CD-430 (10/05) U.S. Department of Commerce

PERFORMANCE MANAGEMENT RECORD

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:06/01/07 To:	

Employee's N	ame:	SSN:
Position Title:	Information Technology Specialist -Team Le	ad Pay Plan, Series, Grade/Step: GS - 2210 - 15
Organization:	1. Office of the Secretary	3. Office of IT Policy and Planning
	2. Office of Chief Information Officer	4. E - Gov Division

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 APPR	AISAL RECORI	D			
Employee Name:	Date 10/01/06	Element No.	1	of	5
Cascaded Organizational Goals	1	1			
Each element must be cascaded from the DOC Strategic Goals. All Goals must be iden Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the ca DOC Strategic Goals: Strategic Goal 1: Provide the information and tools to maximize U.S. competitiven	ascade.			ate D	OC
Strategic Goal 2: Foster science and technology leadership by protecting intellectus				luand	ing
measurement science	1 1 2 0	initial standards	anu au	avanc	, mg
Strategic Goal 3: Observe, protect and manage the Earth's resources to promote en	vironmental stewardship				
Management Integration Goal: Achieve Organizational and Management Excellence	ce				
Bureau Goal: Acquire and manage the technology resources to support pro-	gram goals				
SES/Organizational Goal: Manage the information and technology resources	s to support program go	als			
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 bureau's organization goals. Weights should not be assigned based on the percentage o that element.) Enter the weight for	the framework of the Dep f time an employee spends r this element in the adja	s working on	Elen	nent V 15	Weight
Results of Major Activities: Identify results that need to be accomplished in sup A minimum of 3 and a maximum of 6 measurable results must be listed.	oport of the performance e	lement.			
Customers are provided with service that is consistent with OCIO standards.					
Customers include OCIO staff; Immediate Office of the Secretary; Immediate office of Council; Office of the Inspector General; Commerce operating units; Office of Manage					
Customer inquiries, regarding products and/or services, are acknowledged and cust to expect resolution.	omers are apprised of the	e status of the i	nquiry	and	when
Customer needs are identified and modified based on communication with the custo	omer.				
Customer expectations are managed to ensure that customers understand the type	and level of service avail	able and the ex	pecte	d time	e frame
Criteria for Evaluation: Supplemental Standards are required for each element a quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance	standards also apply.		ce in te	erms (of
In the opinion of the supervisor as a result of direct observation and/or discussions with					
Responses to customers and stakeholder requests generally reflect the most accurate requester's issues and/or concerns.	and complete information	available and k	nowle	dge o	of the
If information cannot be provided, usually responds to information requests within 48 h	ours.				
Responses or services provided to customers, whether oral or written are delivered in	a professional and courted	ous 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 set absence, the period of absence, and identifies an alternate contact. Voice mail messa					

Employee Name:	Date	10/01/06	Element No.	2	of	5
Cascaded Organizational Goals					01	
Each element must be cascaded from the DOC Strategic Goals. All Goa Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to DOC Strategic Goals:	complete the cascade.				ate DO	OC
Strategic Goal 1: Provide the information and tools to maximize U.S industries, workers and consumers	5. competitiveness and	enable econom	ic growth for Amer	ican		
Strategic Goal 2: Foster science and technology leadership by protection measurement science	cting intellectual-prope	rty, enhancing t	echnical standards	and ad	lvanci	ing
Strategic Goal 3: Observe, protect and manage the Earth's resources	to promote environme	ental stewardshi	р			
Management Integration Goal: Achieve Organizational and Manage	ment Excellence					
Bureau Goal: Acquire and manage the technology resources	to support program (goals				
SES/Organizational Goal: Manage the information and techno	logy resources to su	pport program	goals			
Critical Element and Objective						
E-Government Program Development To establish a Department-wide E-Government Program as an in process	tegral part of Comm	erce's informat	tion technology (I	T) ma	nager	men
Weighting Factor (The weight for each element should reflect the sign pureau's organization goals. Weights should not be assigned based on the hat element.) Enter	ificance within the frame percentage of time a r the weight for this e	n employee spe	nds working on	Elem	ent W 25	Veigl
pureau's organization goals. Weights should not be assigned based on the	ne percentage of time a r the weight for this e	n employee spe lement in the a	nds working on djacent box.→	Elem		Veigh
nureau's organization goals. Weights should not be assigned based on the hat element.) Enter Results of Major Activities: Identify results that need to be account to be account of the second	ne percentage of time a r the weight for this e nplished in support of electronic and informat	n employee spe lement in the a the performance ion technology :	nds working on djacent box.→ e element. accessibility, record	ds mar	25 nagem	nent,
A minimum of 3 and a maximum of 6 measurable results must be listed. The E-Government (E-Gov) Program, including paperwork reduction, e privacy, information quality, and other IT management activities, is esta	the percentage of time a r the weight for this e nplished in support of electronic and informat blished as a compone	n employee spe lement in the a the performance ion technology a nt of an overall	nds working on djacent box.→ e element. accessibility, recorr strategic managen	ds mar nent pr	25 nagem ocess	nent, s for
Dureau's organization goals. Weights should not be assigned based on the factor of the element.) Results of Major Activities: Identify results that need to be accord minimum of 3 and a maximum of 6 measurable results must be listed. The E-Government (E-Gov) Program, including paperwork reduction, eprivacy, information quality, and other IT management activities, is esta Commerce information technology. Written policies, guidelines, and procedures to define and support the E	ne percentage of time a r the weight for this e nplished in support of electronic and informat blished as a compone E-Gov Program are de on of E-Gov Implement	n employee spe lement in the a the performance ion technology a nt of an overall veloped. These ntation Plans, E-	nds working on <u>djacent box.→</u> e element. accessibility, record strategic managen e documents are re -Gov Report, Priva	ds mar hent pr vised t	25 nagem ocess o mee	nent s for et ne
A representation of the processing	ne percentage of time a <u>r the weight for this e</u> nplished in support of electronic and informat blished as a compone E-Gov Program are de on of E-Gov Implement Budget, EIT Accessibili	n employee spe lement in the a the performance ion technology a nt of an overall veloped. These ntation Plans, E- ty Report, etc. a	nds working on djacent box.→ e element. accessibility, record strategic managen e documents are re -Gov Report, Priva are issued with sup	ds mar hent pr vised t	25 nagem ocess o mee	nent, s for et ne
Dureau's organization goals. Weights should not be assigned based on the fat element.) Enter Results of Major Activities: Identify results that need to be accord minimum of 3 and a maximum of 6 measurable results must be listed. The E-Government (E-Gov) Program, including paperwork reduction, economy information quality, and other IT management activities, is esta Commerce information technology. Written policies, guidelines, and procedures to define and support the Erequirements and implement best practices. Internal call memoranda for E-Gov Program activities such as preparati Federal Information Security Management Act, Information Collection E	ne percentage of time a r the weight for this e nplished in support of electronic and informat blished as a compone E-Gov Program are de on of E-Gov Implement sudget, EIT Accessibilities ne E-gov process are a	n employee spe lement in the a the performance ion technology and of an overall veloped. These ntation Plans, E- ty Report, etc. a acquired or deve	nds working on djacent box.→ e element. accessibility, recorr strategic managen e documents are re -Gov Report, Priva are issued with sup eloped.	ds man hent pr vised t cy Sec porting	25 nagem ocess o mee	nent s for et ne
Dureau's organization goals. Weights should not be assigned based on the fat element.) Enter Results of Major Activities: Identify results that need to be accord minimum of 3 and a maximum of 6 measurable results must be listed. Interestination of 6 measurable results must be listed. The E-Government (E-Gov) Program, including paperwork reduction, economerce information quality, and other IT management activities, is esta Commerce information technology. Written policies, guidelines, and procedures to define and support the Erequirements and implement best practices. Internal call memoranda for E-Gov Program activities such as preparation Federal Information Security Management Act, Information Collection E Electronic resources such as software tools and Web sites to support the Department-wide E-Gov user groups to support specific components of the factor of t	the percentage of time a r the weight for this e mplished in support of electronic and informat blished as a compone E-Gov Program are der on of E-Gov Implement sudget, EIT Accessibilities the E-Gov process are a the E-Gov process, s	n employee spe lement in the a the performance ion technology a nt of an overall veloped. These ntation Plans, E- ty Report, etc. a acquired or deve uch as EIT acce	nds working on djacent box.→ e element. accessibility, record strategic managent e documents are re -Gov Report, Priva are issued with sup eloped. essibility or paperw	ds mar nent pr vised t cy Sec porting	25 nagem ocess o mee	nent s for et ne anco n, as
A second	the percentage of time a r the weight for this e nplished in support of electronic and informat blished as a compone E-Gov Program are det on of E-Gov Implement sudget, EIT Accessibilitient the E-gov process are a the E-Gov process, s r each element and mutic c Performance standar	n employee spe lement in the a the performance ion technology and of an overall veloped. These ntation Plans, E- ty Report, etc. a acquired or deve uch as EIT acce st be defined at 1 ds also apply.	nds working on djacent box.→ e element. accessibility, recorn strategic managen e documents are re -Gov Report, Priva are issued with sup eloped. essibility or paperw Level 3 performance	ds mar nent pr vised t cy Sec porting	25 nagem ocess o mee	nent s for et ne ance n, ar
A second	the percentage of time a r the weight for this e nplished in support of electronic and informat blished as a compone E-Gov Program are det on of E-Gov Implement Budget, EIT Accessibilities the E-gov process are a the E-Gov process, s reach element and mut ce Performance standario cedures are generall ell articulated and are	n employee spe lement in the a the performance ion technology and of an overall veloped. These ntation Plans, E- ty Report, etc. a acquired or deve uch as EIT acce st be defined at 1 ds also apply. y sound and us	nds working on djacent box.→ e element. accessibility, recorn strategic managen e documents are re -Gov Report, Priva are issued with sup eloped. essibility or paperw Level 3 performance seful.	ds mar hent pr vised t cy Sec porting ork rec	25 nagem ocess o mee stion o g guida duction	nent s for et ne anco n, au
A second	the percentage of time a r the weight for this e nplished in support of electronic and informat blished as a compone E-Gov Program are det on of E-Gov Implement Budget, EIT Accessibilities the E-gov process are a the E-Gov process, s reach element and mut ce Performance standaric cedures are generall ell articulated and are ing unit response.	n employee spe lement in the a the performance ion technology and of an overall veloped. These ntation Plans, E- ty Report, etc. a acquired or deve uch as EIT acce st be defined at 1 ds also apply. y sound and us	nds working on djacent box.→ e element. accessibility, reconstrategic managem e documents are re -Gov Report, Priva are issued with sup eloped. essibility or paperw Level 3 performance seful. accepted time fra	ds mar hent pr vised t cy Sec porting ork rec	25 nagem ocess o mee stion o g guida duction	nent s for et no of the anco n, a
A second	the percentage of time a r the weight for this e nplished in support of electronic and informat blished as a compone E-Gov Program are det on of E-Gov Implement Budget, EIT Accessibilities the E-gov process are a the E-Gov process, s reach element and mut ce Performance standaric cedures are generall ell articulated and are ing unit response.	n employee spe lement in the a the performance ion technology and of an overall veloped. These ntation Plans, E- ty Report, etc. a acquired or deve uch as EIT acce st be defined at 1 ds also apply. y sound and us	nds working on djacent box.→ e element. accessibility, reconstrategic managem e documents are re -Gov Report, Priva are issued with sup eloped. essibility or paperw Level 3 performance seful. accepted time fra	ds mar hent pr vised t cy Sec porting ork rec	25 nagem ocess o mee stion o g guida duction	nent s for et no of thanc

Employee Name:	Date 10/01/06	Element No.	3	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 c	s must be identified for each element omplete the cascade.	First, select the aj	opropri	ate D	OC
DOC Strategic Goals: Strategic Goal 1: Provide the information and tools to maximize U.S. industries, workers and consumers	competitiveness and enable econom	ic growth for Ame	rican		
Strategic Goal 2: Foster science and technology leadership by protect measurement science	ting intellectual-property, enhancing	technical standards	and a	dvanci	ing
Strategic Goal 3: Observe, protect and manage the Earth's resources t		р			
Management Integration Goal: Achieve Organizational and Managem	nent Excellence				
Bureau Goal: Acquire and manage the technology resources to	support program goals				
SES/Organizational Goal: Manage the information and technolo	ogy resources to support program	goals			
Critical Element and Objective					
-Government Program Execution o manage and operate a Department-wide E-Government Program	n as an integral part of Commerce	e's IT manageme	nt pro	cess	
Weighting Factor (The weight for each element should reflect the signif oureau's organization goals. Weights should not be assigned based on the hat element.)	icance within the framework of the E e percentage of time an employee spe the weight for this element in the a	nds working on	Elen	nent W	Veigl
Results of Major Activities: Identify results that need to be accom A minimum of 3 and a maximum of 6 measurable results must be listed.			1		
Vorkforce development is provided through a variety of means (for on-one meetings, exchange programs, etc.) for the E-Gov Program		trations, panel di	scuss	ions,	one
Automated tools, Web sites, or other electronic means to support th	he E-Gov process are provided.				
Written analyses of documents such as Privacy Impact Assessmen	nts, business cases, benefit-cost a	analyses, etc. are	prepa	ared.	
Documents such as the Department's E-Gov Implementation Plan, Security Management Act, Information Collection Budget, EIT Acce	1 1 2				
					-
Criteria for Evaluation: Supplemental Standards are required for equality, quantity, timeliness, and/or cost-effectiveness. Attached Generic		Level 3 performan	ce in te	erms o	if.
Documents generally reflect sound analysis, are timely, follow the p	principles of Writing in Plain Englis	sh, and support p	rogran	m goa	als.
Course evaluations are rated on average acceptable or higher. We					
The E-Gov automated tools are available when needed and provide roducts on average as acceptable or higher.	e useful support for E-Gov manag	gement; user sur	eys ra	ate th	е
Commerce meets 50% of the milestones in the E-Gov Implementat	tion Plan within the Department's	control.			

mployee Name:	Date 10/01/06	Element No.	4	of	5
ascaded Organizational Goals					
ach element must be cascaded from the DOC Strategic Goals. All Goals rategic Goal, then list the Bureau Goal, and the SES Manager Goal to co OC Strategic Goals:	omplete the cascade.			ate D	OC
Strategic Goal 1: Provide the information and tools to maximize U.S. industries, workers and consumers	competitiveness and enable economi	c growth for Amer	rican		
Strategic Goal 2: Foster science and technology leadership by protecti measurement science	ing intellectual-property, enhancing t	echnical standards	and ac	lvanci	ing
Strategic Goal 3: Observe, protect and manage the Earth's resources to	o promote environmental stewardshi	р			
Management Integration Goal: Achieve Organizational and Managem	ent Excellence				
Bureau Goal: Acquire and manage the technology resources to	support program goals				
SES/Organizational Goal: Manage the information and technology	ogy resources to support program	n goals			
ritical Element and Objective					
ormation Technology (IT) Capital Planning and Investment Contro establish a Department-wide Capital Planning and Investment Co pcess			IT ma	nagei	ment
/cighting Factor (The weight for each element should reflect the signifi areau's organization goals. Weights should not be assigned based on the at element.) Enter the second	cance within the framework of the D percentage of time an employee spe the weight for this element in the a	nds working on	Elen	nent V 25	Veigh
esults of Major Activities: Identify results that need to be accomminimum of 3 and a maximum of 6 measurable results must be listed.	plished in support of the performance	e element.			
ne Capital Planning and Investment Control (CPIC) Program is esta ITRB), as a component of an overall strategic management proces			Review	v Boa	ird
ritten policies, guidelines, and procedures to define and support the vised to meet new requirements and implement best practices.	CITRB and CPIC Program are pr	epared. These d	locum	ents a	are
ectronic resources such as software tools and Web sites to support plemented.	the CITRB and CPIC processes a	are acquired, dev	eloped	d, or	
ritten analyses of IT management documents such as strategic and aturity model justifications, etc. to support the CITRB and CPIC pro		ses, benefit-cost	analys	ses,	
ocuments such as the CITRB schedule; pre-reviews; meeting annot PIC processes are prepared.	uncements, summaries, and evalu	ations as part of	the Cl	TRB	and
Criteria for Evaluation: Supplemental Standards are required for e- uality, quantity, timeliness, and/or cost-effectiveness. Attached Generic	Performance standards also apply.				
ocuments generally reflect sound analysis, are timely, follow the p	principles of Writing in Plain Englis	sh, and support p	orogra	m goa	als.
leb sites provide core information and are generally up to date.					
ummaries of CITRB meetings are generally complete, accurate, a	and prepared within three weeks o	of the meeting.			

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Date 10/01/06 Element No.
Employee Name: Date 10/01/06 Element No. 5 of
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: Acquire and manage the technology resources to support program goals
SES/Organizational Goal: Manage the information and technology resources to support program goals
Critical Element and Objective
Leadership (Team Leaders) Objective: To assist the supervisor in the management of assigned programs and resources.
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 for this element in the adjacent boxElement Weight15
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.
The OCIO's strategic plan, mission, vision and values are communicated to the team members and integrated into the team strategies, goals, objectives, work plans and work products and services.
Projects, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and tir frames for completion are articulated and communicated to the team members.
Workload and tasks are identified, distributed and balanced among team members in accordance with established work flor skill level and/or occupational specialization.
Status and progress of work are monitored and reported, checking on work in progress and reviewing completed work to s that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
Team and individual training needs are 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.
In the opinion of the supervisor through direct observation or feedback from team members, customers and stakeholders:
Work priorities and assignments are generally clear, realistic, and supportive of OCIO programs, and objectives are generally met or before the deadline.
Work assignments are usually distributed among team members generally within 2 days of receipt from the office director.
Team member evaluations are completed twice annually, with the supervisor.

CD-430(d)

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 rat Interim ratings should be considered when you prepare to After each element has been scored, compute the total p Rating officials must provide either an overall narrative element rating. A written justification is required for any element rated 	ing level. the final summary rating. oint score by adding the individua justification of the summary ratin	al scores.	i Caro	
Performance Element	Individual Weights (Total must equal 100)	Element (5, 4, 3		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 held) Employee comments attached?				
Yes No				
PERFORMANC	CE RECOGNITION			
Performance Award \$(%) Approp QSI (Level 5 Required)	priation Code 15			_
Rating Official's Signature/Title			Date	
Approving Official's Signature/Title			Date	