



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Human Capital Leadership
and Merit System
Accountability Division

DEC - 9 2009

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM: KEVIN E. MAHONEY
ASSOCIATE DIRECTOR
HUMAN CAPITAL LEADERSHIP
AND MERIT SYSTEM ACCOUNTABILITY

SUBJECT: Senior Executive Service (SES), Inspector General SES, Senior-Level (SL),
and Scientific and Professional (ST) 2009 Annual Data Call

This memorandum is the annual data call to executive Departments and agencies requesting fiscal year (FY) 2009 summary performance ratings, pay and awards data for: 1) the agency's Senior Executive Service (SES), 2) the Inspector General's SES, and 3) Senior-Level (SL), and Scientific and Professional (ST) employees. Your reports are due to the U.S. Office of Personnel Management (OPM) no later than close of business on March 5, 2010.

Agencies must provide to OPM a report for the above employees using the separate spreadsheets provided with this call. We had planned to use the data you report to the Executive and Schedule C System (ESCS), but the new data reporting platform will not be ready for this data call. You should ensure the Executive and Schedule C System contains the information you report to us during this data call as we intend to rely solely on the ESCS beginning with the FY 2010 data.

In addition to including agency data in OPM's annual report on executive pay for performance, the data will be used to support requests for certification of a performance appraisal system and to calculate the Governmentwide metric for the correlation of ratings and performance pay. As in previous years, OPM will conduct a rigorous review of agency summary data submissions to ensure that:

- the senior employee appraisal process results in meaningful distinctions being made based on relative performance;
- senior employee ratings are the primary basis for performance pay decisions, as evidenced by the strength of the correlation between ratings and performance pay; and
- ratings and performance pay generally reflect organizational performance and results achieved.

We require a separate submission for each system, if you are reporting for more than one appraisal system (e.g. different rating cycles or appraisal rating patterns). Your reports must be submitted electronically to arthur.walker@opm.gov using the appropriate template(s) included with this data call not later than close of business on March 5, 2010.

As we required in FY 2008, to protect Personal Identifiable Information, please follow data security procedures and send the password to access your data in a separate email. If you have any questions, please contact Art Walker at (202) 465-1389 or arthur.walker@opm.gov. If you need further assistance contact Karen Lebing at (202) 606-1633 or Karen.Lebing@opm.gov.

Attachments