U.S. Department of Commerce

PERFORMANCE MANAGEMENT RECORD

CD-430 (10/05)

Coverage	Bureau Appraisal Cycle	Appraisal Year
 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>

Employee's Name:	SSN:
Position Title: Information Technology Specialist	Pay Plan, Series, Grade/Step: GS-2210-14
Organization: 1. National Telecommunications & Info Admin	3. Information Technology Division
2. Office of Spectrum Management	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 A	PPRAISAL R	ECORD			
Employee Name:	Date	Element No.	1	of	5
Cascaded Organizational Goals	I	l			
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 Goal 1: Provide the information and tools to maximize U.S. competing industries, workers and consumers	e the cascade.			iate D	DOC
Strategic Goal 2: Foster science and technology leadership by protecting inte measurement science	llectual-property, enha	ancing technical standard	s and a	dvanc	cing
Strategic Goal 3: Observe, protect and manage the Earth's resources to prome	ote environmental stev	wardship			
Management Integration Goal: Achieve Organizational and Management Exc	ellence				
Bureau Goal: Ensure that the allocation of Radio Spectrum provides the greatest be	nefit to all people.				
SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major updates thereto on the NTIA Employee Resources website.	Activities, & Perform	nance Elements (Octob	oer 2, 2	2006)) or
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 we bureau's organization goals. Weights should not be assigned based on the percent that element.)	ithin the framework of age of time an employ the formed and the second sec	of the Department's or yee spends working on n the adjacent box. \rightarrow	Elem	ent W	Veight
Results of Major Activities: Identify results that need to be accomplished A minimum of 3 and a maximum of 6 measurable results must be listed.					
Federal agency and internal customer requests and inquiries are responde	d to in compliance v	with OSM standards (IT	D 10).		
Business requirements are acknowledged and customers are kept apprised resolution (ITD 10).	d of the status of the	eir requirements and wi	nen to	expe	ct
Written and oral responses are developed for public inquiries (ITD 10). Cu communications with customer.	stomer needs are id	lentified, and issues cla	rified in	n	
Requests and inquiries from the Department Office of the CIO are address	ed (ITD 10).				
Requests and inquiries from the Office of Management and Budget (OMB)	are addressed (ITD	10).			
(ITD #): For expanded description of each major activity see FY 2007 DOC Elements (October 2, 2006) or updates thereto and also available on the N	-NTIA-OSM Goals, TIA Employee Reso	Major Activities, & Perfo urces website.	ormano	ce	
Criteria for Evaluation: Supplemental Standards are required for each elem quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performa	nent and must be defin ance standards also ap	ied at Level 3 performanc ply.	e in ter	ms of	ſ
General Measure: Timeliness Specific Measures: On average, routine requests are acknowledged and ac If information or more detailed analysis is necessary, a Requests that cannot be satisfied within five working da an acceptable cause for the delay.	response is provided	d within five working da	ys. stome	r with	1
General Measure: Quality Specific Measures: Responses to customer requests are based upon the m Responses to customer requests are clear, concise and	nost accurate and co unambiguous to the	e customer.	ilable.		
If on approved absence, an automated notification e-mail will normally be subsence, the period of absence and identifies an alternate contact. Voice minformation.	ent in response to in aail messages must	a-coming messages that also provide the caller	t indica with the	ates y e san	your ne

PERFORMANCE PLAN AND APPRAISAL RECORD								
Employee Nam	e:			Date	Element No.	2	of	5
Cascaded Orga	nizational Goals						-	
Strategic Goal, then DOC Strategic Goal	be cascaded from the DOC list the Bureau Goal, and th als: I: Provide the information a cers and consumers	ne SES Manager Go	bal to complete the c	ascade.			iate D	OC
	2: Foster science and techno	logy leadership by	protecting intellectu	al-property, enh	ancing technical standard	s and a	dvanc	ing
Strategic Goal 3	3: Observe, protect and man	age the Earth's reso	ources to promote en	vironmental ste	wardship			
Management In	tegration Goal: Achieve On	ganizational and Ma	anagement Excellend	ce				
Bureau Goal: Ensure that the	he allocation of Radio Sp	ectrum provides th	he greatest benefit	to all people.				
hollowed	tional Goal: See FY 2007			vities, & Perfor	mance Elements (Octo	ber 2,	2006) or
updates there	eto on the NTIA Employee	e Resources webs	site.					
Critical Elemen	t and Objective							
DOD Program/Pro To provide progra	pject Management m/project management s	upport for Spectru	ım XXI, EL-CID, ar	nd ZYWeb sys	tems			
Weighting Factor bureau's organizatio that element.)	(The weight for each eleme on goals. Weights should no	nt should reflect the ot be assigned based	significance within on the percentage o Enter the weight fo	the framework f time an emplo r this element i	of the Department's or yee spends working on n the adjacent box. \rightarrow	Elen	nent V 15	Veight
	or Activities: Identify res d a maximum of 6 measurab			port of the perfe	ormance element.			
Internal and extern	nal customer requiremen	ts for Spectrum X	XI and EL-CID are	satisfied (ITD	04, ITD 07).			
Spectrum XXI , EL	L-CID, and ZYLab softwa	re are maintained	and updated at the	e HCHB and S	Site C (ITD 04).			
	-CID and ZyLab docume							
	-CID and ZyLab database							
Technical expertis	se is provided for the trans	sfer of functionality	y to the Federal Sp	pectrum Manag	gement System (ITD 01).		
(ITD #): For expar Elements (Octobe	nded description of each a er 2, 2006) or updates the	major activity see reto and also avai	FY 2007 DOC-NT lable on the NTIA	IA-OSM Goals Employee Res	, Major Activities, & Per sources website.	forma	nce	
	aluation: Supplemental S neliness, and/or cost-effectiv					ce in te	erms o	f
General Measure:		ones are created a al end-user suppo etailed analysis is pdate is provided	and met unless ext rt are acknowledge necessary, a resp to the Division Chi	ension is agre ed and address onse is provide ef.	ed by supervisor and cu sed within one working d ed within five working d	day.	ər.	
General Measure: Specific Measures	: Quality s: Budgets do not exceed DOD project objectives Project is managed in a	are satisfied withi	n budget limits. PMI best practices	s, DOC and NT	'IA guidelines.			

CD-430(b)

PERFORMANCE PLAN AND APPRAISAL RECORD						
Employee Name:			Date	Element No.	3 of	5
Cascaded Organiz	ational Goals			l		
Strategic Goal, then list DOC Strategic Goals:	the Bureau Goal, and the S	SES Manager Goal to co	must be identified for each ele mplete the cascade. competitiveness and enable ec			OC
	ster science and technolog		ng intellectual-property, enhan			ing
		e the Earth's resources to	promote environmental stewa	ardship		
Management Integra	ation Goal: Achieve Organ	izational and Manageme	ent Excellence			
Bureau Goal:						
Ensure that the all	location of Radio Spectr	rum provides the great	est benefit to all people.			
			Major Activities, & Performa	ance Elements (Octob	per 2, 2006)) or
updates thereto of	n the NTIA Employee R	esources website.				
Critical Element ar	nd Objective					
SIPRNet Program/Proje To server as the Progra		the Consolidated DOC	SIPRNet Project			
Weighting Factor (The bureau's organization go that element.)	weight for each element s bals. Weights should not b	e assigned based on the r	ance within the framework of percentage of time an employe ne weight for this element in	e spends working on	Element V 25	Veight
	ctivities: Identify results naximum of 6 measurable		lished in support of the perform	mance element.		
SIPRNet requirements	of the NTIA and DOC of	sustomers are satisfied	(ITD 04, ITD 07).			
SIPRNet user account	s are vetted and establis	shed (ITD 04).				
SIPRNet MOU's with s	supported DOC entities a	and DOD are created a	and executed (ITD 04, ITD 0	07).		
			nbership on the ITD Config	uration Management	Board (ITD	04).
DOD required program	n management and secu	rity documents are ma	aintained (ITD 04, ITD 10).			
(ITD #): For expanded Elements (October 2, 2	description of each maj 2006) or updates thereto	or activity see FY 200 and also available or	7 DOC-NTIA-OSM Goals, M the NTIA Employee Resou	lajor Activities, & Perf urces website.	ormance	
Criteria for Evalua	tion - Supplemental Stan	dards are required for ea	ch element and must be define	ed at I evel 3 performance	e in terms o	f
					in terms o	
quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply. General Measure: Timeliness Specific Measures: Program/project milestones are created and met unless extension is agreed by supervisor and customer. All requests for technical end-user support are acknowledged and addressed within one working day. If information or more detailed analysis is necessary, a response is provided within five working days. Weekly project status update is provided to the Division Chief. On average, coordinates response to critical system outages within 30 minutes of notification.						
SIF	dgets do not exceed allo PRNet project objectives	are satisfied within bu	dget limits. t practices, DOC and NTIA	guidelines.		

CD-430(b)

PERFORMANCE PLAN AND APPRAISAL RECORD								
Employee Name:	:			Date	Element No.	4	of	5
Cascaded Organ	izational Goals							
Each element must be Strategic Goal, then li	e cascaded from the DOC S ist the Bureau Goal, and the	e SES Manager Goal	to complete the cas	cade.			iate D	OC
	Foster science and technol						dvanci	ing
incastrement sere	Observe, protect and mana	age the Earth's resourc	ces to promote envi	ronmental stew	ardship			
Management Inte	egration Goal: Achieve Org	anizational and Mana	gement Excellence					
Bureau Goal: Ensure that the	e allocation of Radio Spe	ctrum provides the g	greatest benefit to	all people.				
SES/Organizatio	onal Goal: See FY 2007 I o on the NTIA Personnel	DOC-NTIA-OSM Go Resources - OSM v	oals, Major Activit	es, & Perform	ance Elements (Octob to be accomplished d	er 2, 2 urina	2006) FY 20	or)07
as related to OS	SM goals can also be for	und in this documen	t at the website.					
Critical Element								
Project Management To develop and impl	It Office lement standardized proj	ect management pr	actices within the	IT Division.				
bureau's organization that element.)	The weight for each elemer 1 goals. Weights should no	t be assigned based on En	the percentage of the the weight for	time an employ this element in	the adjacent box. \rightarrow	Elen	nent W 30	/eight
Results of Major A minimum of 3 and a	Activities: Identify resu a maximum of 6 measurab	alts that need to be acc le results must be liste	complished in supp ed.	ort of the perfor	mance element.			
Divisional Project M	lanagement infrastructure	e implementation pla	an is developed (TD 9).				
	ent Office (PMO) Charte							
	are provided guidance re							
	defined and scoped (bro			o minimize ass	ociated risk (ITD9).			
	ts are provided to the Div							
(ITD #): For expand Elements (October 2	led description of each m 2, 2006) or updates there	ajor activity see FY eto and also availab	2007 DOC-NTIA le on the NTIA Er	-OSM Goals, I nployee Reso	Major Activities, & Perfo urces website.	ormar	nce	
Criteria for Eval quality, quantity, time	luation: Supplemental S eliness, and/or cost-effectiv	tandards are required t reness. Attached Gene	for each element an eric Performance st	d must be defin andards also ap	ed at Level 3 performanc ply.	e in te	erms o	f
	Timeliness PMO Charter is develop Project status reports an Project plans and docum or the supervisor.	e provided on a wee	kly basis beginni	ng May 1, 200 e scheduled d	7. ates as specified by the	e proj	ect pla	an
	Quality Budgets do not exceed Program objectives are s		get limits.					

CD-430(b)

PERFORMANCE PLAN AN	ND APPRAISAL RE	CORD	
Employee Name:	Date	Element No.	5 _{of} 5
Cascaded Organizational Goals	I		
Each element must be cascaded from the DOC Strategic Goals. All Goals Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to co DOC Strategic Goals: Strategic Goal 1: Provide the information and tools to maximize U.S. industries, workers and consumers	omplete the cascade.		
Strategic Goal 2: Foster science and technology leadership by protect measurement science	ing intellectual-property, enhan	cing technical standard	s and advancing
Strategic Goal 3: Observe, protect and manage the Earth's resources to	o promote environmental stewa	urdship	
Management Integration Goal: Achieve Organizational and Managem	ent Excellence		
Bureau Goal: Ensure that the allocation of radio spectrum provid	des the greatest benefit to all	l people.	
SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, updates thereto and also available on the NTIA Employee Reso		ance Elements (Octob	per 2, 2006) or
Critical Element and Objective			
JSC/DOD Contracting Officer's Technical Representative Ensures the technical requirements of assigned contracts are met.			
Weighting Factor (The weight for each element should reflect the signific bureau's organization goals. Weights should not be assigned based on the that element.)	cance within the framework of percentage of time an employe the weight for this element in the second secon	the Department's or e spends working on the adjacent box. →	Element Weight
Results of Major Activities: Identify results that need to be accomp A minimum of 3 and a maximum of 6 measurable results must be listed.	plished in support of the perform	nance element.	
Technical requirements of assigned contracts are met.			
Technical effort being performed under the contract is monitored.			
Performance progress is communicated with the Contractor.			
Flow of technical matters between the Government and the Contract	tor are directed.		
(ITD #) For expanded description of each major activity, see FY 200 Elements (October 2, 2006) or updates thereto and also available or			ormance
Criteria for Evaluation: Supplemental Standards are required for equality, quantity, timeliness, and/or cost-effectiveness. Attached Generic F			te in terms of
General Measure: Timeliness Specific Measures: Contracts are monitored to ensure timely comple Kick-off and monthly progress meetings are held Regularly communicates with Contracting Office Resolves technical issues in a timely manner.	with contractors.		
General Measure: Quality Specific Measure: Submissions to the Contracting Officer are usually	y accurate and complete.		

CD-430(d)

Employee Name: '	an a					
PERFORMANC	CE 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) Le Score each element by multiplying the weight by the Interim ratings should be considered when you prepa After each element has been scored, compute the tota Rating officials must provide either an overall narrat element rating. A written justification is required for any element rational provide element for any element rational provide element provide element rational provide element provide element rational provide element p	rating level. are the final summary rating. al point score by adding the individu ive justification of the summary rati	al scores.				
Performance Element	Individual Weights (Total must equal 100)		nt Rating , 3, 2, 1)	Score		
Customer Service	15			0		
DOD Programs Project Managment	15			0		
SIPRNet Project Management	25			0		
Project Management Office	30			0		
Contracting Officer's Technical Representative	15			0		
	TOTA					
	MANCE 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 he	eld) Employee comments	attached?	Date			
	□Yes [No				
PERFORMAN	NCE RECOGNITION					
Performance Award \$(%) Appr QSI (Level 5 Required)	opriation Code			-		
Rating Official's Signature/Title			Date			
	\$					
Approving Official's Signature/Title			Date			
	~					