

EDO Principal Correspondence Control

FROM: DUE: 12/28/00

EDO CONTROL: G20000374  
DOC DT: 07/27/00  
FINAL REPLY:

Janice R. Lachance, OPM

TO:

Chairman Meserve

FOR SIGNATURE OF :

\*\* GRN \*\*

CRC NO: 00-0503

DESC:

FY 2001 Presidential Rank Award Program  
(Nominations Due: 1/12/01)

ROUTING:

Travers  
Paperiello  
Miraglia  
Norry  
Craig  
Burns/Cyr

DATE: 08/02/00

ASSIGNED TO:

CONTACT:

HR

Bird

SPECIAL INSTRUCTIONS OR REMARKS:

If nominations are made, prepare response for  
Chairman's signature.

**OFFICE OF THE SECRETARY  
CORRESPONDENCE CONTROL TICKET**

*Date Printed: Aug 01, 2000 13:52*

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**PAPER NUMBER:** LTR-00-0503 **LOGGING DATE:** 08/01/2000  
**ACTION OFFICE:** EDO

**AUTHOR:** JANICE LACHANCE  
**AFFILIATION:** OPM  
**ADDRESSEE:** CHRM RICHARD MESERVE  
**SUBJECT:** FY 2001 PRESIDENTIAL RANK AWARD PROGRAM

**ACTION:** Appropriate  
**DISTRIBUTION:** CHAIRMAN, RF

**LETTER DATE:** 07/27/2000

**ACKNOWLEDGED** No  
**SPECIAL HANDLING:**

**NOTES:** IF NOMINATIONS ARE MADE, PREPARE RESPONSE  
FOR CHAIRMAN SIGNATURE - DUE BY JANUARY 12,  
2001

**FILE LOCATION:** ADAMS

**DATE DUE:** **DATE SIGNED:**

EDO --G20000374



UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

JUL 27 2000

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: JANICE R. LACHANCE  
DIRECTOR

SUBJECT: FY 2001 Presidential Rank Award Program

As the Clinton Administration draws to a close, I invite you to honor the career Senior Executive Service (SES) members who have helped us serve our citizens and our international partners. Presidential Rank Awards honor and celebrate career SES members who model the highest level of integrity, leadership, and personal conduct. These awards are prestigious and unique. The President selects winners after a rigorous review process led by the Office of Personnel Management (OPM).

Panels of private citizens are the core of this review process. These citizen panels evaluate all agency nominations. They look for executives who have made a difference — executives who have inspired their employees and delivered for their customers. They look for executives who lead a Government that delivers great service, fosters partnerships and community solutions, and continuously pushes itself to get the job done better while costing less.

Our best executives have always recognized that leading people and building customer coalitions are the most important contributors to executive success, and “balanced measures” have always been inherent in the Presidential Rank Award criteria. OPM and the President’s Management Council want to emphasize the crucial influence that customer and employee input have on organizational results. Accordingly, we have revised the Presidential Rank Award criteria to emphasize the importance of using “balanced measures.” The new criteria are attached.

We will give your Human Resources Director detailed instructions on nominating executives for FY 2001 Presidential Rank Awards. Nominations are due January 12, 2001, and I encourage you to participate in the program. My staff is available to brief your agency on the Presidential Rank Award program and the nominating process. To schedule a briefing or get advice on making nominations, please contact Judy McLaughlin at 202-606-2127 or [jsmclaugh@opm.gov](mailto:jsmclaugh@opm.gov).

Attachment

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## **PRESIDENTIAL RANK AWARDS – EVALUATION CRITERIA**

The Presidential Rank Awards were established to recognize a select group of career Senior Executives who have provided great service to the American people over an extended period of time. Distinguished and Meritorious Executives are outstanding leaders; nominees must consistently demonstrate strength, integrity, industry, and a relentless commitment to public service. Through their personal conduct and their 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. Presidential Rank Awards are reserved for executives who have a record of achievement which is recognized throughout the agency and/or is acknowledged on a national or international level. In reaching the pinnacle of achievement, President Rank Award winners will also have inspired their employees and earned their customer's respect.

This year's program adds a new dimension to the nomination process. Balanced measures (i.e., high performance in GPRA goal attainment, customer satisfaction, and employee perspectives) will be key in evaluating executive achievements. Assess your nominee's performance against the following criteria, using balanced measures to help support your nomination:

**Leading Change:** Displayed the highest level of creativity, initiative, flexibility and innovation to produce results that are important to the American people. (Show how the nominee displayed unusual vision in leading organizations or projects that thrived over time and are consistently recognized as extraordinary.)

**Leading People:** Demonstrated unusual success in building and maintaining a workforce that is diverse, well-trained, highly motivated, and productive. (Show how the nominee leveraged the capabilities of employees and other people to build a shared vision, aligned support for that vision, and motivated and encouraged people to work collaboratively to produce significant results.)

**Results Driven:** Has an exceptional record of achieving important program results. (Provide specific examples of how the nominee improved program operations and service delivery, cut red tape, and/or produced other notable results.)

**Business Acumen:** Managed the program's human, financial, material, and information resources in a manner that instilled the utmost public trust and advanced the organization's mission. (Show how the nominee optimized use of financial resources through cost reductions or cost avoidance; applied merit principles to develop, select, and manage a productive and diverse workforce; and/or used information technology systems to make significant program improvements.)

**Building Coalitions/Communication:** Showed an unusual level of cooperative effort with others, including those in Federal agencies, other governmental jurisdictions, and the private and nonprofit sectors. (Demonstrate how the nominee built productive stakeholder relationships that are characterized by mutual respect and contribute to program improvement and increased customer satisfaction.)



UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

JUL 24 2000

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM:

JANICE R. LACHANCE  
DIRECTOR

A handwritten signature in cursive script, reading "Janice R. Lachance", is written over the printed name and title.

SUBJECT:

Senior Executive Service Recertification

Career members of the Senior Executive Service (SES) are subject to recertification every third calendar year, as a result of the Ethics Reform Act of 1989 (Public Law 101-194, section 506, November 30, 1989). This is in addition to the annual appraisals of executive performance. Three recertification cycles have occurred thus far — in 1991, 1994, and 1997. The next round of recertification determinations must occur in calendar year 2000.

Under the law, all career SES members who have completed 156 weeks of continuous service in the SES as of the end of the agency's recertification period will be subject to recertification. The agency head makes the recertification determination. You must evaluate each individual on the basis of excellence in performance over the past three years.

As Government increasingly focuses on performance and results, our executives must lead the way and be held accountable for their own performance and that of their organizations. The SES was designed to accomplish this. Two of its basic principles are to ensure that pay and retention are contingent on executive success, which is measured on the basis of individual and organizational performance, and to assure that senior executives are accountable and responsible for the effectiveness and productivity of their employees. Recertification is one means of assessing whether our executives are meeting this challenge.

We will be providing your Human Resources Directors with detailed guidance on the 2000 recertification process and will be available to answer any questions that may arise.