

DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH
Senior Executive Service Recertification Form

I. Executive History:

(Name of Executive)	(Position Title & Organization)	(ES Pay Rate)
Annual SES/SSS Performance Ratings:	FY _____	FY _____

Awards and Other Recognition:

Developmental Activities:

II. Does the Executive wish to provide a statement? Yes _____ No _____

III. A. SUPERVISING OFFICIAL'S RATIONALE:

- I. To be recertified as a senior executive, a career appointee must perform at the level of excellence expected in the following:
 - a. Planning for substantially advancing, & attaining Presidential, agency, or organizational goals & objectives that required a sustained superior

 - b. Taking specific initiatives that advance a major policy and/or significantly improved delivery of services.

 - c. Taking the necessary actions to ensure the achievement of a quality product in a timely manner.

 - d. Making significant technical, scientific, or professional contributions.

2. Also, if applicable, excellence may be demonstrated by:
 - a. Achieving substantial savings in the execution of programs under his/her direction.

 - b. Maintaining the high quality and effectiveness of programs under his/her direction with reduced resources.

 - c. Providing strong leadership to enhance the development, utilization & achievements of subordinate personnel, including achievement of equal employment goals.

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III. B. SUPERVISING OFFICIAL'S RECOMMENDATION: Recertify Conditionally Not

Supervising Official's Signature

Title

IV. EXECUTIVE'S ACKNOWLEDGMENT OF SUPERVISING OFFICIAL'S RECOMMENDATION

I have received a copy of my supervising official's recommendation & wish to submit a statement of accomplishments to the Performance Review Board.

I have received a copy of my supervising official's recommendation & DO NOT wish to submit a statement of accomplishments to the Performance Review Board.

Executive's Signature

V. REVIEWING OFFICIAL: Comments:

Reviewing Official's Signature

Title

VI. PERFORMANCE REVIEW BOARD RECOMMENDATION: Recertify Conditionally Not

Executive appeared before Executive declined

Reviewing Official's Signature

VII. DIRECTOR, NIH'S DECISION: Recertify Conditionally Not

Director, NIH's Signature

VIII. PERFORMANCE REVIEW BOARD SECOND REVIEW & RECOMMENDATION: Recertify Conditionally Not

Executive appeared before Executive declined

PRB Chair's Signature

IX. DIRECTOR, NIH'S SECOND DECISION: Recertify Conditionally Not

Director, NIH's Signature