

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: _____

Position Title: Financial Analyst Pay Plan, Series, Grade/Step: GS 1160-14

Organization: 1. Economic Development Administration 3. Administrative and Support Services

2. Office of Management Service s 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. 1 of 5

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:** Increase private enterprise and job creation in economically distressed communities
Improve community capacity to achieve and sustain economic growth
- SES/Organizational Goal:** Organizational excellence

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

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.

1. Customers, both internal and external, received the services as defined by the functions and responsibilities of the organization and customer expectations were managed to ensure customers understood the type and level of service available and expected time frames.
2. Relationships are established and maintained with counterparts in Department and other DOC bureaus and these relationships facilitate the accomplishment of EDA and Department goals and activities.
3. The supervisor is kept apprised of any problematic or controversial issues and provided recommendations for the resolution of such issues.
4. Organizational objectives are achieved through communication and collaboration with other Agency and Department offices and other Department bureaus.
5. Customer inquiries are acknowledged, needs are identified, issues are clarified, and customers are apprised of the status of the inquiry and when to expect resolution.
6. Customer service is provided in collaboration, consultation, and partnership with customers, other agencies, and stakeholders.

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.

1. Pro-actively identifies and addresses customer needs and expectations.
2. Routinely and timely responds to customers with factually accurate information that is consistent with EDA and Department guidance and policies and relevant program or technical documents.
3. Service and work products reflect consideration of customer issues and concerns.
4. Writing reflects sound analytical thinking, presents concise, well-reasoned conclusions, and is free of grammatical and typographical errors.
5. Oral communication with superiors, peers, subordinates, and others is clear, courteous, consistent with Agency, Department and Administration policies and directly addresses issues and questions.

PERFORMANCE PLAN AND APPRAISAL RECORD

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

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Critical Element and Objective

Property Management Function

To provide direction, leadership, and general supervision in the implementation and maintenance of the Property Management Program.

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.

1. A "Property Management Network" consisting of Property Accountability Officers (PAOs), Property Custodians (PCs), and Property Boards of Review (PBR) are established, trained, certified and maintained to ensure the Department of Commerce is accountable for its property and information.
2. Inventory schedules are developed and implemented; inventory progress is monitored; property records are reconciled with the property accounting system; and required reports are prepared and submitted.
3. One or more PAOs are appointed in writing to account for and control all of the personal property within their assigned jurisdictions. PAOs are provided with disposition instructions in accordance with the Federal Property Management Regulation (FPMR).
4. Procedures for the repair, rehabilitation, and or disposition of property are implemented.

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.

1. PBR members are usually appointed in writing within 2 weeks of vacancy or establishment of a new Board.
2. Generally, the PBR members are trained prior to reviewing incident reports.
3. Usually inventory schedules are developed no later than the end of July in preparation for current Fiscal Year (FY) inventories..
4. Usually PAOs are appointed in writing within 15 business days of them assuming the position or from the announcement of the appointment
5. Property Management Network (not PBR) members receive formal training on Federal Property Management Regulations (FPMR) and related processes.

PERFORMANCE PLAN AND APPRAISAL RECORD

Employee Name: _____	Date 06/01/07	Element No. 3 of 5
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Critical Element and Objective

Loan Management

To maintain aggressive management on assigned projects relating to loans or to the collection of debts associated with EDA grants.

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
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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.

1. Financial reports are analyzed to determine the solvency and continued ability to repay of the grantee or the borrower.
2. Mortgage and lien positions are reviewed and determinations made as to the rank of all creditors and the value of EDA's position.
3. Recommendations are developed to identify opportunities to collect on charged-off or written-off loans; for acceleration of loans and demand for payment, where appropriate; and for the charge off of loans when no further collection action is practical.
4. Determinations are made for estimated allowance of loss for loans in able to timely and accurately prepare the financial statements for the Financial Performance Initiative for EDA's Balanced Scorecard for the President's Management Agenda.
5. Grant receivables are reviewed and serviced, and recommendations are made for appropriate actions to effect collection, including coordination with the Office of Inspector General and legal offices as appropriate.

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.

1. The grant and loan general terms and conditions and negative covenants are in timely compliance with EDA policy, regulation and law (unless deadlines or other requirements are extended with supervisory approval or documentation shows that borrowers are directed to come into compliance in accordance with agency procedures).
2. Recommendations are prepared timely and accurately by the due date unless extended with supervisory approval.
3. Estimated allowance of loss for loans are timely and accurately prepared by the agreed upon due date unless extended with supervisory approval.
4. Financial reports reflect sound analytical thinking and present recommendations consistent with sound financial principles supportive of EDA programs.
5. Written documentation thoroughly analyzes financial issues, reflects thorough investigation of factual and legal resources and are infrequently returned for substantial revision.

PERFORMANCE PLAN AND APPRAISAL RECORD

Employee Name: _____

Date
06/01/07

Element No. 4 of 5

Cascaded Organizational Goals

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Critical Element and Objective

Loan Liquidation
Seek alternatives to foreclosures

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.)

Element Weight
20

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

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.

1. Implementation plans are developed, coordinated with the Office of General Counsel and Department of Justice, and implemented.
2. Analysis are developed formulating EDA's relative position in a sale or foreclosure based upon the necessary appraisals of borrowers' assets, financial history and other data.
3. Maintenance and caretaker services are procured where appropriate, and implementation and use of such services are supervised.
4. Recommendations are developed for EDA action, i.e., protection bids, in case of foreclosure sale.
5. Services of an auctioneer are negotiated, obtained and coordinated.
6. Titles are transferred and funds are collected by attendance at foreclosure sales; submissions of protective bids are made, as authorized; and other such actions are taken which may be necessary to protect EDA with the assistance of EDA attorneys.

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.

1. Updates project files on a weekly basis to reflect actions taken and the reasons for each action.
2. Develops and implements liquidation plans by the due date, unless extended with supervisory approval.
3. Reviews the monthly report of outstanding collections by the 15th workday of each month and contacts delinquent debtors.
4. Prepares report of all sales within 5 workdays after completion of the action.

PERFORMANCE PLAN AND APPRAISAL RECORD

Employee Name: _____	Date 06/01/07	Element No. <u>5</u> of <u>5</u>
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Critical Element and Objective

Special Projects

To accomplish ad hoc projects which facilitate mission accomplishment

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
20

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.

1. Project goals and deliverables are identified.
2. Background research is conducted.
3. Project plans are developed.
4. Coordination among all concerned parties is accomplished.
5. Priorities are identified.
6. Objectives and specific deliverables are accomplished.

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.

1. Plans are generally comprehensive and usually include a clear definition of the objectives and the specific deliverables, a thorough analysis of the issue(s), the sequence of steps involved, priority concerns, and estimates of the time to complete each phase.
2. Concerned parties are usually informed weekly, or at mutually agreed upon time frames, of the status of the work and any problems that may have arisen.
3. Research is generally conducted in an efficient and comprehensive manner reflecting evidence that relevant laws, regulations, and/or other sources of information were investigated or analyzed.
4. Work products are generally technically accurate and usually without grammatical or typographical errors. Appendices, graphics, and supplemental materials are included as necessary.
5. The objectives and specific deliverables are usually accomplished by the assigned due date.

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
Property Management	15		0
Loans Management	30		0
Loan Liquidation	20		0
Special Projects	20		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