



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Thursday, June 27, 2013

**MEMORANDUM FOR: Heads Of Executive Departments And Agencies**

FROM: Elaine Kaplan Acting Director

Subject: Vetting Process for Nominations for FY 2013 Presidential Rank Awards or Alternative Non-Monetary Presidential Recognition

This is to provide additional guidance regarding the vetting process for nominations for the Fiscal Year (FY) 2013 Presidential Rank Awards (PRA) program or alternative non-monetary Presidential recognition, as indicated in the memorandum entitled, "Update and Clarification Regarding the FY 2013 Presidential Rank Award Program," issued on June 11, 2013, by the U.S. Office of Personnel Management (OPM).

Consistent with statutory requirements, OPM will administer its annual process to review PRA nominations and recommend finalists to the President. OPM will administer the usual vetting process for all finalists. Specifically, OPM will coordinate on-site evaluations with the PRA coordinators at each agency, at which time OPM will review relevant personnel records and conduct interviews with appropriate persons to obtain information on the performance and professional accomplishments of each finalist for a PRA or non-monetary Presidential recognition. Additionally, OPM will conduct a criminal records check on all finalists.

As in the past, nominating agencies and organizations will bear the costs associated with appropriate screening of a nominee for Presidential recognition as determined by OPM.

Please contact OPM if you have any suggestions on alternative non-monetary recognition.

If you have any questions regarding this guidance or a nomination submitted by your agency or organization, please immediately contact either of the following individuals: (1) Laura Lynch, Manager, Senior Executive Resources Services, by telephone at 202-606-2773 or by e-mail at [Laura.Lynch@opm.gov](mailto:Laura.Lynch@opm.gov), or (2) Karen English, PRA Program Manager, by telephone at 202-606-2747 or by e-mail at [Karen.English@opm.gov](mailto:Karen.English@opm.gov).

cc: Chief Human Capital Officers