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U.S. Department of Commerce

## PERFORMANCE MANAGEMENT RECORD

Coverage	Bureau Appraisal Cycle	Appraisal Year
☐ General Schedule ☐ Federal Wage System	✓ October 1 – September 30  ☐ June 1 – May 31	From:06/01/07
☐ Wage Marine	November 1 – October 31	To: 09/30/07
Employee's Mamor	CONI	
Employee's Name:		
Position Title: Information Technology S		
Organization: 1. Office of the Secretary	3. Office of	IT Policy and Planning
2. Office of Chief Informa	ation Officer 4. E - Gov	Division
	FORMANCE PLAN CERTIFICAT at of the work that will be the basis for the empty.	
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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 10/01/06	Element No.	1	of _	5	
Cascaded Organizational Goals						
Each element must be cascaded from the DOC Strategic Goals. All Goals must be Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the DOC Strategic Goals:  Strategic Goal: Provide the information and tools to maximize U.S. competition industries, workers and consumers	he cascade.			e DC	)C	
Strategic Goal 2: Foster science and technology leadership by protecting intellemeasurement science				ancii	ng	
Strategic Goal 3: Observe, protect and manage the Earth's resources to promote	e environmental stewardship					
Management Integration Goal: Achieve Organizational and Management Excel	llence					
Bureau Goal: Acquire and manage the technology resources to support	program goals					
SES/Organizational Goal: Manage the information and technology resou	irces to support program g	poals				
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 wind bureau's organization goals. Weights should not be assigned based on the percentathat element.)  Enter the weight	thin the framework of the De ge of time an employee spen ht for this element in the ad	partment's or ds working on jacent box.→	Eleme	nt W	eight	
<b>Results of Major Activities:</b> Identify results that need to be accomplished in A minimum of 3 and a maximum of 6 measurable results must be listed.	support of the performance	element.				
Customers are provided with service that is consistent with OCIO standards.						
Customers include OCIO staff; Immediate Office of the Secretary; Immediate off Council; Office of the Inspector General; Commerce operating units; Office of Management (1997).					oublic.	
Customer inquiries, regarding products and/or services, are acknowledged and to expect resolution.	customers are apprised of t	he status of the in	nquiry a	nd w	hen	
Customer needs are identified and modified based on communication with the communication wi	ustomer.					
Customer expectations are managed to ensure that customers understand the ty	ype and level of service ava	ilable and the ex	pected t	time	frame	
Criteria for Evaluation: Supplemental Standards are required for each elem quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performa In the opinion of the supervisor as a result of direct observation and/or discussions	nce standards also apply.		ce in terr	ns of	f	
Responses to customers and stakeholder requests generally reflect the most accurequester's issues and/or concerns.			nowledg	ge of	the	
If information cannot be provided, usually responds to information requests within	48 hours.					
Responses or services provided to customers, whether oral or written are delivered in a professional and courteous manner.						
Deadlines are usually met and those not met are generally missed due to extenuating circumstances.						
If on approved absence, an automated notification e-mail message will normally be absence, the period of absence, and identifies an alternate contact. Voice mail measurements are contact.						

	Date	Element No.			
Employee Name:	Date 10/01/06	Element No.	2	of	5
Cascaded Organizational Goals					
each element must be cascaded from the DOC Strategic Goals. All Goals in strategic Goal, then list the Bureau Goal, and the SES Manager Goal to comp OCC Strategic Goals:		nt. First, select the ap	propri	ate D	OC
Strategic Goal 1: Provide the information and tools to maximize U.S. co industries, workers and consumers	ompetitiveness and enable econor	mic growth for Amer	rican		
Strategic Goal 2: Foster science and technology leadership by protecting measurement science	g intellectual-property, enhancing	g technical standards	and ac	dvanc	ing
Strategic Goal 3: Observe, protect and manage the Earth's resources to p	promote environmental stewards	hip			
Management Integration Goal: Achieve Organizational and Managemen	nt Excellence				
Bureau Goal: Acquire and manage the technology resources to s	support program goals				
SES/Organizational Goal: Manage the information and technology	y resources to support progra	m goals			
Critical Element and Objective					
E-Government Program Development To establish a Department-wide E-Government Program as an integrorocess	ral part of Commerce's inform	ation technology (I	T) ma	nage	emen
Weighting Factor (The weight for each element should reflect the signification are also be ureau's organization goals. Weights should not be assigned based on the potent element.)  Enter the	mee within the framework of the ercentage of time an employee speed weight for this element in the	pends working on	Elen	nent V	
Results of Major Activities: Identify results that need to be accompliated in minimum of 3 and a maximum of 6 measurable results must be listed.	ished in support of the performar	nce element.			
The E-Government (E-Gov) Program, including paperwork reduction, elect brivacy, information quality, and other IT management activities, is establish commerce information technology.					
Nritten policies, guidelines, and procedures to define and support the E-Go equirements and implement best practices.	ov Program are developed. The	se documents are re	vised t	to me	et ne
nternal call memoranda for E-Gov Program activities such as preparation of Federal Information Security Management Act, Information Collection Budg					
Electronic resources such as software tools and Web sites to support the E	gov process are acquired or de	veloped.			
Department-wide E-Gov user groups to support specific components of the established and guided.	E-Gov process, such as EIT ac	cessibility or paperw	ork red	ductio	n, ar
Criteria for Evaluation: Supplemental Standards are required for eacquality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Pe		t Level 3 performan	ce in te	erms o	of
The E-Gov Program and its supporting policy, guidance, and procedu	ures are generally sound and	useful.			
nternal data calls to support the E-Gov program are generally well a		in accepted time fr	ames	(gene	erall
within one week, if responding to an external data call) for operating					
	ne principles of Writing in Plair	English.			
within one week, if responding to an external data call) for operating	ne principles of Writing in Plair	English.			

Cascaded Organizational Goals  Each element must be cascaded from the DOC Strategic Goals. All Goals must be Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete DOC Strategic Goals:  Strategic Goals:  Strategic Goal 1: Provide the information and tools to maximize U.S. competindustries, workers and consumers	e identified for each element. First, select the a	of	
Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete DOC Strategic Goals:  Strategic Goal 1: Provide the information and tools to maximize U.S. competindustries, workers and consumers	e identified for each element. First, select the a		
Strategic Goal 1: Provide the information and tools to maximize U.S. competi- industries, workers and consumers	the cascade.	ppropriate D	OC
	itiveness and enable economic growth for Ame	rican	
Strategic Goal 2: Foster science and technology leadership by protecting intel measurement science	lectual-property, enhancing technical standards	and advanc	ing
Strategic Goal 3: Observe, protect and manage the Earth's resources to promo	ote environmental stewardship		
Management Integration Goal: Achieve Organizational and Management Exce	ellence		
Bureau Goal: Acquire and manage the technology resources to support	t program goals		
SES/Organizational Goal: Manage the information and technology reso	urces to support program goals		
Critical Element and Objective			
-Government Program Execution o manage and operate a Department-wide E-Government Program as an	integral part of Commerce's IT manageme	ent process	
Weighting Factor (The weight for each element should reflect the significance we bureau's organization goals. Weights should not be assigned based on the percent that element.)  Enter the weight	within the framework of the Department's or age of time an employee spends working on the this element in the adjacent box.	Element \	Veigl
Results of Major Activities: Identify results that need to be accomplished in A minimum of 3 and a maximum of 6 measurable results must be listed.	in support of the performance element.		
Norkforce development is provided through a variety of means (formal classon-one meetings, exchange programs, etc.) for the E-Gov Program.	ssroom sessions, demonstrations, panel d	iscussions,	one
Automated tools, Web sites, or other electronic means to support the E-Go	ov process are provided.		
Written analyses of documents such as Privacy Impact Assessments, businesses	ness cases, benefit-cost analyses, etc. are	prepared.	
Documents such as the Department's E-Gov Implementation Plan, E-Gove Security Management Act, Information Collection Budget, EIT Accessibility			
Criteria for Evaluation: Supplemental Standards are required for each elem- quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performs		ce in terms	of
Documents generally reflect sound analysis, are timely, follow the principle		orogram go	als.
Course evaluations are rated on average acceptable or higher. Web sites	provide core information and are generally	up to date	
The E-Gov automated tools are available when needed and provide useful products on average as acceptable or higher.	support for E-Gov management, user sur	veys rate th	ie
	n within the Department's control.		

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Management Integration Goal: Achieve Organizational and Management Excellence    Bureau Goal: Acquire and manage the technology resources to support program goals   SES/Organizational Goal: Manage the information and technology resources to support program goals   SES/Organizational Goal: Manage the information and technology resources to support program goals   SES/Organizational Goal: Manage the information and technology resources to support program goals   SES/Organizational Goal: Manage the information and technology resources to support program goals   SES/Organizational Goal: Manage the information and technology resources to support program goals   SES/Organizational Goal: Management Control Program Development and Execution.   O establish a Department-wide Capital Planning and Investment Control Program as an integral part of Commerce's IT manager process   Security of Program as an integral part of Commerce's IT manager process of the percentage of time an employee spends working on the percentage of time an employee spends working on the percentage of time an employee spends working on the percentage of time an employee spends working on the percentage of time an employee spends working on the percentage of time an employee spends working on the element.   Security of the performance element.   Program is expected by the percentage of time an employee spends working on the element of the performance element.   Program is expected by the critical part of the performance element.   Program is established, with particular focus on the Commerce IT Review Boa CITRB), as a component of an overall strategic management process for Commerce information technology.	ioal 2: Foster science and technology leadership by protecting intellectual-property, enhancing technical standards and advanci ent science	ng
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	enerally reflect sound analysis, are timely, follow the principles of Writing in Plain English, and support program goa	ıls.
Summaries of CITRB meetings are generally complete, accurate, and prepared within three weeks of the meeting.	vide core information and are generally up to date.	
	CITRB meetings are generally complete, accurate, and prepared within three weeks of the meeting.	

PERFORMANCE PLAN AND APPI	RAISAL RECOR	LD.			
Employee Name:	Date 10/01/06	Element No.	5	of	5
Cascaded Organizational Goals					
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Bureau Goal: Acquire and manage the technology resources to support pro	ogram goals				
SES/Organizational Goal: Manage the information and technology resource	es to support program g	oals			
Critical Element and Objective					
Leadership (Team Leaders) Objective: To assist the supervisor in the management of assigned programs a	and resources.				
Weighting Factor (The weight for each element should reflect the significance within bureau's organization goals. Weights should not be assigned based on the percentage that element.)  Enter the weight	n the framework of the De of time an employee spend for this element in the ad	ds working on	Elen	nent V	Veight
<b>Results of Major Activities:</b> Identify results that need to be accomplished in standard a maximum of 3 and a maximum of 6 measurable results must be listed.	upport of the performance	element.			
The OCIO's strategic plan, mission, vision and values are communicated strategies, goals, objectives, work plans and work products and services.		and integrated	into t	the te	am's
Projects, problems to be solved, actionable events, milestones, and/or proframes for completion are articulated and communicated to the team men		view, and dead	dlines	and	time
Workload and tasks are identified, distributed and balanced among team skill level and/or occupational specialization.	members in accordance	ce with establis	shed v	work	flow,
Status and progress of work are monitored and reported, checking on wo that the supervisor's instructions on work priorities, methods, deadlines at	rk in progress and revi nd quality have been n	ewing complet net.	ed wo	ork to	see
Team and individual training needs are reported to the supervisor.					
Criteria for Evaluation: Supplemental Standards are required for each elemen quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance		evel 3 performan	ce in to	erms (	of
In the opinion of the supervisor through direct observation or feedback from tea	am members, customers	s and stakehold	ers:		
Work priorities and assignments are generally clear, realistic, and supportive o or before the deadline.	of OCIO programs, and o	objectives are go	enera	lly me	et on
Work assignments are usually distributed among team members generally with	hin 2 days of receipt from	n the office dire	ctor.		
Team member evaluations are completed twice annually, with the supervisor.					

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 rate interim ratings should be considered when you prepare. After each element has been scored, compute the total process. Rating officials must provide either an overall narrative element rating. A written justification is required for any element rated.	ting level. the final summary rating. point score by adding the individu justification of the summary ratio	al scores.	
Performance Element	Individual Weights (Total must equal 100)	Element Rating (5, 4, 3, 2, 1)	Score
Customer Service	15		0
E-Gov Program Development	25		0
E-Gov Program Execution	20		0
CPIC/CITRB Program Development and Execution	25		0
Program Management	15	,	0
		TOTAL SCORE	0
	ANCE 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 hel	attached? Date		
	□Yes	□No	
PERFORMAN	CE RECOGNITION		
Performance Award \$ ( %) Approp	priation Code 15		
Rating Official's Signature/Title		Date	
Approving Official's Signature/Title		Date	