



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

MAR 9 2012

MEMORANDUM FOR SECRETARY OF THE ARMY
SECRETARY OF THE NAVY
SECRETARY OF THE AIR FORCE
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Fiscal Year 2012 Presidential Rank Awards Program – Call for Nominations

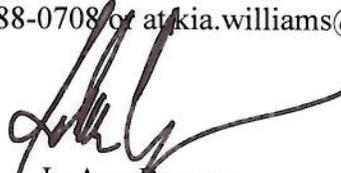
It is my pleasure to announce the call for nominations for the Fiscal Year (FY) 2012 Presidential Rank Awards program for career members of the Senior Executive Service (SES) and Senior Professional (SP) workforce. Nominations are due no later than March 16, 2012, to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy). This suspense will provide time for my office to review the documentation, ensure compliance with the U.S. Office of Personnel Management (OPM) requirements and meet the deadline for submission to OPM of March 26, 2012.

The percentage of career SES and SP members who may be nominated is based on the Department's manning figures as of September 30, 2011, and is capped by 5 CFR 451.302(3)(c) at 9 percent of the overall figures. For FY2012, in recognition of the ongoing need for fiscal conservancy, and budget constraints, the Department's participation will be capped at 5 percent of September 30, 2011 manning figures. This decision reflects the Department's commitment to financial austerity while recognizing the outstanding contributions of DoD's career SES and SP workforce. The nominations caps for each Component are shown on Attachment 1. Components may not exceed the 5 percent participation rate. The OPM memorandum at Attachment 2, "Subject: FY2012 Presidential Rank Awards Program," provides more detailed information regarding the Presidential Rank Awards program and nomination requirements.

To assist in satisfying the specifications of the biographical/career summary and justification section of the nomination package, standardized templates have been created and are located in Attachment 3. The standardized templates are strongly encouraged and provide guidance for the format and content of the sections. The templates have been sent electronically to your Presidential Rank Award Program Managers and are located on the Rank Awards section of the Department's SES and SP Web site: (http://www.cpms.osd.mil/sespm/rank_awards.aspx).

The Presidential Rank Awards program is a prestigious recognition program, based in law and with awards given by the President to outstanding career SES and SP members. This program provides the Department with a tremendous opportunity to recognize those members who have demonstrated a sustained record of extraordinary accomplishments. Components

should consider the reduced participation rate and ensure their nominations represent the most superlative candidates who serve as role models for the Department and across the Federal Government and who represent the Department's diverse missions. If you have any questions, please contact Ms. Kia Williams at 703-588-0708 or at kia.williams@cpms.osd.mil.



Jo Ann Rooney
Acting

Attachments:
As stated

Distribution Cap for Fiscal Year 2012

**Presidential Rank Award Nominees by Career Members of
Senior Executive Service (SES) and Senior Professional (SP) Workforce.**

Table for 5% Cap

Department of Defense Components	Senior Executive Service (SES)		Senior Professionals (SL and ST)	
	On Board as of 9/30/11	5% PRA Nomination Cap	On Board as of 9/30/11	5% PRA Nomination Cap
Army	289	14	44	2
Navy	342	17	71	4
Air Force	190	10	47	2
4th Estate	487	24	32	2

Office of Personnel Management (OPM)
2012 Presidential Rank Awards Nominations

Delivery Instructions

***** Please note new room location*****

Couriers/agency staff delivering packages should **enter OPM thru the loading dock entrance located on the 19th street side of the building**. OPM is located at 1900 E Street, NW. Couriers should inform the guards located at the loading dock entrance that they are delivering packages to Senior Executive Resource Services (SERS) in **Room 4457**. Deliveries may then be brought directly to **Room 4457** and placed in the drop box located just inside of that suite. Staff members are normally around if the package needs to be signed for, or it may just be left in the drop box.

Should your couriers have any difficulty entering the building using this process, please make sure they continue to have contact names and numbers to reach someone in SERS. Please provide the following numbers for your courier to use **if there is no response on 202-606-2246:**

- Karen English 202-606-2747
- Michelle Couser: 202-606-9497
- Nicole Wright: 202-606-1351
- Phyllis Proctor: 202-606-2683
- Que Fernando: 202-606-2544

Presidential Rank Awards Program Nomination Template – SES Appointee

(Revised 11/2011)

SECTION I - Nominee Information

(Type Information)

Year of Nomination **FY 2012**

Name <i>(exactly as it should be spelled on the award)</i>		Position Title	
Agency and Post of Duty Address <i>(include division)</i>			
Current Residence <i>(City, State, & Zip Code only)</i>			
Current Employment Status <i>(Check all that apply)</i>			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Re-employed Annuitant <input type="checkbox"/> PAS with SES Benefits retained (5 U.S.C. 3392)			
Date of Entry into the SES	Type of Award for Which Candidate is Being Nominated for <i>(mark one box only)</i>		
	<input type="checkbox"/> Distinguished Executive	<input type="checkbox"/> Meritorious Executive	
List any previous Presidential Rank Award(s) Received by Nominee <i>(continue on a blank sheet of paper if more space is needed)</i>			
Year Received	Distinguished	Meritorious	Year Received
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Executive Level Positions Nominee has held <i>(continue on a blank sheet of paper if more space is needed)</i>			
From/To <i>(month & year)</i>	Position Title	Agency	

SECTION II - Agency Information

Name and Title of Agency Presidential Rank Awards Program Coordinator	Telephone Number <i>(include area code)</i> and Email Address
Name and Title of Immediate Supervisor	Signature of Immediate Supervisor
Name and Title of Nominating Agency Official	Signature of Nominating Agency Official
As the nominating agency official, I certify the information contained in the nominee's justification is accurate and true	

Nomination Template – Senior Career Employee (Revised 11/2011)

SECTION I - Nominee Information

(Please Type Information)

Year of Nomination **FY 2012**

Name		Position Title	
Agency and Post of Duty Address (include division)			
Current Residence (City, State, & Zip Code only)			
Current Employment Status (Check all that apply)			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Re-employed Annuitant <input type="checkbox"/> Other _____			
Date of Entry into SL/ST Position	Type of Award for Which Candidate is Being Nominated for (mark one box only)		
	<input type="checkbox"/> Distinguished Senior Professional	<input type="checkbox"/> Meritorious Senior Professional	
List any previous Presidential Rank Award(s) Received by Nominee (continue on a blank sheet of paper if more space is needed)			
Year Received	Distinguished	Meritorious	Year Received
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Senior Level and/or Scientific/Professional Positions Nominee has held (continue on a blank sheet of paper if more space is needed)			
From/To (month & year)	Position Title	Agency	

SECTION II - Agency Information

Name and Title of Agency Presidential Rank Awards Program Coordinator	Telephone Number (include area code) and Email Address
Name and Title of Immediate Supervisor	Signature of Immediate Supervisor
Name and Title of Nominating Agency Official	Signature of Nominating Agency Official
As the nominating agency official, I certify the information contained in the nominee's justification is accurate and true	

PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING

INSTRUCTIONS TO COMPLETE PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING FORM

1. This Express Billing Form is a financial obligating document and must be signed by a finance officer. This obligates payment for all nominees submitted to OPM for consideration for the 2012 Presidential Rank Award (PRA) Program. However, agencies will only be invoiced for the number of PRA nominees selected as finalists who are submitted for on-site evaluations and criminal history name checks.
2. All information **must** be provided for record keeping purposes.
3. A separate Express Billing Form must be completed for each combination of an Agency Location Code (ALC) and Treasury Account Symbol (TAS).
4. An Express Billing Form can only represent obligation for one combination of ALC and TAS.
5. All nominee names from an Agency/Division must be listed on the Express Billing Form dedicated to their own ALC and TAS combination.
6. Each agency will receive a separate invoice from OPM for each Express Billing Form.
7. An obligating document (P.O.) must accompany each Express Billing Form unless a Government Purchase Card is used.

PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING

Requesting Agency Name: _____
 Agency Division Name: _____

Date: _____

Select Payment Method: IPAC Government Purchase Card (GPC)

Total Number of Nominees Submitted: _____
 Cost Per Nominee: \$ 550.00
 Total Obligation: _____

To Be Completed By Requesting Agency

To Be Completed By Servicing Agency

24000001
24X4571.24
COLL
126536929

Additional information required for payment by Government Purchase Card (GPC):

GPC number _____
 GPC verification code _____
 GPC Expiration Date (MM/YY) _____
 GPC billing Zip Code _____
 GPC Cardholder Name _____

Authorized Contact Information:

P.O.C. Name & Phone Number _____
 P.O.C. Email Address _____
 Financial/Certifying Official's Name _____
 Financial/Certifying Official's Title _____

Karen English 202-606-2747
Karen.English@oom.gov
Daniel K. Marella
Deputy Chief Financial Officer
Sign/Date

PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING

LIST OF NOMINEES

Requesting Agency

Agency Location Code (ALC)

Treasury Account Symbol (TAS)

Obligating Document Number (Attach Document)

NOMINEE NAMES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
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20. _____
21. _____
22. _____
23. _____
24. _____



Guidance for the FY 2012 Presidential Rank Awards Program

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THE PRESIDENTIAL RANK AWARD PROGRAM

The Federal Government operates more effectively when agency leaders set measurable, outcome-focused goals for their organizations, regularly engage in critical reviews of progress on these goals, and are recognized for outstanding accomplishments in improving how the Government serves the American people during their careers.

Each year, since the establishment of the Senior Executive Service (SES), the President has conferred the ranks of Distinguished Executive and Meritorious Executive on a select group of career senior executives who have provided exceptional service to the American people over an extended period of time. These senior executives are outstanding leaders who consistently demonstrate strength, integrity, industry, and a relentless commitment to public service. Through their personal conduct and results-oriented leadership, they have earned and kept a high degree of public confidence and trust. They have demonstrated their success in balancing the needs and perspectives of customers, stakeholders, and employees with organizational results. Executives from across Government are nominated for Presidential Rank Awards by their agency heads, evaluated by citizen panels, and selected by the President.

Two categories of rank awards exist. The *Distinguished* rank is awarded to leaders who achieve extraordinary results. The *Meritorious* rank is awarded to leaders for sustained accomplishments.

Since 1980, Distinguished Executive and Meritorious Executive Presidential Rank Awards have been conferred on career members of the SES. In 2001, the rank award statute was amended to extend eligibility for these prestigious Presidential awards to certain senior career employees who have a sustained record of exceptional professional, technical, and/or scientific achievement recognized on a national or international level. Beginning with awards granted in 2003, the President has conferred the ranks of *Distinguished Senior Professional* and *Meritorious Senior Professional* on a select group of senior career employees in a manner similar to that for career members of the SES.

Only one percent of SES or senior career employees respectively may earn the Distinguished rank award. Only five percent of SES or senior career employees respectively may receive the Meritorious rank award. The percentage of SES or senior career employees respectively who may receive each award is based on the Governmentwide number of career appointees in OPM-allocated SES or Senior-Level (SL) and Scientific-Professional (ST) positions as of September 30th of the previous fiscal year.

Inspectors General should nominate executives separately from the parent agency through the Council of the Inspectors General on Integrity and Efficiency (CIGIE), as provided by section 14 of the Inspector General Reform Act of 2008. All agencies, including CIGIE, may nominate up to nine percent of their career SES and SL/ST populations respectively.

STATUTORY BASIS FOR PRESIDENTIAL RANK AWARDS PROGRAM

OPM's statutory basis for administering the Presidential Rank Awards Program is found in:

- *Title 5, Sec. 4507. Awarding of ranks in the Senior Executive Service; and*
- *Title 5, Sec. 4507a. Awarding of ranks to other senior career employees*

NOMINATION DEADLINE

Nominees must meet the eligibility requirements by the nomination deadline of March 26, 2012.

NOMINATING SENIOR EXECUTIVES (SES) FOR A PRESIDENTIAL RANK AWARD

SES Eligibility Requirements

Nominees must meet the following eligibility criteria by the nomination deadline:

- Hold a career appointment in the SES;
- Be an employee of the nominating agency on the nomination deadline; and
- Have at least three years of career or career-type Federal civilian service at the SES level. Service does not have to be continuous. Qualifying service may include appointments in the SES, Senior Foreign Service, FBI/DEA SES, Defense Intelligence SES, and other SES-equivalent systems. Service under other than career-type appointments (e.g., noncareer, limited, indefinite) or in Senior Level or Scientific-Professional or equivalent positions is not qualifying.

Presidential Rank Awards recognize extraordinary long term achievements. One strong performance rating may justify a performance bonus but not a Presidential Rank Award. In contrast, three performance ratings demonstrating consistently high performance may indicate an executive is deserving of nomination for a rank award.

An agency may nominate a reemployed annuitant who meets all eligibility requirements. Also, an Executive Schedule employee who was appointed by the President with Senate Confirmation (PAS) without a break in service from a career SES appointment and chose to remain eligible for rank awards under 5 U.S.C. 3392(c) may be nominated, although 5 U.S.C. 4509 otherwise precludes a PAS Executive Schedule employee from receiving the award. A part-time or intermittent executive may be nominated but the agency must be prepared to pay the full award. It should not be pro-rated.

Agencies may consider a broad range of factors in exercising discretion to nominate executives for this award, including: budgetary limits; policy considerations; Congressional concerns; and any public affairs or suitability implications. Agencies will also need to decide whether an award to any proposed nominee would be in the best interests of the agency and the Administration.

A nominee who meets the eligibility requirements but leaves the SES before being selected as a recipient may still receive the honor, and the award amount must be based on the last rate of basic pay received as a career member of the SES. The same applies to a nominee who dies after OPM has received the nomination.

An individual who has received either rank award (i.e., Distinguished or Meritorious) may be nominated for the other award in succeeding years; however, an individual may not receive the same rank award more than once in any five-year period.

Year Award Received	Year Eligible to Receive the Same Award
2007	2012
2008	2013
2009	2014

SES Nomination Criteria

The law provides the rank of Distinguished Executive is awarded for “sustained extraordinary accomplishment,” and the rank of Meritorious Executive for “sustained accomplishment.” Presidential Rank Awards are reserved for career senior executives who have a record of achievement that is recognized throughout the agency and/or is acknowledged on a national or international level. In reaching the pinnacle of achievement, rank award recipients will also have demonstrated strong leadership abilities, inspired their employees and earned the respect of those they serve. Nomination criteria should focus more clearly on achievement of results and the effectiveness of the means by which those results are achieved. The nomination criteria are as follows:

- 1. Program Results:** The executive has an exceptional record of achieving major program goals and exceeding customer expectations by marshaling internal and external resources to attain high-quality outcomes that are technically sound and cost-effective, and that yield rewards commensurate with the level of risk.
- 2. Executive Leadership:** The executive possesses a sound strategic overview of the public sector environment and has shown creativity, adaptability, and resilience in aligning program efforts with the organization’s vision, mission, and goals, and in partnering with stakeholders inside and outside the organization. The executive has also demonstrated the ability to lead people effectively by fostering employee development, cooperation and teamwork, and making optimal use of human, financial and information resources.

SES Nomination Limits

Inspectors General should nominate executives separately from the parent agency through the Council of the Inspectors General on Integrity and Efficiency (CIGIE), as provided by section 14 of the Inspector General Reform Act of 2008. All agencies, including CIGIE, may nominate up to a total of nine percent of their career SES populations for collective Distinguished and Meritorious awards, but are not subject to any prescribed ratio of Distinguished to Meritorious nominations. Agencies should keep in mind, however, the statute permits only one percent of the Governmentwide career SES population to receive the Distinguished Rank award, and five percent to receive the Meritorious Rank award. Agencies with fewer than 12 SES members may nominate one SES member.

NOMINATING SENIOR CAREER EMPLOYEES (SL/ST) FOR A PRESIDENTIAL RANK AWARD

Senior Career Employees (SL/ST) Eligibility Requirements

Nominees must meet the following eligibility requirements by the nomination deadline:

- Hold a career OPM-allocated Senior-Level (SL) or Scientific-Professional (ST) position;
- Be an employee of the nominating agency on the nomination deadline; and
- Have at least three years of career or career-type Federal civilian service above GS-15. Service does not have to be continuous. Qualifying service does not include appointments that are time-limited or to positions that are excepted from the competitive service because of their confidential or policy-making character.

Presidential Rank Awards recognize long term achievement. One strong performance rating may justify a performance bonus but not a Presidential Rank Award. In contrast, three performance ratings demonstrating consistently high performance may indicate an SL or ST employee is deserving of nomination for a rank award.

Agencies may nominate a reemployed annuitant who holds a career appointment to an OPM-allocated SL or ST position and meets all eligibility requirements. Agencies may also nominate a part-time or intermittent employee, but in keeping with the prestige of the award, be prepared to pay the full (not pro-rated) percentage of the recipient’s annual basic salary. Agencies may consider a broad range of factors in exercising discretion to nominate SLs and STs for this award, including: budgetary limits; policy considerations; Congressional concerns; and any public affairs or suitability implications. Agencies will also need to decide whether an award to any proposed nominee would be in the best interests of the agency and the Administration.

A nominee who meets the eligibility requirements, but leaves the SL or ST position before being selected as a recipient, is eligible to receive the award and the award amount must be based on the last rate of basic pay received as a career SL or ST. The same applies to a nominee who is deceased post the agency nomination.

An individual who has received either rank award (i.e., Distinguished or Meritorious) may be nominated for the other award in succeeding years; however, an individual may not receive the same rank award more than once in any five-year period.

Year Award Received	Year Eligible to Receive the Same Award
2007	2012
2008	2013
2009	2014

Senior Career Employee (SL/ST) Nomination Criteria

The law provides that the rank of Distinguished Senior Professional is awarded for “sustained extraordinary accomplishment,” and the rank of Meritorious Senior Professional for “sustained accomplishment.” Presidential Rank Awards are reserved for senior career employees who have a sustained record of professional, technical, and/or scientific achievement that is recognized throughout the agency and is acknowledged on a national or international level. In reaching the pinnacle of achievement, rank award recipients will also have inspired their colleagues and earned their stakeholders’ respect. The nomination criteria for Senior Career Employees are as follows:

1. **Program Results:** The senior professional has an exceptional record of achieving major

program goals and exceeding customer expectations by marshaling internal and external resources as necessary to attain high-quality outcomes that are technically or scientifically sound and cost-effective, and that yield rewards commensurate with the level of risk.

- 2. Stature in Professional Field:** The senior professional is consistently recognized nationally or internationally as a leader or authority in a field or discipline. He or she has influenced others in or beyond the field or discipline; is regularly sought as an advisor and consultant on scientific, technical, or professional programs and problems of fundamental interest and extraordinary difficulty which extend well beyond his or her field or discipline; and has received major honors or awards or published works that have had a major impact in the field or discipline.

Senior Career Employees Nomination Limits

Inspectors General should nominate senior employees separately from the parent agency through the Council of the Inspectors General on Integrity and Efficiency (CIGIE), as provided by section 14 of the Inspector General Reform Act of 2008. All agencies, including CIGIE, may nominate up to a total of nine percent of their career SL/ST populations for collective Distinguished and Meritorious awards, but are not subject to any prescribed ratio of Distinguished to Meritorious nominations. Agencies should keep in mind, however, the statute only permits one percent of the Governmentwide career SL/ST population to receive the Distinguished Rank award, and five percent to receive the Meritorious Rank award. Agencies with fewer than 12 senior career employees may nominate up to one senior professional.

ELIGIBILITY REQUIREMENTS AND NOMINATION CRITERIA FOR AGENCIES EXEMPT FROM THE SES

Several agencies have senior career executives who meet the SES definition at 5 U.S.C. 3132(a)(2), but their positions are placed in the Senior-Level (SL) system because the agency is exempt from SES coverage. These agencies receive Senior-Level (SL) space allocations from OPM for these appointees. These agencies include, but are not limited to:

- Export-Import Bank of the United States
- Federal Election Commission
- Federal Financial Institutions Examination Council
- National Security Council
- Pension Benefit Guaranty Corporation
- U.S. Holocaust Memorial Council

These agencies should use the nomination criteria established for members of the Senior Executive Service when nominating their career senior executives for rank awards but indicate on the template the Agency is applying the SES nomination criteria for the nominees. Similarly, these agencies should use the nomination criteria established for senior career employees when nominating employees in the Senior-Level system who do not meet the statutory SES definition.

PREPARING NOMINATION PACKAGES

Agencies should send OPM a cover letter signed by the agency head and an alphabetical list of

nominees for each award category (SES and Senior Career Employee) – with the required number of nomination folders, as specified below – for each nominee. Agencies should include the last four digits of the Social Security number for each nominee on the alphabetical list, and include in the cover letter the name, phone number, and email address of the agency’s Presidential Rank Awards Program coordinator.

Agencies should prepare nomination folders to accompany the cover letter and alphabetical list of nominees per the following guidelines.

Nomination Folders

Agencies should send each nomination in standard letter-size folders, with tabs (second or third cut are preferable). For each Distinguished and Meritorious nominee, agencies should provide five (5) identical folders, secured together using elastic bands. Agencies should specify whether nominations are for the SES rank award or the Senior Professional rank award. Each folder must include the following:

- 1. Label on the Folder Tab**
NAME OF NOMINEE (First, Middle Initial, Last)
AGENCY NAME
DISTINGUISHED SES or SP 2012 -or- MERITORIOUS SES or SP 2012
- 2. Presidential Rank Awards Program Nomination Template.** Complete the appropriate template for each nominee. You must check all the boxes that apply to the nominee’s current employment status. There is a block that requires the nominee’s immediate supervisor’s signature. There is also a block for the agency head’s signature. If the agency head prefers signing only the cover letter, indicate as such, e.g., “/s/ cover ltr.”
- 3. Biographical and Career Summary.** In bullet format, summarize the nominee’s accomplishments as an SES member or SL/ST employee, which serve as the basis for nomination for a Rank Award. Also briefly list the nominee’s career highlights, and other biographical information, including significant honors, awards, etc. *Use no more than one page of text. Text should be no smaller than an 11-point type and at least 0.8 inch margins.*
- 4. Justification Statement.** Concisely describe the nominee’s career achievements for each of the Presidential Rank Award criteria, as described above, in the same order as the criteria are listed. *Use no more than three pages of text. Text should be no smaller than an 11-point type and at least 0.8 inch margins.*

You should not include SF-50 or equivalent personnel forms in the nominee’s folders. Additionally, do not staple or paper clip any of the pages in the folder. **OPM will return folders that do not meet the specified format.**

Suggestions

Since Review Board members are private citizens, they will not know the intricacies of each nominee’s program responsibilities or even the general context of Federal Government work. Statements must be

clear, organized, and well-written to make it easier for your nominee's achievements to receive the consideration they deserve. We have found that it helps if you take the following actions:

- Organize the justification statements in the same order as the PRA criteria, and number the pages of the justification statement (i.e., 1,2,3);
- Ensure examples are specific and supported. Provide information on results achieved (e.g., actions taken, impact on stakeholders, staffing levels, budget amounts, cost-savings – specifying the source of such information, organization size, results, etc). Include information about customer and employee feedback, as appropriate; and
- Use commonly-understood terms. Avoid acronyms, abbreviations, and jargon-laden terms.

THE REVIEW PROCESS - EVALUATING AGENCY NOMINATIONS

OPM Review

OPM verifies that each nominee meets the eligibility requirements. OPM also reviews each nomination package for completeness. A complete package must include:

- Five identical folders for each Distinguished and Meritorious nomination.
- A cover letter with a list of nominees signed by the agency head.
- A PRA nomination template.
- A one-page Biographical and Career Summary.
- A justification statement three pages or less addressing the award criteria.
- An Express Billing form.

Information contained in the Executive and Schedule C System (ESCS) database is used to verify eligibility and record scores from the Review Board deliberations.

How Review Boards Work

OPM administers the Presidential Rank Award Review Boards which are composed of private citizens. Each Board has three members who individually evaluate and rate the accomplishments described in the justification statement. Each member makes an independent judgment on the cases presented. The nominee's score is the sum of each board member's ratings. There is no appeal of review board determinations.

The Review Boards for the Distinguished Rank and the Meritorious Rank will meet in various locations each year. On-site evaluations are conducted on select Distinguished and Meritorious nominees the Review Boards recommend as finalists for approval, and agencies will bear the costs of these inquiries.

On-site Evaluations (Investigation Inquiry Process)

All Distinguished and Meritorious finalists recommended by the Review Boards for approval are subject to on-site evaluations conducted by OPM's Center for Federal Investigative Services in coordination with the Presidential Rank Award coordinators at each agency. During these on-site evaluations, OPM will review relevant records, and conduct interviews with appropriate persons, about the nominees' performance and professional accomplishments. All finalists are also subject to a criminal records check. Agencies will bear the cost of on-site evaluations and the criminal records check. *For FY 2012, the estimated cost will be \$550 per nominee.*

When submitting nominations, each agency is required to submit an obligating document to cover the

investigation costs for each agency's finalists. Each agency must also complete and submit the OPM Presidential Rank Awards Express Billing Form attached to the end of this guidance. The Express Billing Form must be completed by the Financial Management Staff at each agency and signed by a Financial Manager along with the obligating document. Note the financial data requested in OPM's Express Billing Form may not be necessary for certain payment methods selected by an agency; however, the information is required for records documentation. Payment is due when the investigation of each finalist is complete; at that time, OPM will initiate IPACS or charge a government purchase card for the appropriate agency.

Agency Head Final Review and Certification ("Eyes Only" Process)

After Review Boards complete their evaluations and OPM receives the results of the inquiry process, OPM will consolidate the board scores and prepare a ranked list, and the Director of OPM will establish the minimum scores determining finalists in each rank award category, in compliance with statutory limitations. The OPM Director will provide agency heads or their designees another opportunity to certify the final nominees are not involved in any situations that adversely impact their nomination or would cause embarrassment to the agency or the Administration after the awards are announced. Situations that could cause a withdrawal of the nomination might include being the subject of an unfavorable finding in an investigation, conflict of interest, EEO complaint, or adverse legal action. (Please note that simply bringing an EEO complaint that does not succeed does not make one "the subject of an unfavorable finding." In other words, agencies may not disqualify employees because they brought but did not prevail upon such claims). We also ask agencies to consider the potential reaction of employees, customers, and other stakeholders.

Withdrawing a Nomination

You may withdraw a nomination at any time before the President approves the awards.

- To withdraw a nomination before the agency head's final certification, agencies should send OPM a letter signed by the agency head or their designee, asking to withdraw the nomination. Agencies should state the nominee's name and the award for which he/she was nominated. No reason is required.
- To withdraw a nomination at the time of the agency head's final certification, agencies should draw a line through the nominee's name on the list, have the agency head initial the withdrawal, and sign the list. Subsequently, agencies should return the list to OPM along with a cover letter requesting withdrawal of the nomination.
- The withdrawal of a nomination following the agency head's final certification should rarely occur but may be necessary in extraordinary circumstances. To withdraw a nomination, agencies are further requested to call the OPM Presidential Rank Award Program Manager at (202) 606-8046, and immediately follow the phone call with a letter signed by the agency head or designee asking that the nomination be withdrawn. Agencies should state the nominee's name and the award for which the nominee was recommended.

RECOMMENDATIONS TO THE PRESIDENT

After agency heads certify finalists, the OPM Director sends the names of the reconfirmed, recommended finalists to the President to make final decisions before the end of September. Nominees can not be added or removed from the list once the President has approved.

OPM will notify the agency head and other appropriate agency contacts as soon as the White House informs us the President has approved the Rank Award winners. At this time, agencies are authorized to notify award recipients of their selection and distribute rank award checks – no internal ceremonies are authorized. Public announcement of the award winners is reserved for the President, and OPM will advise agencies once publicity is authorized.

PROCESSING AND PAYING THE AWARDS

Each agency pays for their executives' rank awards. You should consider and plan for awards as part of executive compensation each year. The amount of the award should be based on the last rate of basic pay received as a career member of the SES or SL/ST. Your agency should anticipate the need to pay winners and budget accordingly.

OPM will issue guidance on Presidential Rank Awards and Aggregate Compensation in the SES, which provides information about payment of the awards. The memo will advise you to take the precaution of having rank award checks drawn and ready for the SES appointees and senior career employees on the list that will be provided to your agency head to certify your agency's finalists. This will allow you to pay awards with current fiscal year funds.

In order to capture award payments accurately, use the appropriate Nature of Action Codes (NOAC) for Rank Awards as described in the Guide to Processing Personnel Actions, which is available online at <http://www.opm.gov/feddata/gppa/Gppa29.pdf>.

Distinguished Rank Award recipients receive 35 percent of their rate of basic pay; Meritorious Rank Award recipients receive 20 percent of their rate of basic pay. The award is paid as a lump-sum payment, and the payment is subject to the applicable annual aggregate limitation on pay under 5 U.S.C. 5307. Section 5307(d) permits agencies with certified performance appraisal systems for members of the Senior Executive Service (SES) and Senior-level (SL) and Scientific-Professional (ST) employees (senior professionals) to apply a higher annual aggregate limitation on pay for those employees. The higher aggregate limitation on pay is equivalent to the total annual compensation payable to the Vice President under 3 U.S.C. 104. Agencies without certified performance appraisal systems for their SES members or senior professionals must apply an annual aggregate limitation on pay equivalent to the rate for level I of the Executive Schedule. Any portion of a rank award that would cause aggregate compensation in a calendar year to exceed the applicable aggregate limitation on pay is rolled over for payment at the beginning of the following calendar year.

The lump-sum award payment that is paid in the following calendar year is in addition to basic pay. The lump-sum payment is not subject to retirement, health benefits, or life insurance deductions. It is not included in the "high three" average pay computation for retirement benefits or in basic pay for thrift savings plan computation. However, the payment is subject to income tax withholding and also FICA tax withholding if the executive is in the Federal Employees Retirement System (FERS) or subject to Civil Service Retirement System (CSRS) Offset.

RECOGNIZING AWARD RECIPIENTS

Each award recipient receives a framed certificate signed by the President. The Distinguished certificate features a gold emblem; the Meritorious certificate features a silver emblem. Each winner

receives a Rank Award pin – gold for the Distinguished winners and silver for the Meritorious winners.

Agencies should notify award recipients of their selection, however, agencies may not make any public announcement or hold any ceremonies in honor of the award winners until agencies receive notification by OPM they are authorized to recognize recipients.

When possible, the President or Vice President will hold a recognition ceremony for the Distinguished and Meritorious Executives and Senior Professionals. We will advise you about any recognition ceremony scheduled by the White House.

The Senior Executives Association (SEA) holds an annual banquet recognizing Distinguished Rank Award winners. SEA will contact winners for this event.

FY 2012 PRESIDENTIAL RANK AWARDS TIMELINE

March 26, 2012	<ul style="list-style-type: none">• Nominations due to OPM.
May-June	<ul style="list-style-type: none">• Presidential Rank Awards Review Boards convene• Background inquiries conducted on award finalists
July-August	<ul style="list-style-type: none">• Agency Heads review and sign off on their agency's award finalists.• OPM Director forwards award finalists recommendations to the President.
September	<ul style="list-style-type: none">• Decision made by the President.
TBD	<ul style="list-style-type: none">• Agencies notified to pick up certificates and lapel pins from OPM.

Presidential Rank Awards Program Nomination Template – SES Appointee

(Revised 11/2011)

SECTION I - Nominee Information

(Type Information)

Year of Nomination **FY 2012**

Name <i>(exactly as it should be spelled on the award)</i>		Position Title	
Agency and Post of Duty Address <i>(include division)</i>			
Current Residence <i>(City, State, & Zip Code only)</i>			
Current Employment Status <i>(Check all that apply)</i>			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Re-employed Annuitant <input type="checkbox"/> PAS with SES Benefits retained (5 U.S.C. 3392)			
Date of Entry into the SES	Type of Award for Which Candidate is Being Nominated for <i>(mark one box only)</i>		
	<input type="checkbox"/> Distinguished Executive	<input type="checkbox"/> Meritorious Executive	
List any previous Presidential Rank Award(s) Received by Nominee <i>(continue on a blank sheet of paper if more space is needed)</i>			
Year Received	Distinguished	Meritorious	Year Received
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Executive Level Positions Nominee has held <i>(continue on a blank sheet of paper if more space is needed)</i>			
From/To <i>(month & year)</i>	Position Title	Agency	

SECTION II - Agency Information

Name and Title of Agency Presidential Rank Awards Program Coordinator	Telephone Number <i>(include area code)</i> and Email Address
Name and Title of Immediate Supervisor	Signature of Immediate Supervisor
Name and Title of Nominating Agency Official	Signature of Nominating Agency Official
As the nominating agency official, I certify the information contained in the nominee's justification is accurate and true	

Nomination Template – Senior Career Employee (Revised 11/2011)

SECTION I - Nominee Information

(Please Type Information)

Year of Nomination **FY 2012**

Name		Position Title	
Agency and Post of Duty Address (include division)			
Current Residence (<i>City, State, & Zip Code only</i>)			
Current Employment Status (<i>Check all that apply</i>)			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Re-employed Annuitant <input type="checkbox"/> Other _____			
Date of Entry into SL/ST Position		Type of Award for Which Candidate is Being Nominated for (<i>mark one box only</i>)	
		<input type="checkbox"/> Distinguished Senior Professional <input type="checkbox"/> Meritorious Senior Professional	
List any previous Presidential Rank Award(s) Received by Nominee (<i>continue on a blank sheet of paper if more space is needed</i>)			
Year Received	Distinguished	Meritorious	Year Received
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Senior Level and/or Scientific/Professional Positions Nominee has held (<i>continue on a blank sheet of paper if more space is needed</i>)			
From/To (<i>month & year</i>)	Position Title	Agency	

SECTION II - Agency Information

Name and Title of Agency Presidential Rank Awards Program Coordinator	Telephone Number (<i>include area code</i>) and Email Address
Name and Title of Immediate Supervisor	Signature of Immediate Supervisor
Name and Title of Nominating Agency Official	Signature of Nominating Agency Official
As the nominating agency official, I certify the information contained in the nominee's justification is accurate and true	



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

ACTION MEMO

FOR: ACTING UNDER SECRETARY OF DEFENSE (PERSONNEL & READINESS)

FROM: Paige Hinkle-Bowles, Deputy Assistant Secretary (CPP)

va. Paige Hinkle-Bowles 3/6/2012
SUBJECT: Fiscal Year 2012 Presidential Rank Awards Program – Call for Nominations

- Attached for your review at TAB A is a memorandum from the U.S. Office of Personnel Management (OPM) announcing the call for nominations for the Fiscal Year (FY) 2012 Presidential Rank Awards (PRA).
- Attached at TAB B is the proposed memorandum which also provides the cap of Presidential Rank Award Nominees for the Senior Executive Service and Senior Professional workforce by Component (Attachment 1).
- In addition, the memorandum informs the Components that the Department of Defense will continue to participate at the reduced level of 5% as was done in Fiscal Year 2011.

RECOMMENDATION: Sign the memorandum at TAB B announcing the DoD's participation.

COORDINATION: TAB C

Attachments:

As stated

Prepared By: Kia Williams, CSEMD (703) 588-0708