business on May 17, 2019.

If you have any questions regarding your organization's submission of performance ratings, pay and awards data, please contact Allison Lyons by e-mail at Allison.Lyons@opm.gov.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Council of the Inspectors General on Integrity and Efficiency