



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, February 13, 2018

MEMORANDUM FOR: HEADS OF DEPTS AND AGENCIES AND IGs AND CIGIE

FROM: KATHLEEN M. McGETTIGAN, ACTING DIRECTOR

Subject: Nominations for FY 2018 Presidential Rank Awards

I am pleased to announce the call for nominations for the FY 2018 Presidential Rank Awards (PRA) program.

A Presidential Rank Award is the most prestigious award 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, industry, and a relentless commitment to public service. We are looking for extraordinary leaders who have addressed some of the most difficult organizational challenges, as well as developing a strong and diverse workforce for the 21st century.

This award program was established by statute in 1978 as a means of recognizing that performance. This memorandum serves as a call for agency nominations for those whose service merits the highest level of recognition through a Presidential Rank Award. This is an excellent opportunity to identify career Senior Executive Service (SES) members and senior career level/scientific or professional employees (SL/ST) who have made significant impacts on your agency's effectiveness on a sustained basis. I encourage you to draw on all segments of your executive workforce to identify this select group.

Nominations for FY 2018 Presidential Rank Awards are due to the Office of Personnel Management (OPM) by Friday, March 30, 2018.

Inspectors General should nominate executives separately from their parent agencies through the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

By regulation, all agencies, as well as IG nominations made through CIGIE, may nominate up to 9% of their career SES and SL/ST populations. Nominees must meet stringent personal and professional standards, and are therefore subject to extremely rigorous review and evaluation processes.

As set forth in 5 U.S.C. § 4507(d)(1) and (2), awards for the Distinguished Rank may not exceed 1%, and for the Meritorious Rank may not exceed 5%, of the career SES and SL/ST populations. The President makes the final decision approving award recipients. On average, over the past

three years, the President has bestowed this honor on approximately 150 deserving members of the SES and Senior Professionals.

Attached is detailed guidance for preparing and submitting nominations. When considering potential nominees, agencies must exercise due diligence in reviewing both 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 of discrimination or misconduct relevant to Equal Employment Opportunity, Office of Inspector General (or their equivalent) proceedings, and evidence of as yet un-adjudicated misconduct in relation to Office of Inspector General (or their equivalent) records, 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.

If you or your staff members would like any additional information about the program, please contact Julie Brill, Acting Deputy Associate Director, Senior Executive Services and Performance Management, by telephone at (202) 606-8046 or Laura Lynch, Manager, Senior Executive Resources Services, by telephone at (202) 606-2773.

Attachments: FY 2018 Presidential Rank Awards Program Guidance, Billing Form, Senior Career & SES Appointee Nomination Templates, and Biographical/Career Summary Template (see 508-compliant PDFs below)

cc: Chief Human Capital Officers and Human Resources Directors