



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

November 25, 2024

Memorandum for Heads of Executive Departments and Independent Agencies,  
Inspectors General and Council of the Inspectors General on Integrity and Efficiency

From: Robert H. Shriver, III, Acting Director

Subject: **Call for Nominations for FY2025 Presidential Rank Award**

I am pleased to announce the call for nominations for the FY2025 Presidential Rank Award (PRA) program.

A Presidential Rank Award is one of the most prestigious awards in the Federal career civil service; and, accordingly, I kindly ask for your support in nominating your most exceptional career executives and senior professionals – those who have demonstrated unwavering commitment and leadership and have made significant and lasting contributions to the Federal Government. The individuals nominated and selected for this award perform valuable services on behalf of the American public and consistently demonstrate strength, integrity, industry, and a relentless commitment to public service. We are looking for extraordinary leaders who have made significant contributions in delivering mission-critical solutions while providing excellent customer service.

The PRA is an opportunity to recognize and reward your highest performers. These leaders address some of the most complex organizational challenges while developing a strong and diverse workforce for the 21<sup>st</sup> century. This award program was established by statute in 1978 as a means of recognizing extraordinary performance. This is an excellent opportunity to recognize career Senior Executive Service (SES) members and other senior career employees (SL/ST) who have made significant impacts on your agency's effectiveness on a sustained basis and communicate to the public the value of their leadership which provides the highest level of service to the Nation. I encourage you to draw on all segments of your executive workforce to nominate every deserving individual for this honor.

**Nominations for the FY2025 Presidential Rank Awards are due January 10, 2025.  
Nominations must be submitted electronically.**

Inspectors General should nominate executives through the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

By regulation, all agencies, as well as Inspectors General nominations made through CIGIE, may nominate up to nine percent of their career SES and SL/ST populations; however, Agency Heads should consider their fiscal conditions and resources needed to meet overall agency mission priorities in determining the number of nominations to submit. Agency nominations cannot exceed the nine percent threshold set forth at [5 CFR § 451.301](#). Agencies with fewer than 12 SES or SL/ST employees may still nominate one SES and/or SL/ST member, respectively.

As set forth in [5 U.S.C. § 4507\(d\)\(1\) and \(2\)](#), awards for the Distinguished Rank may not exceed one percent, and for the Meritorious Rank may not exceed five percent, of the career SES and SL/ST populations. The President makes the final decision no later than September 30<sup>th</sup>.

Attached is detailed guidance for preparing and submitting nominations. Please review the guidance thoroughly as there have been significant changes to the nomination review and vetting processes. Beginning this year, agencies must submit funding through the G-Invoicing process, as we will no longer accept Legacy 7600 forms for on-site evaluations. The cost for the FY2025 PRA on-site investigations is \$1,257 per finalist.

- Nominees are subject to extremely rigorous reviews and evaluation process. Therefore, when considering potential nominees, agencies must exercise due diligence in reviewing the background of nominees including: any issues relating to personal and professional conduct, such as past misconduct or disciplinary actions; timely payment of Federal taxes; Equal Employment Opportunity or other administrative proceedings that may bear on character or conduct; findings by an Office of Inspector General (or equivalent) proceeding that the individual engaged in misconduct; and evidence of as yet unadjudicated misconduct in relation to Office of Inspector General (or equivalent) matters, as well as the programs and organizational components for which the nominees have any responsibility. This is to help determine the appropriateness of the individuals receiving this Presidential recognition. (In relying upon proceedings that have not concluded, or to which the individual was not a party, it will be important to consider countervailing accounts and evidence as well.)

If you or your staff members would like any additional information about the program, please contact Danielle Opalka, Manager, Policy and Special Programs, by email at [Danielle.Opalka@opm.gov](mailto:Danielle.Opalka@opm.gov) or OPM's PRA Team by email at [PRaprogram@opm.gov](mailto:PRaprogram@opm.gov).

Attachment: FY2025 Presidential Rank Awards Program Guidance

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Human Resources Directors



U.S. Office of  
Personnel Management

# FY 2025 Presidential Rank Awards Program Nomination Guidance

FY 2025 Presidential Rank Awards Program Nomination  
Guidance

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## **The Presidential Rank Awards Background**

The Presidential Rank Award (PRA) was established by statute ([5 U.S.C. § 4507](#) and [5 U.S.C. § 4507a](#)), and is one of the highest awards bestowed upon Career Senior Executive Service (SES) and Senior Professional (i.e., Senior-Level (SL) and Scientific-Professional (ST)) members by the President of the United States.

The law provides the rank of Distinguished Executive is awarded for “sustained extraordinary accomplishment,” and the rank of Meritorious Executive is awarded for “sustained accomplishment.” Presidential Rank Awards are reserved for career senior executives who have a record of achievement that is recognized throughout the agency and/or is acknowledged on a national or international level. In reaching the pinnacle of achievement, rank award recipients are also required to have demonstrated strong leadership abilities, have inspired their employees, and have earned the respect of those they serve.

The U.S. Office of Personnel Management (OPM) requests nominations and administers the program; agency heads nominate senior executives and senior professionals for their respective agencies. Two categories of rank awards are available: *Distinguished* rank to those who achieve sustained extraordinary accomplishments; and *Meritorious* rank to those with sustained accomplishments.

All agencies, including the Council of the Inspectors General on Integrity and Efficiency (CIGIE), may nominate up to nine percent of their respective filled career SES and Senior Professional populations. Agencies may consider a broad range of factors in exercising discretion to nominate executives for this award such as: budgetary limits, policy considerations, Congressional concerns, and any public affairs or suitability implications. Per statute, only one percent of SES and Senior Professionals may receive the Distinguished Rank award, and only five percent of SES and Senior Professionals may receive a Meritorious Rank award. The final number of award recipients in each category has tended to be fewer than the maximum in recent years.

### **Nominations and Eligibility**

Presidential Rank Awards recognize extraordinary achievements by career executives and senior professionals within Federal service. These awards provide an excellent opportunity to recognize the top individuals who have made significant and lasting contributions to their agency and the Federal government and delivered meaningful results. Extraordinary executive leaders model these critical abilities by taking on some of the most difficult organizational challenges as well as developing a strong and diverse workforce for the 21<sup>st</sup> century.

Nominees should regularly exhibit the ability to develop a strong team, collaborate across the agency and government, and create an environment of high engagement

and dedication to mission above self. In keeping with the President's Executive Order (EO 13714), a PRA nomination could, for example, highlight the individual's success in leading inter-agency initiatives and collaborating on government-wide efforts.

Strong performance ratings are important but not sufficient to demonstrate that the executive is deserving of a PRA. Not all executive and senior professional positions are of equal difficulty or require extraordinary effort to succeed, therefore, agencies are encouraged to draw on all segments of their executive and senior professional workforce to identify this select group.

Agencies may consider a broad range of factors in exercising discretion to nominate individuals for this award, including: budgetary limits, policy considerations, or any suitability implications. When considering potential nominees, agencies should exercise due diligence in reviewing both the background of nominees (including any issues relating to personal and professional conduct) as well as the programs and organizational components for which the nominees have any responsibility in order to determine the appropriateness of the nominees to receive Presidential recognition.

Agencies are responsible for verifying and certifying that any professional credentials held by the nominee and required by the nominee's position are valid and current (a certification block is included on the nomination form). Verification of credentials will not be addressed as part of the background check conducted by OPM.

Agencies, including the CIGIE, may nominate up to a total of nine percent of their career SES/SL/ST populations for collective Distinguished and Meritorious awards, but are not subject to any prescribed ratio of Distinguished to Meritorious nominations. Agencies with fewer than 12 SES or SL or ST filled positions may nominate one member in the appropriate category.

The processes for nominating and evaluating nominees are stringent. Agencies determine an individual employee's eligibility for such a nomination based on a minimum of three years of serving in a career SES, SL, or ST appointment. Based on the agency's assessments of their candidates, they nominate their top individuals who have made significant and lasting contributions to their agency by delivering mission critical solutions, providing excellent customer service, and being good stewards of taxpayers' dollars. In addition to delivering meaningful results, nominees must demonstrate the highest level of leadership competencies.

An individual who has received either rank award (i.e., Distinguished or Meritorious) may be nominated for the other rank in succeeding years; however, an individual may not receive the same rank award more than once in the following four fiscal years.

A nominee who meets the eligibility requirements but leaves their position before being selected as a recipient may still receive the honor, and the award amount must be based on the last rate of basic pay received as a career member of the SES/SL/ST. The same applies to a nominee who is deceased after OPM has received the

nomination.

A nominee who transfers to another agency during the PRA process remains eligible for the award. The nominating agency and gaining agency will be contacted during the evaluation process. If the individual is selected for the award, the nominating agency is responsible for paying costs associated with the award (i.e., evaluation process and award).

A nomination package includes 1) the one-page Nomination Template, 2) the one-page Biographical/Career Summary Template, and 3) the four-page Nomination Statement. The nominations are electronically provided to OPM. The full nomination package is used throughout the remainder of the evaluation process. Please follow the templates carefully and review the specific recommendations in Attachment 1.

Nominations are due to OPM as indicated in the call memorandum. Eligibility requirements outlined below must be met for the nominee by this date.

### **SES Nominations for a Presidential Rank Award**

#### **SES Eligibility Requirements**

Nominees must:

- Hold a career appointment in the SES;
- Be an employee of the nominating agency; and
- Have at least three years of career or career-type Federal civilian service at the SES level; service does not have to be continuous. Qualifying service may include appointments in the SES, Senior Foreign Service, FBI/DEA/FAA SES, Defense Intelligence SES, or other SES-equivalent systems. Service under other than career-type appointments (e.g., noncareer, limited, indefinite) or in Senior Level or Scientific-Professional or equivalent positions is not qualifying.

An agency may nominate a reemployed annuitant who meets all eligibility requirements. Also, an Executive Schedule employee who was appointed by the President with Senate Confirmation (PAS), without a break in service from a career SES appointment, and who chose to remain eligible for rank awards under [5 U.S.C. § 3392\(c\)](#), may be nominated although [5 U.S.C. § 4509](#) otherwise precludes a PAS Executive Schedule employee from receiving the award. A part-time or intermittent executive may be nominated but the agency must be prepared to pay the full award. It should not be prorated.

#### **Senior Career Employees (SL/ST) Eligibility Requirements**

- Hold a career OPM-allocated Senior-Level (SL) or Scientific-Professional (ST) position;
- Be an employee of the nominating agency on the nomination deadline; and
- Have at least three years of career or career-type Federal civilian service above GS-15. Service does not have to be continuous. Qualifying service does not include appointments that are time-limited or positions that are in the excepted service because of their confidential or policy-making character.

Agencies may nominate a reemployed annuitant who holds a career appointment to an OPM-allocated SL or ST position and meets all eligibility requirements. Agencies may also nominate a part-time or intermittent employee, but in keeping with the prestige of the award, the agency must be prepared to pay the full award. It should not be prorated.

### **Guidance for Agencies Exempt from the SES**

Several agencies have senior career executives who meet the SES definition at [5 U.S.C. 3132\(a\)\(2\)](#), but their positions are placed in the Senior-Level (SL) system because the agency is exempt from SES coverage. These agencies receive Senior-Level (SL) space allocations from OPM for these appointees. These agencies include, but are not limited to:

- Export-Import Bank of the United States
- Federal Aviation Administration
- Federal Election Commission
- Federal Financial Institutions Examination Council
- U.S. Holocaust Memorial Council
- National Security Council
- Pension Benefit Guaranty Corporation
- Department of Veterans Affairs – Title 38

These agencies should use the nomination criteria established for members of the Senior Executive Service when nominating their career senior executives for rank awards but indicate on the template the Agency is applying the SES nomination criteria for the nominees. Similarly, these agencies should use the nomination criteria established for senior career employees when nominating employees in the Senior-Level system who do not meet the statutory SES definition.

### **Nomination Package Content**

Each agency submits a single nomination package via email as outlined in the call memorandum that includes:

1. A cover letter that contains:
  - a. signature by the agency head;



- b. an alphabetical list of nominees by PRA category (Distinguished and Meritorious) and sub-category under each (SES, SL, ST);
  - c. the full name and last four of the SSN for each nominee; and
  - d. the name, telephone number, and email address of the agency's PRA program coordinator and an alternate coordinator.
2. A separate email for each nominee that contains:
- a. The nominees Last Name, First Name, MI, Agency, Category and Subcategory and year for each in the email Subject line in all capital letters. For example: **Hancock, Jane, A, USDA, Distinguished, SES 2025 (If you do not follow this format, your package may be returned);**
  - b. Presidential Rank Awards Program Nomination Template;
  - c. Biographical and Career Summary Template; and
  - d. Justification Statement.
- Do not include SF-50s or equivalents in the nominee's electronic folder.

## **The Review Process – Evaluating Agency Nominations**

### **OPM Review**

OPM verifies that each nominee meets the eligibility requirements. OPM also reviews each nomination package for completeness. Information contained in the Executive and Schedule C System (ESCS) database is used to verify the nominee's eligibility. After OPM completes its review, nomination packages are reviewed by the PRA Review Board.

### **How Review Boards Work**

OPM administers the Presidential Rank Award Review Board. The Board is composed of three-member panels of former and current leaders across the private and public sectors. Each member of the panel individually evaluates and rates each nomination. After members complete their individual review, a full panel meeting is held where the panel agrees upon a final score composed of the sum of each panel member's rating. There is no appeal of a panel's determinations. Panel sessions are held virtually.

Once the Review Board completes their ratings, OPM compiles the scores into an aggregate format to avoid exceeding the statutory limits and to determine the number of nominees that will be moved forward to the On-site Evaluation and Analysis process.

### **On-site Evaluations and Analysis Process**

Agencies bear the cost of On-site Evaluations. Distinguished and Meritorious finalists recommended by the Review Board for approval are generally subject to on-site evaluations conducted by the Defense Counterintelligence and Security Agency in coordination with agency PRA Program Coordinators. On-site evaluations may include interviews with appropriate persons knowledgeable about the finalists' performance and professional accomplishments and a review of the finalists' Federal Tax Account Transcript as well as the following:

- **Records pertaining to Equal Employment Opportunity claims or proceedings** – Includes records checks of Equal Employment Opportunity claims or proceedings or other administrative proceedings where it may bear on the character or conduct of a PRA finalist. Finalists may be requested to provide complete information about any allegation of a violation of a civil rights statute (listed and described at <https://www.eeoc.gov/laws/types/index.cfm>). Agencies may not disqualify an individual from nomination because s/he filed an EEO complaint or engaged in any other protected activity.
- **Office of the Inspector General or equivalent offices** – search of any records concerning the nominee held by an agency Inspector General with respect to alleged incidents of fraud, waste, abuse, embezzlement or mismanagement of any kind within the parent agency.
- **Criminal History Records Check** – nominee provides consent and authorization to search by name and date of birth the files of the National Crime Information Center and local authorities for criminal history records.

### **The Evaluation Process**

In addition to the on-site evaluations, PRA nominees may be asked to provide releases for further records checks, self-disclosures, and/or self-certifications as part of the evaluation process.

- **Release of Information** – As part of the evaluation process, interviews with persons knowledgeable of the nominee’s performance and professional accomplishments are conducted. As noted above, a check of criminal history records may be conducted as well. This release authorizes any investigator, special agent, or other duly accredited representative of the OPM to obtain any information relating to the nominee’s activities from individuals, employers, criminal justice agencies, or other sources of information. This information may include, but is not limited to, the nominee’s achievement, performance, attendance, disciplinary and employment history, and criminal history record information.
- **Code of Conduct** – The nominee certifies that they, in the last 5 years, have not been arrested, charged, or convicted of any violation of law (excluding traffic fines of \$300 or less). If the nominee is unable to certify, they will be given an opportunity to describe the circumstances of any arrest, charge, or conviction. The nominee also certifies they have not engaged in any conduct, personal or professional, that would bring discredit to the agency, department or the Executive Branch of the government.

- **Federal Tax Disclosure and IRS Transcripts (Form 4506-T)** – Finalists may be required to report any tax issues experienced during the requested reporting periods. Tax issues may include but are not limited to failure to timely file tax return, failure to timely pay tax, failure to timely pay taxes after issuance of notice, Federal tax lien, levy, etc. Failure to complete these forms will result in an immediate withdrawal of the finalist for further consideration of the award. Finalists will be required to obtain IRS transcripts (Form 4506-T) to validate tax filing status.

We note that third party proceedings that might implicate a potential nominee, such as an EEOC proceeding against the agency or an Inspector General investigation of agency actions, do not necessarily provide the potential nominee with an adequate opportunity to vindicate him or herself. Even when the individual is the subject of an adverse finding, such a finding does not automatically disqualify the individual from being nominated. Moreover, agencies may legitimately disagree with the decisions of administrative judges or the findings of Inspector Generals or the like. Accordingly, an agency may decide to provide and/or OPM may request additional information related to a finding of misconduct related to the potential nominee by a third party, such as an administrative judge at the EEOC or other adjudicative entity, that should be considered during the evaluation process.

#### **Agency Head Final Review and Certification (“Eyes Only” Certification)**

The Eyes Only Certification occurs after the PRA panels have rated the nomination packages, the score has been determined, and the on-site evaluation and analysis processes have been completed. The Eyes Only Certification is when agency heads or their designees are asked to review their final list and determine if each individual is still in good standing and deserving of the award. The signature of the agency head or designee indicates support of their nominees moving forward and, if selected for this award, would not cause embarrassment to the agency or the Administration of the Office of the President.

If an agency head would like to provide clarifying information regarding any potential adverse action for OPM’s consideration, it should be done any time during the PRA process, prior to the Eyes Only Certification. The Eyes Only Certification is the agency’s final recommendation to move the finalist forward for a decision by the President

#### **Withdrawing a Nomination**

An agency head may withdraw a nomination at any time before the President makes a decision on a nomination.

- To withdraw a nomination before the agency head’s final certification, an agency sends OPM a letter signed by the agency head or their designee, informing OPM of the agency head’s decision to withdraw the nomination.

Agencies should state the nominee's name and the award for which they were nominated. No additional information or reason is required.

- To withdraw a nomination at the time of the agency head's final certification, agencies draw a line through the nominee's name on the list, and have the agency head initial the withdrawal and sign the list. Agencies may not disqualify an individual from nomination because they filed an EEO complaint or engaged in any other protected activity. Subsequently, agencies must return the list to OPM along with a cover letter requesting withdrawal of the nomination.
- The withdrawal of a nomination, following the agency head's final certification, should rarely occur but may be necessary in extraordinary circumstances. To withdraw a nomination, agencies must first contact the OPM Presidential Rank Awards Program Manager at [PRaprogram@opm.gov](mailto:PRaprogram@opm.gov) immediately and follow up with a letter signed by the agency head or designee asking that the nomination be withdrawn. Agencies should state the individual's name and the award for which the nominee is being recommended.

### **Recommendations to the President**

After agency heads certify finalists, the OPM Director sends the names of the re-confirmed, recommended finalists to the President to make final decisions before the end of September. Individuals cannot be added or removed from the list once the President has made a final decision.

OPM will notify the agency head and other appropriate agency contacts as soon as the White House informs OPM of the President's decision. Following notification by OPM, agencies will be authorized to inform award recipients of their selection and to distribute rank award checks. No public announcements will be authorized until further notification by OPM. Public announcement of the award winners is reserved for the President, and OPM will advise agencies if publicity is authorized.

### **Processing and Paying the Awards**

OPM will issue guidance on Presidential Rank Awards and Aggregate Compensation in the SES, which provides information about payment of the awards. The memorandum will advise each agency to take the precaution of having award checks prepared and ready for the awardees on the list provided by OPM to each agency head for final certification by the agency head prior to forwarding to the President; this will allow agencies to pay awards with same fiscal year funds.

To accurately capture award payments, agencies must use the appropriate Nature of Action Codes (NOAC) for Rank Awards as described in the Guide to Processing Personnel Actions, available online at <http://www.opm.gov/feddata/gppa/Gppa29.pdf>.

Each agency pays for its executives' rank award and should consider and plan for awards as part of executive compensation each year. The amount of the award is based on the last rate of basic pay received as a career member of the SES or SL/ST.

An individual who transfers to another agency during the PRA process remains eligible for the award. The nominating agency and gaining agency will be contacted during the evaluation process. If the individual is selected for the award, the nominating agency is responsible for paying costs associated with the award (i.e., evaluation process and award).

Distinguished Rank Award recipients receive 35 percent of their rate of basic pay; Meritorious Rank Award recipients receive 20 percent of their rate of basic pay. The award is paid as a lump-sum payment, and the payment is subject to the applicable annual aggregate limitation on pay under [5 U.S.C. § 5307](#). Specifically, section 5307(d) permits agencies with certified performance appraisal systems for members of the SES and SL/ST employees to apply a higher annual aggregate limitation on pay for those employees. The higher aggregate limitation on pay is equivalent to the total annual compensation payable to the Vice President under [3 U.S.C. § 104](#). Agencies without certified performance appraisal systems for their SES members or senior professionals must apply an annual aggregate limitation on pay equivalent to the rate for level I of the Executive Schedule. Any portion of a rank award that would cause aggregate compensation in a calendar year to exceed the applicable aggregate limitation on pay is rolled over for payment at the beginning of the following calendar year.

The lump-sum award payment that is paid in the following calendar year is in addition to basic pay. The lump-sum payment is not subject to retirement, health benefits, or life insurance deductions. It is not included in the "high three" average pay computation for retirement benefits or in basic pay for Thrift Savings Plan computation. However, the payment is subject to income tax withholding and also FICA tax withholding if the executive is in the Federal Employees Retirement System (FERS) or subject to Civil Service Retirement System (CSRS) Offset.

### **Recognizing Award Recipients**

Each award recipient receives a framed certificate signed by the President. The Distinguished certificate features a gold emblem; the Meritorious certificate features a silver emblem. Each winner receives a Rank Award pin – gold for the Distinguished winners and silver for the Meritorious winners.

Upon notification by OPM, agencies should immediately inform award recipients of their selection; however, agencies shall not make any public announcement until authorized by OPM. Additionally, if public recognition is approved, OPM reserves the right to recognize winners as appropriate. OPM may release the nomination information to external agencies such as the Senior Executives Association.

## **Evaluation Cost And Billing**

When submitting nominations, each agency is required to obligate funds sufficient to cover the total potential evaluation costs for their nominees in the form of the General Terms and Conditions (GT&C) in G-Invoicing. The GT&C is an agreement between the Requesting Agency (agency submitting PRA nominations) and Servicing Agency specifying the work to be performed, amount obligated, and invoicing details. G-Invoicing is the long-term solution for Federal Program Agencies to manage their intragovernmental Buy/Sell transactions. OPM will no longer accept Legacy 7600 A/B Forms.

## **Attachment 1 - Template Instructions**

### **General**

The primary audience of your package is the PRA Board. As explained in the guidance, members are from both the public, private and non-profit sector. Do not assume that they have any idea what your organization does, your commonly used abbreviations or acronyms, or that they understand government-speak. While you can expect highly-educated people to serve on the Board, keep your narrative concise and in non-technical language targeted at the general public.

### **Nomination Form**

Ensure that your nominating official or agency head signs this form. A digital signature is acceptable.

### **Nomination Form Supplemental**

- The name of the nominee, not the person making the nomination, goes at the top of the form.
- The agency contact information should match the Nominating Form.
- Spell out the position title; do not use any abbreviation or acronym. If the title is not explanatory to a lay person outside your agency, add a few words to explain.

### **Biographical and Career Summary**

- The name of the nominee, not the person making the nomination, goes at the top of the form.
- Do not exceed one page. Be sure that when the page is printed, the entire content can be read.
- Font type must be Times New Roman with at least 11-point size.
- Margins must be at least 0.8-inch margins on all sides.
- This is not an annual performance report. Do not cut and paste bullets or comments from an annual performance appraisal.
- Briefly list each nominee's career highlights, and other biographical information, including significant honors, awards, etc. Do not repeat detailed information that will be included in subsequent pages. Summarize the individual's career accomplishments highlighting the work that is the basis for nomination.
- If the nominee has received numerous awards (other than those listed in the Nomination Form Supplemental), list them briefly together including title, awarding organization, and year of the award.
- Absolutely no abbreviations or acronyms except for those defined on the Nomination Form Supplement.
- Use full sentences.

- You do not need to fill the entire page; emphasis is on an overview of the individual's service with a focus on quality content, not quantity.

## Nomination

- Do not exceed four pages. Be sure that when the pages are printed, the entire content can be read.
- Font type must be Times New Roman with at least 11-point size
- Margins must be at least 0.8-inch margins on all sides.
- Balance the narrative between the two sections (program results and either leadership or professional statute. 2/2 equal per criterion)

### SES Nominations

**Section I-Program Results:** The executive has an exceptional record of achieving major program goals and exceeding customer expectations by marshaling internal and external resources to attain high-quality outcomes that are technically sound and cost-effective, and that yield rewards commensurate with the level of risk.

**Section II- Executive Leadership:** The executive possesses a sound strategic overview of the public sector environment and has shown creativity, adaptability, and resilience in aligning program efforts with the organization's vision, mission, and goals, and in partnering with stakeholders inside and outside the organization. The executive has also demonstrated the ability to lead people effectively by fostering employee development, cooperation and teamwork, and making optimal use of human, financial and information resources.

### SL/ST

**Section I-Program Results:** The senior professional has an exceptional record of achieving major program goals and exceeding customer expectations by marshaling internal and external resources as necessary to attain high-quality outcomes that are technically or scientifically sound and cost-effective, and that yield rewards commensurate with the level of risk.

**Section II - Stature in Professional Field:** The senior professional is consistently recognized nationally or internationally as a leader or authority in a field or discipline. He or she has influenced others in or beyond the field or discipline; is regularly sought as an advisor and consultant on scientific, technical, or professional programs and problems of fundamental interest and extraordinary difficulty which extend well beyond their field or discipline; and has received major honors or awards or published works that have had a major impact in the field or discipline.

- In the program results, strive to quantify results in terms of outcomes or impact. General statements that are not well substantiated with facts and figures detract



from the nomination. Ensure examples are specific and supported. Provide information on results achieved (e.g., actions taken, impact on stakeholders, staffing levels, budget amounts, cost-savings – specifying the source of such information, organization size, results, etc.). Include information about customer and employee feedback, as appropriate.