



APR 21 2016

Indian Health Service  
Rockville MD 20852

Dear Phoenix Area Tribal and Urban Leaders:

I am writing to inform you that on April 18, the Indian Health Service (IHS) held a conference call with Tribes and Tribal Organizations to discuss and consult with you about the Senior Executive Service (SES) search process to fill vacant IHS Area Director positions. The SES was established by Title IV of the Civil Service Reform Act of 1978 to "...ensure that the executive management of the Government of the United States is responsive to the needs, policies, and goals of the Nation and otherwise is of the highest quality."

During the call, Rear Admiral (RADM) Richie Grinnell, Deputy Director for Field Operations, and Ms. Lisa Gyorda, Acting Director, Office of Human Resources (OHR), announced that the IHS will form a seven-member IHS SES Search Committee (Committee) comprised of the following: two Tribal representatives; two IHS Senior staff; two IHS SES staff; and an IHS OHR representative.

Committee oversight includes the following:

**Prior to posting the job advertisement:**

- Convene prior to advertising the vacant Area Director position for an introductory meeting to go over the SES recruitment process; Office of Personnel Management rules, regulations, and timelines; and sign a confidentiality agreement.
- Receive any guidance from the Selecting Official on specifics of the position.
- Review the position information, including the position description, rating criteria, reference check questions, etc.
- Determine the best areas/sources to recruit qualified candidates. Journal ads, online postings, magazines, etc. are identified to advertise the position.

**Job advertisement will be posted on USAJOBS and IHSJOBS Web sites:**

- For a minimum of 30 calendar days.
- Distributed to previously identified sources for additional advertising.
- May be extended at the request of the Committee.

**For the duration of the job advertisement open period:**

- Engage in outreach efforts to potential individuals, Tribal organizations, etc., about the position, answer questions, and encourage qualified candidates to apply.

**Once the job advertisement has closed:**

- Convene to review pre-screened qualified candidates, rate candidates to determine those highly qualified, and make determinations about highly qualified candidates to refer for interviews.
- Interview (along with Tribal Leaders for the customer service interview process) the top candidates and conduct reference checks.
- Make final recommendation, in consultation with Tribal Leaders, to Senior Leadership and/or Selecting Official outlining the entire process, pros/cons for each candidate, and outcome of reference checks.

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The estimated time to complete the selection process is 90 days from the closing date of the SES job advertisement. The IHS is seeking two Tribal representatives to serve on the Committee. Please submit your nominations by e-mail to RADM Grinnell by close of business on Friday, **April 29**. RADM Grinnell's email address is [richie.grinnell@ihs.gov](mailto:richie.grinnell@ihs.gov).

Thank you for your support and partnership.

Sincerely,

/Mary Smith/

Mary Smith  
Principal Deputy Director