| | U.S. Department of Commerce |
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CD-430

(10/05)

PERFORMANCE MANAGEMENT RECORD

| Coverage | Bureau Appraisal Cycle | Appraisal Year |
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| General Schedule Federal Wage System Wage Marine | ✓ October 1 – September 30 ☐ June 1 – May 31 ☐ November 1 – October 31 | From: <u>06/01/07</u> To: <u>09/30/07</u> |

| SSN: |
|---|
| Pay Plan, Series, Grade/Step: GS-0150, 12/7 |
| 3. Decennial Management Division |
| 4. Geographic Programs Branch |
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PERFORMANCE PLAN CERTIFICATION The number is tinked with your name in the official personal second of the work that will be the basis for the employee's performance appraisal

| Employee Name: Date 06/01/07 Element No. 1 of 3 Cacaded Organizational Goals Each element must be escuded from the DOC Strategic Goals. All Goals must be identified for each element. First, select the appropriate DOC Strategic Goal: I. Provide the information and twols to maximize U.S. competitiveness and enable economic growth for American Strategic Goal: J. Forst science and technology leadership by protecting intellectual-property, enhancing technical standards and advancing Strategic Goal: 2. Forst science and technology leadership by protecting intellectual-property, enhancing technical standards and advancing Strategic Goal: 2. Forst science and technology leadership by protecting intellectual-property, enhancing technical standards and advancing Strategic Goal: 2. Observe, protect and manage the Earth's resources to promote environmental stewardship Management Integration Goal: Achieve Organizational and Management Excellence Image: Community Survey, the enhanced MAF/TIGER, and the results of Census 2000. SES/Organizational Goal: Plan and coordinate the development, management, integration, and implementation of the 2010 Census. Element Weight 25 Customer Service To respond to internal and external customers, stakeholders, and the public. 25 Weighting Factor, The weight for each element studies to be accound for this element. 25 Results of Major Activities: Identify results that need to be accound for this element. 25 Customer Service To respond to internal and external customers are exprosed of the status of the endinamate element. 2 | PERFORMANCE PLAN AND APPRAISAL RECORD | | | | | | |
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| receipt, or within other time frames specified by the supervisor or program requirements. - Answers written requests for information within 5-7 days from date of receipt, or within other time frames specified by the supervisor or program | policies, as well as other relevant program or technical documents. Work products reflect consideration of customer issues and concerns. Routinely responds to e-mail and telephone inquiries within 2 business days. If information is not readily available, customer is informed of this and given an expected day of delivery for information. Complete responses to customers are generally provided within 5-7 days from date of receipt, or within other time frames specified by the supervisor or program requirements. | | | | | this | |
| requirements. Oral responses to customers are usually clear, courteous and directly address issues and questions. If on approved absence, an automated notification e-mail will normally be sent in response to in-coming messages that indicates your absence, the period of absence and identifies an alternate contact. Voice mail messages must also provide the caller with the same information. | | | | | | | |

| PERFORMANCE PLAN AND APPR | AISAL RECORD | | | | |
|--|---|---------------------|-------------|------------|--------|
| Employee Name: | Date 06/01/07 | Element No. | 2 o | f | 3 |
| Cascaded Organizational Goals | | | | | |
| Each element must be cascaded from the DOC Strategic Goals. All Goals must be identified Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the cascade DOC Strategic Goals: | 5 | | DC | | |
| Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness an industries, workers and consumers | | | | | |
| Strategic Goal 2: Foster science and technology leadership by protecting intellectual-prop measurement science | perty, enhancing technical star | ndards and advanci | ng | | |
| Strategic Goal 3: Observe, protect and manage the Earth's resources to promote environm | nental stewardship | | | | |
| Management Integration Goal: Achieve Organizational and Management Excellence | | | | | |
| Bureau Goal: Provide a safe and productive workplace for employees that support | rts secure and continuous o | operations. | | | |
| SES/Organizational Goal: Plan and coordinate the development, management, in | tegration, and implementat | tion of the 2010 C | Census. | | |
| Critical Element and Objective | | | | | |
| Secure and Continuous Operations To support the efforts of the Census Bureau to properly secure and protect Title 13 an equipment, and to follow proper safety policies and procedures. | d Title 26 data, account for | r and properly car | e for ass | igneo | d |
| Weighting Factor (The weight for each element should reflect the significance within the fu bureau's organization goals. Weights should not be assigned based on the percentage of time that element.) | ramework of the Department's an employee spends working element in the adjacent box | on | Elemer 1 | nt We 5 | eight |
| Results of Major Activities: Identify results that need to be accomplished in support of A minimum of 3 and a maximum of 6 measurable results must be listed. | | | | | |
| Census Act (Title 13) data and other work products containing Personal Identifiable In maintained in compliance with the legal and reporting obligations levied by the Census including the requirements of governmental and other suppliers of data to the Census data. | s Act (Title 13), the Privacy | Act, and other a | oplicable | statu | |
| Assigned accountable personal property is in proper working order and available to sum malfunctioning, damaged, or lost property and that it is made available for inventory. | upport the Bureau's missior | n through proper (| care, repo | orting | g |
| A safe work environment is maintained by being familiar with primary and alternate ev safety and health issues to their supervisor. | acuation routes, designate | d assembly areas | s, and rep | portir | ng |
| | | | | | |
| Criteria for Evaluation: Supplemental Standards are required for each element and m quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standa | | ormance in terms o | f | | |
| As determined by direct observation by the supervisor and/or discussions with custom | ners, stakeholders, and/or p | beers: | | | |
| Work products containing Personal Identifiable Information (PII) are not left unattende reported promptly, within one (1) hour of discovery, to the Computer Security Incident | | cted lost or stolen | sensitive | e data | a are |
| Information Technology (IT) resources are used in accordance with current Bureau po unattended, and required IT security training is completed by the Census Bureau requ | | operly secured wh | ien not in | use | or |
| Personal property is used solely for government purposes, not for personal or private promptly, usually within 2 working days, if it is lost, stolen, or not working properly. | use, not damaged through | negligence, and | reported | to A(| CSD |
| Presents accountable personal property for inventory promptly after requested by the Liaison, or Property Custodian. Promptly for equipment used primarily on site is within | | | | | l day. |

Reviews the Occupant Emergency Plan and evacuation routes annually.

| PERFORMANCE PLAN AND APPRAISAL RECORD | | | | | |
|--|---|--|--------------------------|----------------|--|
| Employee Name: | Date 06/01/07 | Element No. | <u>3</u> of | 3 | |
| Cascaded Organizational Goals | | | | | |
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| Strategic Goal 2: Foster science and technology leadership by protecting intellectual measurement science | | l standards and advanci | ng | | |
| Strategic Goal 3: Observe, protect and manage the Earth's resources to promote envi | ironmental stewardship | | | | |
| Management Integration Goal: Achieve Organizational and Management Excellence | | | | | |
| Bureau Goal: Develop, prototype, test, and integrate new and streamlined m Community Survey, the enhanced MAF/TIGER, and the results of Census | | s, taking advantage c | of the Ame | erican | |
| SES/Organizational Goal: Plan and coordinate the development, management | | entation of the 2010 (| Census. | | |
| Critical Element and Objective | | | | | |
| Program Management To ensure that assigned address list development and/or geographic program ope scope, schedule, and budget baseline. | erations are planned, deve | loped, and implement | ted within | the | |
| Weighting Factor (The weight for each element should reflect the significance within the percentage of | the framework of the Departn time an employee spends wor this element in the adjacen | KING ON | | nt Weight 0 | |
| Results of Major Activities: Identify results that need to be accomplished in supp A minimum of 3 and a maximum of 6 measurable results must be listed. | port of the performance eleme | ent. | | | |
| Requirements for each assigned address list development and/or geographic (as appropriate). Schedules for each operation are developed and integrated with other operation Schedules are monitored and statused, with changes analyzed and impacts at Changes to requirements are documented. Meeting notes are developed and distributed. | ons. | veloped, baselined ar | nd implen | nented | |
| Criteria for Evaluation: Supplemental Standards are required for each element and | nd must be defined at Level 3 | performance in terms of | ÞÍ | | |
| quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance st | tandards also apply. | , errerterterterterterterterterterterterte | | | |
| Requirements for assigned operations generally reflect the scope of the progrative (2) deadlines missed. Schedules for each operation have activities linked, functional areas and divisite 90 percent of all activities within the schedule. Changes to schedule usually are analyzed and impacts assessed within a weat. Schedules are statused weekly, with no more than two (2) statusing deadlines Change request documents generally are completed accurately and usually reflect the action items and decisions and summarized within 5 days. | ion codes assigned, and re ek of receiving the change. missed. eflect the analysis of the im | ference start and finit | sh dates a by the tea | assigned m. | |
| | | | | | |

CD-430(d)

| Employee Name: | | | | |
|---|--|----------------------------------|-------|--|
| PERFORMANCE | SUMMARY RATING | | | |
| List each element in the performance plan. All elements are critical. Assign a rating level for each element: (5) Level 5 (highest level of performance); (4) Level Score each element by multiplying the weight by the ration ratings should be considered when you prepare After each element has been scored, compute the total Rating officials must provide either an overall narrative element rating. A written justification is required for any element rated | ating level. • the final summary rating. point score by adding the individual e justification of the summary rating | scores. | | |
| Performance Element | Individual Weights (Total must equal 100) | Element Ratin (5, 4, 3, 2, 1) | Score | |
| Customer Service | 25 | | 0 | |
| Secure and Continuous Operations | 15 | | 0 | |
| Program Management | 60 | | 0 | |
| | | | 0 | |
| | | | 0 | |
| | and the second sec | TOTAL SCOL | RE 0 | |
| PERFORM | IANCE RATING | | | |
| Level 5 Level 4 Level 3 (470-500) (380-469) (290-379) | Level 2 (200 – 289) | Level 1 (100 - 199) | | |
| Rating Official's Signature/Title | | Date | | |
| Approving Official's Signature/Title | | Date | | |
| Employee's Signature (indicates appraisal meeting held) Employee comments attached? | | | Date | |
| PERFORMAN | ICE RECOGNITION | | | |
| Performance Award § (%) Appr QSI (Level 5 Required) | opriation Code | | | |
| Rating Official's Signature/Title | | Date | | |
| Approving Official's Signature/Title | | Date | | |
| | | | | |

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