ACTION: Submission of items below by requested due dates.

CONTACT: Megan Goetz (301-594-5059), Carmen Garcia (301-402-7999) and Blair Battle (301-451-2413)

- **T-42 IC DIRECTOR ACCOMPLISHMENTS**
  DUE DATE: September 16, 2019

- **SES AND SL INITIAL RATINGS**
  DUE DATE: October 2, 2019

- **LIST OF FY 19 SENIOR-LEVEL T-42 RATINGS & TOTAL SUMMARY SCORES**
  DUE DATE: October 2, 2019

IMPORTANT: Guidance for Executives and Rating Officials are found in the attached FY 19 Closeout Guidance document. Please ensure your Executives and Rating Officials review the closeout guidance. The OHR due dates listed above must be met.

Colleagues,

HHS has issued the FY 19 executive performance closeout guidance for SES, SL, and Senior-Level T-42 executives and critical milestones for completion of the appraisal cycle. It is highly urged that ALL executives should begin gathering all needed supporting information and begin the initial draft of both their accomplishment narrative and rating official narrative immediately. By starting now, executives should have enough time to ensure the development of quality submissions. It is imperative that Executives and Rating Officials prepare high-quality, outcome specific, narrative justifications that provide sufficient details to support the rating level assigned.

Reminders of Note

USA Performance (USAP): All SES and Senior-Level T-42 executives will closeout their plans for the first time in USA Performance (USAP); SL executives will continue to use standard form, HHS 840. A USAP refresher training will be offered, separate communication will be sent. For more information on USAP and required deadlines please visit the USAP Resources Page on the OHR website.

FY 19 Performance-Based Bonuses and Pay Adjustments: Final guidance from OPM/OMB has not yet been issued. The Secretary’s decisions on how HHS will implement the OPM/OMB guidance, including the limits and criteria, will be issued separately at a later date. The NIH Director will make bonus and pay adjustment recommendations for all SES, SL, and Senior-Level T-42 executives in compliance with HHS requirements. Executives must have been in their position and on an established Executive performance plan for a minimum of 90 days as of September 30, 2019 in order to be rated and eligible for a performance-based bonus and pay adjustment.
Information for Rating Officials

Rating Officials are to carefully consider the appropriateness of their ratings for all SES, SL, and Senior-Level T-42 executives; particularly with respect to Level 5 (Achieved Outstanding Results) and Level 4 (Achieved More than Expected Results) ratings. HHS expects that OPDIVs make full use of the Rating Levels and that meaningful distinctions are made in rating executives. Rating all executives Level 5 with all critical elements rated Level 5, does not demonstrate making meaningful distinctions.

Rating Officials are asked to keep in mind the following:

- Level 5 (Achieved Outstanding Results) should be used only in the rare occasions when an executive demonstrates exceptional, top-level performance and makes extraordinary impact on achievement of the organization’s mission.
- At the Level 4 (Achieved More than Expected Results), the executive demonstrates a very high level of performance beyond that generally associated with the executive’s position and scope of responsibilities.
- The level 3 (Achieved Expected Results) should be used for executives who demonstrate a high level of performance and whose actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. At the level 3, the executive has successfully achieved the results expected in the given element.
- The highest levels, 4 and 5, should be used only when the executive exceeds expectations and the additional accomplishments need to be recognized.
- Exceeding the performance standards that were established at Level 3 (Achieve Expected Results) does not automatically equate to a Level 5. The manner of performance and impact of the accomplishment must be considered as well.

Again, it is strongly advised that executives and rating officials not wait until September 30th to begin the process of drafting the narratives needed to document completion of the annual performance appraisal. Your adherence to the NIH established due dates will be critical, we will be unable to grant any extensions. Questions related to Executive Performance Management may be addressed to Megan Goetz, Carmen Garcia or Blair Battle. No reply is necessary.

Thank you,
Julie

Julie Broussard Berko, MPA | Chief People Officer
Director, Office of Human Resources
National Institutes of Health
1 Center Drive, Rm. B1 30
Bethesda MD 20892-2215
Tel 301.496.3592 | email: berkojb@od.nih.gov

Follow NIH: