



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Thursday, January 11, 2018

### MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

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

**Subject:** Annual Data Call for SES, SL and ST Performance Ratings, Pay and Awards for FY 2017

This memorandum constitutes 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) 2017 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 are due to OPM no later than close of business on March 30, 2018.**

#### OPM Usage of Ratings, Pay and Awards Data

OPM will consolidate the submitted data for inclusion in OPM's annual report on executive pay for performance. OPM will also analyze the data to determine correlation of performance ratings and ratings-based pay and awards, separately, 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–

- The Senior Employee performance appraisal process results in meaningful distinctions being made based on relative performance; and
- Senior Employee performance ratings are the primary basis for performance-based pay and award decisions, as evidenced by the strength of the correlation between performance ratings and ratings-based pay and awards, separately.

#### Agency Responsibilities

Agencies, Departments and OIGs are required to use the separate spreadsheet(s) and associated instructions 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 2017 data call template has changed since last year, thus it is critical that agencies use the updated template(s) on the SES and SL/ST MAX

Portal and follow the associated instructions to submit their data. Additionally, the organization's Oversight Official must review the data for accuracy and completeness prior to submitting to OPM.

Agencies, Departments and OIGs must also –

- Protect personally identifiable information by following proper data security procedures and sending access passwords via separate e-mail.
- Provide OPM with separate submissions for each system when reporting for more than one appraisal system (e.g., different rating cycles, appraisal rating patterns, employee coverage, etc.).
- Submit data by the established deadline of **March 30, 2018**, 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.

These data reports must be submitted by e-mail to Allison Lyons at [Allison.Lyons@opm.gov](mailto: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 March 30, 2018. Late submissions will be accepted on a case-by-case basis only.**

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](mailto:Allison.Lyons@opm.gov).

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