




UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

OFFICE OF THE DIRECTOR

JUL 23 2004

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

**FROM:** KAY COLES JAMES  
Director 

**SUBJECT:** Forum on SES Performance-Based Pay System

In our continuing responsibilities to assist agencies in fully implementing the new performance-based pay system for the Senior Executive Service (SES), I invite you and your technical staffs to attend a forum where my staff will present an overview of the SES certification and pay administration regulations. We anticipate the regulations will be issued in the *Federal Register* in the very near future. The forum will be held in the Campbell auditorium at the Office of Personnel Management (OPM) on **Wednesday, July 28, 2004, from 8:30 a.m. to 12:30 p.m.**

We will provide an overview of the interim final regulations for obtaining certification of performance appraisal systems for members of the SES and employees in senior-level (SL) and scientific or professional (ST) positions and a detailed explanation of OPM's guidance for submitting requests for full or provisional certification in keeping with the interim final certification regulations. In addition, we will discuss the proposed regulations for setting and adjusting pay for SES members, including setting rates of basic pay up to the rate for level II of the Executive Schedule.

I encourage you to invite your human resources and performance management SES specialists to join us at the forum as we continue our efforts to reform pay and performance systems throughout the Federal Government. Attached is the agenda for the SES forum.

Attachment

cc: Human Resources Directors



United States  
**Office of**  
**Personnel Management**

1900 E Street, NW.  
Washington, DC 20415

**Forum on SES Performance-Based Pay System**

<b>Date</b>	<b>Time</b>	<b>Location</b>
July 28, 2004	8:30 a.m. – 12:30 p.m.	Office of Personnel Management 1900 E Street, NW- Campbell Auditorium Washington, DC

**AGENDA-Open Forum**

<b>TIME</b>	<b>SUBJECT</b>	<b>PRESENTERS</b>
8:30	Opening Remarks General Overview	Ronald Sanders Associate Director for Strategic Human Resources Policy
9:00	SES Certification Regulations and Guidance	Hughes Turner, Deputy Associate Director for Leadership and Executive Resources Policy  Barbara Colchao, Acting Manager, Performance Management Group
10:00	Break	
10:15	Continued discussion on SES Certification	
11:00	SES Pay and Performance Regulations	Donald J. Winstead, Deputy Associate Director for Pay and Performance Policy  Jo Ann Perrini, Manager, Pay and Leave Administration Group
12:00	Top 10 List	Karen Lebing, Team Leader for Outreach and Operations, HCLMSA