GENERAL SERVICES ADMINISTRATION

SENIOR EXECUTIVE SERVICE RECERTIFICATION CY _____

NAME OF EXECUTIVE	POSITION TITLE
CURRENT PAY RATE ES- _____	RECERTIFICATION PERIOD FROM: TO:

STANDARD FOR RECERTIFICATION

1. The career appointee must perform at the level of excellence expected of a senior executive. Excellence means that the executive has demonstrated over the recertification period that he or she has achieved excellence in:

   a. Planning for substantially advancing and attaining Presidential, agency, or organizational goals and objectives that required a sustained superior effort.

   b. Taking specific initiatives that advanced 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.

   e. Ensuring fair and equitable treatment of all persons, including the accomplishment of EEO and affirmative employment goals and objectives.

2. Also, if applicable to the responsibilities of the senior executive, excellence is demonstrated by:

   a. Achieving substantial savings in the execution of programs under his or her direction.

   b. Maintaining the high quality and effectiveness of a program under his or her direction with reduced resources.

   c. Providing strong leadership to enhance the development, utilization and achievements of subordinate personnel.

The following recommendations/decision are based on an assessment of the executive's overall performance during the recertification period in relation to the above standard for recertification stipulated in law, regulation, and GSA's written procedures.

SUPERVISING OFFICIAL'S RECOMMENDATION

☐ RECERTIFY ☐ CONDITIONALLY RECERTIFY ☐ NOT RECERTIFY

Recommend pay rate adjustment to ES- _____ No pay rate adjustment recommended _____

In making these recommendations, I have given consideration to the executive's overall performance during the recertification period, including performance ratings, awards and other recognition, development activities, and other relevant qualitative factors specified in the GSA's SES recertification plan. If the above recommendation is to conditionally recertify or not recertify. I have attached the required written justification specifying the standard for recertification not met and other relevant supporting documentation.

SUPERVISING OFFICIAL'S SIGNATURE AND TITLE	DATE

EXECUTIVE'S ACKNOWLEDGEMENT OF SUPERVISING OFFICIAL'S RECOMMENDATION *(check one)*:

☐ I have received a copy of my supervising official's recommendation and request a higher level review prior to submission to the Performance Review Board.

☐ I have received a copy of my supervising official's recommendation and will submit a statement of accomplishments to the Performance Review Board within 15 days from the date of this acknowledgement.

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

EXECUTIVE SIGNATURE	DATE

☐ RECERTIFY ☐ CONDITIONALLY RECERTIFY ☐ NOT RECERTIFY

Recommend pay rate adjustment to ES- _____ No pay rate adjustment recommended _____

In making these recommendations, I have given consideration to the executive's overall performance during the recertification period, including performance ratings, awards and other recognition, development activities, and other relevant qualitative factors specified in the GSA's SES recertification plan, and the supervising official's recommendation. If the above recommendation is to conditionally recertify or not recertify, we have provided the executive the rationale for our proposed recommendation, an opportunity to appear before the PRB and/or provide a written statement of accomplishments. We have attached the required written justification and other relevant supporting documentation.

PRB CHAIRPERSON'S SIGNATURE	DATE

☐ RECERTIFY ☐ CONDITIONALLY RECERTIFY ☐ NOT RECERTIFY

Recommend pay rate adjustment to ES- _____ No pay rate adjustment recommended _____

In making these recommendations, I have given consideration to the executive's overall performance during the recertification period, including performance ratings, awards and other recognition, development activities, and other relevant qualitative factors specified in the GSA's SES recertification plan, and the supervising official's recommendation. If the above recommendation is to conditionally recertify or not recertify, the executive has been provided the rationale for such action, an opportunity to appear before the PRB and/or provide a written statement of accomplishments. I have attached the required written justification and other relevant supporting document.

APPROVING OFFICIAL'S SIGNATURE	DATE

ANNUAL SES PERFORMANCE RATINGS *(to be provided by the Executive Resources Staff)*

20 ____	20 ____	20 ____
Performance Rating Level	Performance Rating Level	Performance Rating Level

AWARDS AND OTHER RECOGNITIONS