

Level 5 Rating Justification

Critical Element 1: Administrative Requirements for Supervisors

As Director of the xxxxxxxxxxxxxxxx, IC, Mr./Ms. XXXXX supervises X employees and is responsible the xxxxxxxxxxxxxxxx management of over 1 billion dollars annually and the salaries and expense account for over 100 FTE's. She/he performs her/his supervisory and managerial duties in a consistently superior manner. She/he consistently works to let her/his employees know they are valuable members of the Office of Administrative Management. She/he ensures employees are aware of developmental opportunities and appropriately recognizes and rewards employee performance. Mr./Ms. XXXXX treats all IC employees fairly, both those under her/his immediate supervision and the wider client base. She/he fosters a cooperative work environment where a wide variety of opinions are solicited and respected. During the next rating period, in conjunction with other XXXXX supervisors, efforts will focus on developing succession plans for current and future staffing needs, conducting workload analysis, and developing tools for assessing customer service. Mr./Ms. XXXXX is truly an asset to the organization.

Critical Element 2: Budget Obligation

Mr./Ms. XXXXX is keenly aware of all xxxxxxxx aspects of the organization. She/he ensures funds are allocated with established allotments and statutory limits. She/he has an additional requirement of separate allotments due to specific earmarks in the Congressional language. She/he manages these and all other fiduciary responsibility in an exceptional manner. Fiscal year close-out was managed by Mr./Ms. XXXXX and her/his staff ensuring funds (both IC and Roadmap) obligated with a minimum lapse balance and in accordance with Congressional direction and priorities of the NIH and IC. Changes in the responsibility of grants fiscal control should allow of Mr./Ms. XXXXX additional control and ensure more efficient tracking of grant obligations. Mr./Ms. XXXXX's contributions to IC are integral to the success of our organization.

Critical Element 3: Data Calls

Mr./Ms. XXXXX responds to the annual budget request and ad hoc requests with consistently timely and accurate data. The approach is so thorough, that it has been used as an NIH best practice and share with other organizations as an example to strive for. She/he provides clear and consist data usually within extremely short time frames. During the rating period, Mr./Ms. XXXXX became the xxxxxx Point of Contact for the trans-NIH Reengineering the Clinical Research Enterprise roadmap theme. This has added a substantial workload to Mr./Ms. XXXXX and her/his staff, and she/he has met the challenge by providing exceptional leadership to the other contributing members of this Roadmap theme and her/his recommendations for changes in funding allocations to the Working Group Chair and the NIH Office of Budget have been accepted. Her/his analysis of the xxx funding resulted in NIH recognizing the need to transfer this program to IC via the FY budget submission which will make administration of the highly complex CTSA and related clinical programs more efficient for the entire agency. OHR/WRD

Critical Element 4: Advice and Guidance

As xxxxxxxx, Mr./Ms. XXXXX recommends and implements xxxxx strategies which meet the goals of IC, NIH, HHS, and the President. She/he meets regularly with Division Directors and program staff

to plan and project funding requirements, both in the operating year and for future budget needs. During interviews with customers, they appreciated the work of the office, and Mr./Ms. XXXXX in particular. Leadership receives consistently positive compliments from employees, customers, and peers on his/her performance and optimistic, positive approach. They noted how pleasant and helpful Mr./Ms. XXXXX was to work with and they appreciated her/his knowledge of the programs and the xxxx process. She/he takes the time to explain complex requirements in a consistently effective manner and ensure everybody is kept in the loop on major decisions. Mr./Ms. XXXXX's efforts allowed the IC to not only maintain xxxxxx excellence and efficiency, but provides best practices on how to improve as well.

Critical Element 5: Audits and internal controls

Mr./Ms. XXXXX is consistently proactive and acutely aware of the need for internal controls. Submission of analyses, reports, and other requested information is always submitted in a timely manner, often ahead of deadlines with little to no need for corrections. This level of dependability allows leadership to focus energy on other tasks and significantly enhances the overall mission of the division. This element will become more critical as NIH begins to implement the Risk Management initiative. I am confident that Mr./Ms. XXXXX will meet any and all requirements of this activity.

Critical Element 6: Utilization of Information Technology

Mr./Ms. XXXXX has done an outstanding job of learning the NIH enterprise systems and ensures her/his staff uses them as appropriate and holds them accountable when they do not. She/he continually encourages staff to increase reliance on electronic technology to reduce paperwork and appropriately manage complex data on shared drives and actively seeks new ways to do so. For example, xxxxxx. She/he meets regularly with IT and grants management staff to develop and enhance tools to track and project expenditures. During interviews with staff, requests were made for additional tools to model xxxxxx decisions on the out years. Mr./Ms. XXXXX clearly recognizes this need and will work to develop these models over the next rating periods. Because of her/his ability to create complex financial models and use IT to the fullest extent, IC was able to launch the CTSA program successfully.