

## PERFORMANCE MANAGEMENT RECORD

Coverage	Bureau Appraisal Cycle	Appraisal Year
<input checked="" type="checkbox"/> General Schedule <input type="checkbox"/> Federal Wage System <input type="checkbox"/> Wage Marine	<input checked="" type="checkbox"/> October 1 – September 30 <input type="checkbox"/> June 1 – May 31 <input type="checkbox"/> November 1 – October 31	From: <u>06/01/07</u>  To: <u>09/30/07</u>

Employee's Name \_\_\_\_\_ SSN: \_\_\_\_\_

Position Title: Management & Program Analyst Pay Plan, Series, Grade/Step: GS-0343-13/01

Organization: 1. Bureau of Industry and Security 3. Office of Planning, Evaluation & Mgmt  
2. Office of Administration 4. \_\_\_\_\_

### PERFORMANCE PLAN CERTIFICATION

This plan is an accurate statement of the work that will be the basis for the employee's performance appraisal.

Large empty box for signature and date.

**Privacy Act Statement** - Disclosure of your social security number is voluntary. The number is linked with your name in the official personnel records to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b> _____	<b>Date</b> 06/01/07	<b>Element No.</b> <u>1</u> of <u>5</u>
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### Cascaded Organizational Goals

Each element must be cascaded from the DOC Strategic Goals. All Goals must be identified for each element. First, select the appropriate DOC Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the cascade.

**DOC Strategic Goals:**

- Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness and enable economic growth for American industries, workers and consumers
- Strategic Goal 2: Foster science and technology leadership by protecting intellectual-property, enhancing technical standards and advancing measurement science
- Strategic Goal 3: Observe, protect and manage the Earth's resources to promote environmental stewardship
- Management Integration Goal: Achieve Organizational and Management Excellence
- Bureau Goal:** E2. Focused Management
- SES/Organizational Goal:** Demonstrate a high degree of responsiveness to all clients and customers.

### Critical Element and Objective

Customer Service  
To respond to internal and external customers, stakeholders, and the public.

<b>Weighting Factor</b> (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.) <b>Enter the weight for this element in the adjacent box.</b> →	<b>Element Weight</b> 15
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**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

Customers include BIS staff; Commerce operating units, Industry; Office of Management and Budget; other federal agencies and the public.

Customer are provided with service that is consistent with BIS standards.

Customer inquiries, regarding products and/or services, are acknowledged and customers are apprised of the status of the inquiry and when to expect resolution.

Customer needs are identified and modified based on listening to customers and systematically gathering their feedback.

Customer expectations are managed to ensure that customers understand the type and level of service available and the expected time frame for completion.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

In the opinion of the supervisor as a result of direct observation and/or discussions with customers, stakeholders and/or peers:

Responses to customers and stakeholder requests generally reflect the most accurate and complete information available and knowledge of the requester's issues and/or concerns.

If information can not be provided immediately upon request, a response is typically provided within 48 hours.

Responses or services provided to customers, whether oral or written are usually clear, courteous and directly address issues and questions.

Deadlines are usually met and those not met are generally missed due to extenuating circumstances.

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 APPRAISAL RECORD

<b>Employee Name:</b> _____	<b>Date</b> 06/01/07	<b>Element No.</b> 2 of 5
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### Cascaded Organizational Goals

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#### DOC Strategic Goals:

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- Bureau Goal: E2. Focused Management
- SES/Organizational Goal: Implement the President's Management Agenda

### Critical Element and Objective

IT Security  
E2.1.4 Implement improved IT security infrastructure

**Weighting Factor** (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.)

**Enter the weight for this element in the adjacent box. →**

Element Weight

15

**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

IT System security requirements are adhered to when utilizing BIS computing resources in Commerce facilities and while working remotely (i.e., teleworking or on official travel), minimizing the potential for loss or compromise of BIS data.

BIS Internet usage policy is adhered to, avoiding potential for compromise of BIS systems.

BIS computing equipment and data is protected from loss, destruction, unauthorized disclosure and unauthorized modification.

Loss or compromise of any BIS computing equipment or data is reported to the supervisor.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

Completes required annual IT Security refresher training.

Adheres to BIS and organizational rules for acceptable use of the Internet and BIS systems/networks.

Safeguards sensitive government data and personally identifiable information in electronic and paper form in accordance with DOC and BIS organizational rules of behavior.

Employee reports the loss or compromise of any BIS computing equipment or data to the supervisor within 48 hours of discovery.

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b> _____	<b>Date</b> 06/01/07	<b>Element No.</b> 3 of 5
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- Bureau Goal: E2. Focused Management
- SES/Organizational Goal: Implement the President's Management Agenda

### Critical Element and Objective

GAO and IG support  
Support the management of GAO and IG reviews to achieve BIS goals and objectives

<b>Weighting Factor</b> (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.) <b>Enter the weight for this element in the adjacent box →</b>	<b>Element Weight</b>
	30

**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

- GAO and IG process is managed to ensure deadlines are met.
- GAO and IG information requests are provided to requestor and elevated issues are re-directed to management for review.
- Monthly status report on all GAO and IG activities (via e-mail to all BIS managers) are completed to ensure that managers are informed.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

- GAO and IG requests for information are generally completed by the prescribed deadline.
- GAO and IG information requests are usually acted on within three days of receipt.
- Monthly status report on all GAO and IG activities are usually distributed to all managers within first five working days of the new month.

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b> _____	<b>Date</b> 06/01/07	<b>Element No.</b> 4 of 5
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- Bureau Goal:** E2. Focused Management
- SES/Organizational Goal:** Implement the President's Management Agenda

### Critical Element and Objective

BIS Performance integration support  
Support BIS performance integration activities to achieve BIS goals and objectives

<b>Weighting Factor</b> (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.) <b>Enter the weight for this element in the adjacent box.</b> →	<b>Element Weight</b> 20
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**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

BIS President's Management Agenda Status Report for PMA Competitive Sourcing (four/year) is managed to ensure/advance BIS goals and objectives.

Competitive Sourcing/FAIR Act inventory is managed to ensure reporting requirements are in accordance with the Federal Activities Inventory Reform (FAIR) Act (P.L. 105-270), OMB Circular A-76, Performance of Commercial Activities.

A-76 study or data calls are managed to ensure compliance with President's Management Agenda.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

BIS President's Management Agenda Status Report (four/year) is generally completed on time with minimal grammatical and content editing, and adequately represents the Bureau's goals and performance information.

BIS FAIR Act inventory is completed on time, requires minimal analytical, grammatical and content editing, and adequately represents the Bureau's workload and workforce statistics to produce the annual inventory.

Attends most ad-hoc meetings relating to A-76 studies or data calls and provides sufficient advance notice and background information to BIS Leadership with sufficient time for decision making.

## PERFORMANCE PLAN AND APPRAISAL RECORD

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- Bureau Goal:** E2. Focused Management
- SES/Organizational Goal:** Implement the President's Management Agenda

### Critical Element and Objective

Personnel & Security Administration: Support personnel & security management activities to achieve BIS goals and objectives

<b>Weighting Factor</b> (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.) <b>Enter the weight for this element in the adjacent box:→</b>	<b>Element Weight</b> 20
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**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

New Employee Orientation Program is coordinated to ensure that new BIS employees receive BIS overview briefing by BIS senior leadership team.

Personnel actions and related processes are managed to ensure BIS effectiveness.

Personnel security program is managed to ensure compliance with DOC policies and procedures.

SIPRNet program is managed to ensure maximum effectiveness for BIS. SIPRNet facilities are properly certified and personnel are provided guidance in accordance with standards established by the National Telecommunication and Information Administration.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

Information is distributed for the New Employee Orientation Program by established deadlines.

Personnel actions are generally processed within 24 hours of request.

Personnel security related matters are typically acted on within two working days of receiving request.

Requests for SIPRNet accounts are usually acted on within two working days of receiving request.

<b>Employee Name:</b> _____			
<b>PERFORMANCE SUMMARY RATING</b>			
<ul style="list-style-type: none"> <li>• List each element in the performance plan.</li> <li>• All elements are critical.</li> <li>• Assign a rating level for each element:               <ul style="list-style-type: none"> <li>(5) Level 5 (highest level of performance); (4) Level 4; (3) Level 3; (2) Level 2; (1) Level 1 (unacceptable performance)</li> </ul> </li> <li>• Score each element by multiplying the weight by the rating level.</li> <li>• Interim ratings should be considered when you prepare the final summary rating.</li> <li>• After each element has been scored, compute the total point score by adding the individual scores.</li> <li>• Rating officials must provide either an overall narrative justification of the summary rating or a written justification for each element rating.</li> <li>• A written justification is required for any element rated below Level 3.</li> </ul>			
<b>Performance Element</b>	<b>Individual Weights (Total must equal 100)</b>	<b>Element Rating (5, 4, 3, 2, 1)</b>	<b>Score</b>
Customer Service	15		0
IT Security	15		0
GAO and IG Support	30		0
BIS Performance Integration Support	20		0
Personnel & Security Administration	20		0
<b>TOTAL SCORE</b>			<b>0</b>
<b>PERFORMANCE RATING</b>			
<input type="checkbox"/> <b>Level 5</b> (470 – 500)	<input type="checkbox"/> <b>Level 4</b> (380 – 469)	<input type="checkbox"/> <b>Level 3</b> (290 – 379)	<input type="checkbox"/> <b>Level 2</b> (200 – 289)
			<input type="checkbox"/> <b>Level 1</b> (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
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PERFORMANCE RECOGNITION</b>			
<input type="checkbox"/> <b>Performance Award \$</b> _____ ( % ) <i>Appropriation Code</i> _____ <input type="checkbox"/> <b>QSI (Level 5 Required)</b>			
Rating Official's Signature/Title			Date
Approving Official's Signature/Title			Date