

CD-430
(10/05)

U.S. Department of Commerce

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: Program Assistant Pay Plan, Series, Grade/Step: GS-0344-07/01

Organization: 1. Bureau of Industry and Security 3. _____
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.

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

Employee Name _____	Date 06/01/07	Element No. <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 customers and clients

Critical Element and Objective

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

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
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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 generally 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

Employee Name: _____

Date
06/01/07

Element No. 2 of 5

Cascaded Organizational Goals

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- 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.

Employee reports the loss or compromise of any BIS computing equipment or data to the supervisor within 48 hours of discovery, in accordance with BIS and organizational rules.

PERFORMANCE PLAN AND APPRAISAL RECORD

Employee Name: _____	Date 06/01/07	Element No. 3 of 5
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Cascaded Organizational Goals

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Critical Element and Objective

Property Custodian (PC) Function - Maintain all accountable personal property within the designated area.

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.

Personal property accountability is established for the custodial area. Reports for lost, damaged, or destroyed property are submitted to the Property Accountability Officer (PAO) for review and approval.

For newly acquired property, bar codes are affixed to accountable and "sensitive" items and an acquisition document is completed and provided to the Property Office (PO) after approval.

The appropriate Property Management Network member is notified if a division or office received property directly from a vendor. A receiving report is completed for all accountable property acquisitions that are delivered to a division or office, which are not received and processed through the appropriate Property Management Network member.

Exit clearance procedures and accounts for all assigned property are monitored and enforced to ensure that all property is appropriately accounted for.

Property passes are issued, filed and terminated to ensure that employees return property and are held appropriately accountable for issued property, as applicable.

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.

The custodial area reports an inventory accuracy rate of at least 95 percent with no more than 5 percent of the property not found or missing. Any discrepancies found in the annual inventory report is reconciled within 30 calendar days of the inventory report.

The CD-50, "Personal Property Control" or equivalent is submitted to the PO within 10 business days of receipt or transfer. When an employee no longer serves as the PC, ensure the employee receives a signature on the CD-50 or equivalent from the PO releasing the PC from accountability.

Ensures that property passes are regularly monitored to renew or terminate existing passes where applicable.

Across the custodial area, at least 95 percent of the property must be listed under current employees or contractors. Lost, stolen, damaged or destroyed property is reported in a security incident report within 2 business days of date of incident.

Lost, stolen, destroyed, damaged, surplused, or unserviceable property is detailed and submitted on Form CD-52 "Report of Review of Property" within 5 business days from date of incident. Employees are held accountable for property lost, damaged or destroyed while in their possession, specifically where carelessness or negligence is involved.

PERFORMANCE PLAN AND APPRAISAL RECORD

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

Critical Element and Objective

Office Support for Director of Administration
Manage DOA office in support of BIS goals and objectives

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
	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.

- Calendar is maintained, including scheduling of meetings, to ensure maximum DOA efficiency.
- DOA records are maintained to meet legal and regulatory requirements.
- Office supplies are ordered and managed to ensure maximum value for money with minimum overstock.
- Webcims assignments are monitored to meet deadlines.
- Correspondence and other documents are produced to advance DOA goals and objectives.

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.

- DOA Calendars are maintained with no more than 2-3 errors per month.
- DOA records are generally maintained correctly as determined by retention records schedule.
- Office supply orders are generally cleared with the DOA before purchased.
- Webcims assignments are generally monitored daily.
- Correspondence and other documents are generally well-written and are typically free of grammatical errors.

PERFORMANCE PLAN AND APPRAISAL RECORD

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

Critical Element and Objective

Office Support for Office of Administration - Support management of the Office of Administration to achieve OA goals and obligations

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 25
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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.

Learning Management System (LMS) login accounts are maintained to ensure employee access to LMS.

Checks associated with Civil Monetary Program (CMP) are deposited to meet legal requirements and Fines and Penalties Report is completed.

Length of service dates are maintained according to Bureau standards.

BIS Employee Directory on BIS Employeeenet is managed to ensure that employees have access to current information.

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.

LMS login accounts are maintained and updated 2-3 times per month

Checks for CMP are generally deposited within 24 hours of receipt and the Fines and Penalties Report is generally completed by the 15th of the month.

Length of service certificates are generally prepared within two weeks of anniversary date.

BIS Employee Directory is generally updated weekly.

Employee Name: _____			
PERFORMANCE SUMMARY RATING			
<ul style="list-style-type: none"> • List each element in the performance plan. • All elements are critical. • Assign a rating level for each element: <ul style="list-style-type: none"> (5) Level 5 (highest level of performance); (4) Level 4; (3) Level 3; (2) Level 2; (1) Level 1 (unacceptable performance) • Score each element by multiplying the weight by the rating level. • Interim ratings should be considered when you prepare the final summary rating. • After each element has been scored, compute the total point score by adding the individual scores. • Rating officials must provide either an overall narrative justification of the summary rating or a written justification for each element rating. • A written justification is required for any element rated below Level 3. 			
Performance Element	Individual Weights (Total must equal 100)	Element Rating (5, 4, 3, 2, 1)	Score
Customer Service	15		0
IT Security	15		0
Property Custodian Function	15		0
Office Support for Director of Administration	30		0
Office Support for Office of Administration	25		0
TOTAL SCORE			0
PERFORMANCE RATING			
<input type="checkbox"/> Level 5 (470 – 500)	<input type="checkbox"/> Level 4 (380 – 469)	<input type="checkbox"/> Level 3 (290 – 379)	<input type="checkbox"/> Level 2 (200 – 289)
			<input type="checkbox"/> 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
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
PERFORMANCE RECOGNITION			
<input type="checkbox"/> Performance Award \$ _____ (%) <i>Appropriation Code</i> _____ <input type="checkbox"/> QSI (Level 5 Required)			
Rating Official's Signature/Title			Date
Approving Official's Signature/Title			Date