



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM

TO: Heads of Departments and Agencies

FROM: Scott Kupor, Director, U.S. Office of Personnel Management

DATE: January 5, 2026

RE: Call for Nominations for FY 2026 Presidential Rank Awards

I am pleased to announce the call for nominations for the FY2026 Presidential Rank Awards Program.

A Presidential Rank Award (PRA) is one of the most prestigious awards in the Federal service. Therefore, I request your support in nominating your most exceptional career Senior Executives, along with Senior Level (SL) and Scientific/Technical (ST) employees—those who have demonstrated strong leadership, earned the respect of their peers, and have made significant and lasting contributions in implementing President Trump’s priorities and delivering outstanding results for the American people.

Established by statute in 1978, Presidential Rank Awards honor career Senior Executives and SL/ST employees who consistently enhance agency effectiveness, collaborate across agencies, and serve the American public with strength, integrity, and industry. The rank of Distinguished Executive is awarded for “sustained extraordinary accomplishment,” and the rank of Meritorious Executive is awarded for “sustained accomplishment.”

Career Senior Executive Service (SES) nominees should have achieved sustained accomplishments in alignment with the required SES critical elements.¹ SL/ST nominees should have achieved sustained accomplishments in alignment with the required Senior Professional critical elements.² While strong performance ratings are important, they alone do not justify a Presidential Rank Award.

By regulation, all agencies, as well as Inspectors General, may nominate up to nine percent of their career SES and SL/ST populations. 5 CFR § 451.301. Agency Heads and Inspectors

¹ Faithful Administration of the Law and the President’s Policies; Government Efficiency; Merit and Competence; Holding Others Accountable and Treating Them Fairly; and Achieving Organizational Goals. See OPM, [New Senior Executive Service Performance Appraisal System and Performance Plan, and Guidance on Next Steps for Agencies to Implement Restoring Accountability for Career Senior Executives](#), Attachment 1 (Feb. 25, 2025).

² Faithful Support of Administration of the Law and the President’s Policies; Government Efficiency; Merit and Competence; Partnership/Leadership/Mentorship; and Achieving Organizational Goals. See OPM, [New Senior Professional Performance Appraisal System and Plan](#), Attachment 1 (April 3, 2025).

General should additionally consider their fiscal conditions and resources needed to meet overall agency mission priorities in determining the number of nominations to submit. Agencies and Inspectors General with fewer than 12 SES or SL/ST employees may nominate one SES and/or SL/ST member, respectively.

As set forth in 5 U.S.C. § 4507(d)(1) and (2), awards for the Distinguished Rank may not exceed one percent, and for the Meritorious Rank may not exceed five percent, of the career SES and SL/ST populations. The President makes the final decision no later than September 30th.

Nominees are subject to an extremely rigorous review and evaluation process. Therefore, agencies should strategically utilize their Performance Review Board(s) (or other established body) and Executive Resources Board(s) to identify nominees that have delivered outstanding results through their efforts and accomplishments. Nominations should differentiate between distinguished (extraordinary accomplishment) and meritorious (sustained accomplishment) ranks.

Additionally, when considering potential nominees, agencies must exercise due diligence in reviewing the background of nominees including: any issues relating to personal and professional conduct, such as past misconduct or disciplinary actions; adjudicated misconduct; timely payment of Federal taxes; and the performance of the programs and organizational components for which the nominees have responsibility.

Agencies must submit funding for on-site vetting of their finalist(s) through the G-Invoicing process. The cost of on-site investigation for FY2026 is \$1,383 per finalist.

Nominations for the FY2026 Presidential Rank Awards are due **no later than February 5, 2026**, and must be submitted electronically to PRAprogram@opm.gov. Nomination packages must include:

1. One-page Nomination Template
2. One-page Biographical/Career Summary
3. Four-page Nomination Statement

Templates are attached, along with additional detailed guidance at Attachments A and B. If you or your staff members would like any additional information about the program, please contact OPM's PRA Team by email at PRAprogram@opm.gov.

cc: Inspectors General, Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, Deputy Secretaries, Chiefs of Staff

Attachment A: Additional Guidance on Presidential Rank Awards

I. SES Eligibility Requirements

SES nominees must:

- Hold a career appointment in the SES;
- Be an employee of the nominating agency; 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/FAA SES, Defense Intelligence SES, or 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.

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 who 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 prorated.

II. SL/ST Eligibility Requirements

SL/ST Nominees must:

- 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 positions that are in the excepted service because of their confidential or policy-making character.

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, the agency must be prepared to pay the full award. It should not be prorated.

III. Guidance 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 Aviation Administration
- Federal Election Commission
- Federal Financial Institutions Examination Council
- U.S. Holocaust Memorial Council
- National Security Council
- Pension Benefit Guaranty Corporation
- Department of Veterans Affairs – Title 38

These agencies should use the nomination criteria established for members of the Senior Executive Service when nominating their career senior executives for rank awards and 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.

IV. Nomination Package Content

Each agency submits a single nomination package electronically as outlined in the call memorandum that includes:

1. A cover letter that contains:
 - a. signature by the agency head;
 - b. an alphabetical list of nominees by PRA category (Distinguished and Meritorious) and sub-category under each (SES, SL, ST);
 - c. the full name and last four of the SSN for each nominee; and
 - d. the name, telephone number, and email address of the agency's PRA program coordinator and an alternate coordinator.
2. A separate email for each nominee that contains:
 - a. The nominee's Last Name, First Name, Middle Initial, Agency, Category and Subcategory and year for each in the email Subject line in all capital letters. For example: **HANCOCK, JANE A., USDA, DISTINGUISHED SES, 2026 (If you do not follow this format, your package may be returned);**
 - b. Presidential Rank Awards Program Nomination Template;
 - c. Biographical and Career Summary Template; and
 - d. Justification Statement.

Do not include SF-50 or equivalents in the nominee's electronic folder.

3. Another separate email containing the following documents for each nominee.
 - a. Code of Conduct form
 - b. Authorization for Release of Information form

V. 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. Information contained in the Executive and Schedule C System (ESCS) database is used to verify the nominee's eligibility. After OPM completes its review, nomination packages are reviewed by the PRA Review Board.

How the Review Board Works

OPM administers the Presidential Rank Award Review Board. The Board is composed of three-member panels of former and current leaders across the private and public sectors. Each member of the panel individually evaluates and rates each nomination. After members complete their individual review, a full panel meeting is held where the panel agrees upon a final score composed of the sum of each panel member's rating. There is no appeal of a panel's determination. Panel sessions are held virtually.

Once the Review Board completes their ratings, OPM compiles the scores into an aggregate format to avoid exceeding the statutory limits and to determine the number of nominees that will be moved forward to the On-site Evaluation and Analysis process.

On-site Evaluations and Analysis Process

Agencies bear the cost of On-site Evaluations. Distinguished and Meritorious finalists recommended by the Review Board for approval are generally subject to on-site evaluations conducted by the Defense Counterintelligence and Security Agency in coordination with agency PRA Program Coordinators. On-site evaluations may include interviews with appropriate persons knowledgeable about the finalists' performance and professional accomplishments and a review of the finalists' Federal Tax Account Transcript, a criminal records check, and a review of Equal Employment Opportunity claims or proceedings or other administrative proceedings that may bear on the character or conduct of a potential finalist (agencies may not disqualify a nominee for filing an EEO complaint or engaged in protected activity); and a review of agency Inspector General records with respect to alleged incidents of fraud, waste, abuse, embezzlement or mismanagement of any kind within the parent agency.

The Evaluation Process

In addition to the on-site evaluations, PRA nominees may be asked to provide releases for further records checks, self-disclosures, and/or self-certifications as part of the evaluation process.

- Release of Information – As part of the evaluation process, interviews with persons knowledgeable of the nominee's performance and professional accomplishments are conducted. As noted above, a check of criminal history records may be conducted as well. This release authorizes any investigator, special agent, or other duly accredited representative of OPM to obtain any information relating to the nominee's activities from individuals, employers, criminal justice agencies, or other sources of information. This

information may include, but is not limited to, the nominee's achievement, performance, attendance, disciplinary and employment history, and criminal history record information.

- Code of Conduct – The nominee certifies that they, in the last 5 years, have not been arrested, charged, or convicted of any violation of law (excluding traffic fines of \$300 or less). If the nominee is unable to self-certify, they will be given an opportunity to describe the circumstances of any arrest, charge, or conviction. The nominee also certifies they have not engaged in any conduct, personal or professional, that would bring discredit to the agency, department or the Executive Branch of the government.
- Federal Tax Disclosure and IRS Transcripts (Form 4506-T) – Finalists may be required to report any tax issues experienced during the requested reporting periods. Tax issues may include but are not limited to failure to timely file tax return, failure to timely pay tax, failure to timely pay taxes after issuance of notice, Federal tax lien, levy, etc. Failure to complete these forms will result in an immediate withdrawal of the finalist from further consideration of the award. Finalists will be required to obtain IRS transcripts (Form 4506-T) to validate tax filing status.

We note that third party proceedings that might implicate a potential nominee, such as an EEOC proceeding against the agency or an Inspector General investigation of agency actions, do not necessarily provide the potential nominee with an adequate opportunity to vindicate him or herself. Even when the individual is the subject of an adverse finding, such a finding does not automatically disqualify the individual from being nominated.

VI. Agency Head Final Review and Certification (“Eyes Only” Certification)

The Eyes-Only Certification occurs after the PRA panels have rated the nomination packages, the score has been determined, and the on-site evaluation and analysis processes have been completed. The Eyes-Only Certification is when agency heads or their designees are asked to review their final list and determine if each individual is still in good standing and deserving of the award. The signature of the agency head or designee indicates support of their nominees moving forward and, if selected for this award, would not cause embarrassment to the agency or the Administration of the Office of the President.

If an agency head would like to provide clarifying information regarding any potential adverse action for OPM's consideration, it should be done any time during the PRA process, prior to the Eyes-Only Certification. The Eyes-Only Certification is the agency's final recommendation to move the finalist forward for a decision by the President

VII. Withdrawing a Nomination

An agency head may withdraw a nominee at any time before the President makes a decision on a nomination.

- To withdraw a nomination before the agency head's final certification, an agency sends OPM a letter signed by the agency head or their designee, informing OPM of the agency head's decision to withdraw the nomination. Agencies should state the nominee's

name and the award for which they were nominated. No additional information or reason is required.

- To withdraw a nomination at the time of the agency head's final certification, agencies draw a line through the nominee's name on the Eyes-Only list and have the agency head initial the withdrawal and sign the list. Agencies may not disqualify an individual from nomination because they filed an EEO complaint or engaged in any other protected activity. Subsequently, agencies must 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 must first contact the OPM Presidential Rank Awards Program Manager at PRAprogram@opm.gov immediately and follow up 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 is being recommended.

VIII. Recommendations to the President

After agency heads certify finalists, the OPM Director sends the names of the re-confirmed, recommended finalists to the President to make final decisions before the end of September. Individuals cannot be added or removed from the list once the President has made a final decision.

OPM will notify the agency head and other appropriate agency contacts as soon as the White House informs OPM of the President's decision. Following notification by OPM, agencies will be authorized to inform award recipients of their selection and to distribute rank award payments. No public announcements regarding the award winners will be permitted until further notification by OPM. Public announcement of the award winners is reserved for the President, and OPM will advise agencies if publicity is authorized.

IX. Processing and Paying the Awards

OPM will issue guidance on Presidential Rank Awards and Aggregate Compensation in the SES, which provides information about payment of the awards. The memorandum will advise each agency to take the precaution of having award checks prepared and ready for the awardees on the list provided by OPM to each agency head for final certification by the agency head prior to forwarding to the President; this will allow agencies to pay awards with same fiscal year funds.

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

Each agency pays its executives' rank award and should consider and plan for awards as part of executive compensation each year. The amount of the award is based on the last rate of basic pay received as a career member of the SES or SL/ST.

An individual who transfers to another agency during the PRA process remains eligible for the award. The nominating agency and gaining agency will be contacted during the evaluation process. If the individual is selected for the award, the nominating agency is responsible for paying costs associated with the award (i.e., evaluation process and award).

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. Specifically, section 5307(d) permits agencies with certified performance appraisal systems for members of the SES and SL/ST employees 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.

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

Upon notification by OPM, agencies should immediately inform award recipients of their selection; however, agencies shall not make any public announcement until authorized by OPM. Additionally, if public recognition is approved, OPM reserves the right to recognize winners as appropriate. OPM may release the nomination information to external agencies such as the Senior Executives Association.

XI. Evaluation Cost and Billing

When submitting nominations, each agency is required to obligate funds sufficient to cover the total potential evaluation costs for their nominees in the form of the General Terms and Conditions (GT&C) in G-Invoicing. The GT&C is an agreement between the Requesting Agency (agency submitting PRA nominations) and Servicing Agency specifying the work to be performed, amount obligated, and invoicing details. G-Invoicing is the long-term solution for Federal Program Agencies to manage their intragovernmental Buy/Sell transactions. OPM will no longer accept Legacy 7600 A/B Forms.

Attachment B: Template Instructions

General

The primary audience of your package is the PRA Board. As explained in the guidance, members are from both the public, private and non-profit sector. Do not assume that they have any idea what your organization does, your commonly used abbreviations or acronyms, or that they understand government-speak. While you can expect highly-educated people to serve on the Board, keep your narrative concise and in non-technical language targeted at the general public.

Nomination Form

Ensure that your nominating official or agency head signs this form. A digital signature is acceptable.

Nomination Form Supplemental

- The name of the nominee, not the person making the nomination, goes at the top of the form.
- The agency contact information should match the Nominating Form.
- Spell out the position title; do not use any abbreviation or acronym. If the title is not explanatory to a lay person outside your agency, add a few words to explain.

Biographical and Career Summary

- The name of the nominee, not the person making the nomination, goes at the top of the form.
- Do not exceed one page. Be sure that when the page is printed, the entire content can be read.
- Font type must be Times New Roman with at least 11-point size.
- Margins must be at least 0.8-inch margins on all sides.
- This is not an annual performance report. Do not cut and paste bullets or comments from an annual performance appraisal.
- Briefly list each nominee's career highlights, and other biographical information, including significant honors, awards, etc. Do not repeat detailed information that will be included in subsequent pages. Summarize the individual's career accomplishments highlighting the work that is the basis for nomination.
- If the nominee has received numerous awards (other than those listed in the Nomination Form Supplemental), list them briefly together including title, awarding organization, and year of the award.
- Absolutely no abbreviations or acronyms except for those defined on the Nomination Form Supplement.
- Use full sentences.
- You do not need to fill the entire page; emphasis is on an overview of the individual's service with a focus on quality content, not quantity.

Nomination

- Do not exceed four pages. Be sure that when the pages are printed, the entire content can be read.
- Font type must be Times New Roman with at least 11-point size
- Margins must be at least 0.8-inch margins on all sides.
- Balance the narrative between the two sections (Achievements and either Executive Leadership or Merit and Competence).
- Follow the format/criteria and use headings and subheadings. This is the most important recommendation for this portion of the nomination. Be sure to address each criterion in the narrative.

SES Nominations

Section I-Achievements: The executive has an exceptional record of achieving presidential priorities and major organizational goals by marshaling internal and external resources to attain high-quality outcomes that are technically sound and cost-effective, improve government efficiency, and yield results for the American people.

Section II- Executive Leadership: The executive demonstrates outstanding merit and competence, and has shown creativity, adaptability, and resilience in aligning program efforts with presidential priorities and statutory requirements. The executive has also demonstrated the ability to lead people effectively by fostering employee development, cooperation and teamwork, holding employees accountable, and making optimal use of human, financial and information resources.

SL/ST

Section I-Achievements: The senior professional has an exceptional record of achieving presidential priorities and major organizational goals by marshaling internal and external resources as necessary to attain high-quality outcomes that are technically or scientifically sound and cost-effective, improve government efficiency, and yield results for the American people.

Section II – Merit and Competence: The senior professional demonstrates outstanding merit and competence in the areas of decision making; financial management; information management; legal, government and jurisprudence; planning and evaluation; problem solving; project management; reasoning; research; and/or technical competence/subject matter expertise; and this merit and competence is widely recognized and contributes substantially to the mission of the agency and achieving presidential priorities.

- In the achievements section, strive to quantify results in terms of outcomes or impact. General statements that are not well substantiated with facts and figures detract from the nomination. Ensure examples are specific and supported. Provide information on results achieved (e.g., actions taken, impact on presidential priorities, 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.



PRESIDENTIAL RANK AWARDS

Biographical and Career Summary Template

Instructions: Summarize the nominee's career highlights and major accomplishments which serve as the basis for the Rank Award nomination. May include a significant honor(s) and award(s). No more than one page of text.

Nominee Name:



Presidential Rank Awards Nomination Template (FY2026)

Department/Agency:

Award Type: Distinguished Meritorious

Appointment Type: SES SES Equivalent SP (SL/ST)

Nominee Name:

Nominee Name (to appear on certificate):

Position Title:

Date of SES Appointment:

Position Status: Full-time PAS/PA (Career SES Benefits retained)

Previous Executive Positions Held: Yes No

(If yes, complete supplemental sheet listing previous executive position(s) and date(s) held)

Presidential Rank Award Previously Received: Yes No

(If yes, complete supplemental sheet listing previous Rank Award(s) and year(s) received)

Professional Credentials (if required by position): Yes No

(If yes, complete supplemental sheet listing credential information)

Certification by Nominating Official: As the nominating official, I certify this information is accurate.

Nominating Official Name:

Nominating Official Title:

Nominating Official Signature:

Agency Head Name and Signature:

Agency Contact Name: Email:
(Primary)

Agency Contact Name: Email:
(Secondary)



Presidential Rank Awards Nomination Template (FY2026) Supplemental Information

Nominee Name:

Previous Executive Positions Held:

Position Title	Agency Acronym	Year (From and To)

Presidential Rank Award Previously Received:

Award Type	Year

Professional Credentials:

Type of License or Certification	License/Certification number
State	Expiration Date

Agency Contacts

Name: _____ **Email:** _____
(Primary)

Name: _____ **Email:** _____
(Secondary)



CODE OF CONDUCT SELF CERTIFICATION

Immediately return this completed form to your Department/Agency Presidential Rank Awards Coordinator

Consistent with 5 CFR 451.305(b) and 5 U.S.C. 4507(a), persons nominated for Presidential Rank Awards are required to provide the following self-certification regarding code of conduct.

I, _____, certify that in the last 5 years, I have not been arrested, charged, or convicted of any violation of law (excluding traffic fines of \$300 or less). I also certify that I have not engaged in any conduct, personal or professional, that would bring discredit to the Agency, Department or Presidential Administration.

Nominee: *If you are unable to certify above, and/or wish to provide information relevant to any arrest, charge, or conviction of any violation of law in the last 5 years, or information relevant to any conduct (personal or professional) that may discredit the Agency, Department, or Presidential Administration, to be considered in the evaluation of your nomination for a Presidential Rank Award, you may report the information to your agency Presidential Rank Awards Program Coordinator or provide it below.*

Nominee Name:

Nominee Signature:

Date:

Agency Contact

Presidential Rank Awards Coordinator Name:

Phone:

Email:

Agency Name:



PRESIDENTIAL RANK AWARDS PROGRAM AUTHORIZATION FOR RELEASE OF INFORMATION

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement informs you of why the Office of Personnel Management (OPM) is requesting the information on this Release.

Authority: OPM is authorized to collect information related to an individual's nomination for a Presidential Rank Award pursuant to 5 U.S.C. § 4507 and is authorized to collect Social Security numbers under Executive Order 9397 (November 22, 1943), as amended by Executive Order 13478 (November 18, 2008).

Purpose: The information you provide will be used to evaluate your eligibility for a Presidential Rank Award and will be shared with the entities referenced in the Release and pursuant to your authorization.

Routine Uses: The information requested is intended to be used primarily for the purposes outlined in the Release. However, it may also be shared with other external entities as a "routine use" to, for example, other Federal agencies and third parties when necessary for law enforcement, litigation, and administrative oversight activities. A complete list of the routine uses can be found in the applicable Privacy Act system of records notice, OPM/Central-13 Executive Personnel Records, available at www.opm.gov/privacy.

Disclosure: Providing this information to OPM is voluntary. However, if you fail to provide this information, OPM will not be able to determine your eligibility for a Presidential Rank Award.



PRESIDENTIAL RANK AWARDS AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information about you, then sign and date digitally.

Pursuant to 5 U.S.C. 4507 (b) and 5 CFR 451.305(a), the U.S. Office of Personnel Management evaluates agency recommended appointees under consideration for Presidential Rank Awards. As part of the evaluation process, interviews with persons knowledgeable of the nominee's performance and professional accomplishments are conducted. A check of criminal history records is conducted as well.

I authorize any investigator, special agent, or other duly accredited representative of the Defense Counterintelligence Security Agency to obtain any information relating to my activities from individuals, employers, criminal justice agencies, or other sources of information. This information may include, but is not limited to, my achievement, performance, attendance, disciplinary and employment history, and criminal history record information.

I authorize any investigator, special agent, or other duly accredited representative of the Defense Counterintelligence Security Agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for a Presidential Rank Award. I understand that I may request a copy of such records as may be available to me under the law.

I authorize the Office of Personnel Management to disclose the record of my investigation to my employing agency and the White House for the purpose of considering my nomination for a Presidential Rank Award.

I authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided, and that it may be disclosed by the Government only as authorized by law.

Photocopies of this authorization with my signature are valid. This authorization is valid for one (1) year from the date signed or upon the termination of my affiliation with the Federal Government, whichever is sooner.

All requested information MUST BE printed legibly and in its entirety. No initials or abbreviations will be accepted. Illegible and incomplete forms will be returned to the agency/individual delaying the vetting process.

Full Name:

Place of Birth:

Other Names Used:

Full SSN:

Gender:

Date of Birth (mm/dd/yyyy):

Current Home Address (include City, State and Zip):

Signature: _____

Date Signed: