



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

February 22, 2022

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

From: Kiran A. Ahuja  
Director

Subject: Call for Nominations for FY2022 Presidential Rank Awards

I am pleased to announce the call for nominations for the FY2022 Presidential Rank Awards (PRA) program.

A Presidential Rank Award is one of the most prestigious awards in the Federal career civil service; and, accordingly, I am asking you to nominate your most exceptional career executives and senior professionals – those who have made extraordinary and lasting contributions to the Federal Government. The individuals who are nominated and chosen for these awards perform valuable services on behalf of the American public and consistently demonstrate strength, integrity, resilience, and a relentless commitment to public service. We are looking for extraordinary leaders who have made significant contributions in delivering mission-critical solutions and providing excellent customer service.

The PRA nomination cycle is an opportunity to recognize and reward your highest performers, which reflects the Biden-Harris Administration's commitment to supporting the federal workforce. These leaders address some of the most difficult 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 FY2022 Presidential Rank Awards are due March 25, 2022. This year, agencies should submit nominations 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 carefully as there are necessary changes to the nomination review and vetting processes. Like last year, agencies may submit only one Interagency Agreement for vetting costs and will be required to provide completed billing documents for on-site investigations of finalists before any work commencing.

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; findings in a final resolution of an Equal Employment Opportunity proceeding suggesting that the individual discriminated in violation of a civil rights statute; 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 which 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 Kristopher Goas, Manager, Senior Executive Resources Services, by telephone at (202) 606-4269 or Karen English, PRA Program Manager, by email at [PRAProgram@opm.gov](mailto:PRAProgram@opm.gov).

Attachments: FY2022 Presidential Rank Awards Program Guidance, Senior Career & SES Appointee Nomination Templates, Biographical/Career Summary Template, Authorization for Release of Information Form, and Code of Conduct Self-Certification Form

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