CD-430	
(10/05)	

U.S. Department of Commerce

PERFORMANCE MANAGEMENT RECORD

Coverage	Bureau Appraisal Cycle	Appraisal Year
✓ General Schedule	October 1 – September 30	From: 06/01/07
Federal Wage System Wage Marine	☐ June 1 – May 31 ☐ November 1 – October 31	To: <u>09/30/07</u>
-		
Samlana'a Nama		SSN.
Employee's Name:	AND SECTION AND SECTION SECTIO	5514
Position Title: Information Technology	y Specialist Pay Plan,	Series, Grade/Step: GS-2210-14
Organization: 1. National Telecommu	unications & Info Admin 3. Info	ormation Technology Division
2. Office of Spectrum N	Management 4	
	RFORMANCE PLAN CERTIFICATION OF the work that will be the basis for the	
this plan is an accurate staten	ient of the work that will be the basis for the	he employee's performance appraisai.
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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	Element No.	_1	of	5
Cascaded Organizational Goals					
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 capooc Strategic Goals: Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness industries, workers and consumers	ascade.			ite DC	OC
Strategic Goal 2: Foster science and technology leadership by protecting intellectual measurement science	al-property, enhancing tech	nical standards	and ad	vancii	ng
Strategic Goal 3: Observe, protect and manage the Earth's resources to promote env	vironmental stewardship				
Management Integration Goal: Achieve Organizational and Management Excellenc	e				
Bureau Goal: Ensure that the allocation of Radio Spectrum provides the greatest benefit t SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activi updates thereto on the NTIA Employee Resources website.		ments (Octob	er 2, 20	006)	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 within t bureau's organization goals. Weights should not be assigned based on the percentage of that element.) Enter the weight for	he framework of the Depar time an employee spends of this element in the adjac	working on	Eleme	nt We	eight
Results of Major Activities: Identify results that need to be accomplished in supp. A minimum of 3 and a maximum of 6 measurable results must be listed.	port of the performance ele	ment.			
Federal agency and internal customer requests and inquiries are responded to in	compliance with OSM s	standards (ITI	O 10).		
Business requirements are acknowledged and customers are kept apprised of the resolution (ITD 10).	ne status of their requiren	nents and wh	en to e	xpec	t
Written and oral responses are developed for public inquiries (ITD 10). Custome communications with customer.	er needs are identified, a	nd issues clar	ified in		
Requests and inquiries from the Department Office of the CIO are addressed (IT	D 10).				
Requests and inquiries from the Office of Management and Budget (OMB) are ad	ddressed (ITD 10).				
(ITD #): For expanded description of each major activity see FY 2007 DOC-NTIA Elements (October 2, 2006) or updates thereto and also available on the NTIA Elements (October 2, 2006).	-OSM Goals, Major Activ mployee Resources web	vities, & Perfo site.	rmance	е	
Criteria for Evaluation: Supplemental Standards are required for each element and quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance st		3 performance	in term	is of	
General Measure: Timeliness Specific Measures: On average, routine requests are acknowledged and address If information or more detailed analysis is necessary, a response Requests that cannot be satisfied within five working days are an acceptable cause for the delay.	nse is provided within five	e working day	rs. stomer	with	
General Measure: Quality Specific Measures: Responses to customer requests are based upon the most ac Responses to customer requests are clear, concise and unan	ccurate and complete info	ormation avai	lable.		

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	Element No.	2 of 5
Cascaded Organizational Goals			
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 cap DOC Strategic Goals: Strategic Goal 1: Provide the information and tools to maximize U.S. competitivence industries, workers and consumers	ascade.		
Strategic Goal 2: Foster science and technology leadership by protecting intellectual measurement science	al-property, enhancing tech	nical standards	and advancing
Strategic Goal 3: Observe, protect and manage the Earth's resources to promote env	vironmental stewardship		
Management Integration Goal: Achieve Organizational and Management Excellenc	e		
Bureau Goal: Ensure that the allocation of Radio Spectrum provides the greatest benefit	to all people.		
SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Active updates thereto on the NTIA Employee Resources website.	ities, & Performance Ele	ments (Octob	eer 2, 2006) or
Critical Element and Objective			
DOD Program/Project Management To provide program/project management support for Spectrum XXI, EL-CID, an	d ZYWeb systems		
Weighting Factor (The weight for each element should reflect the significance within the bureau's organization goals. Weights should not be assigned based on the percentage of that element.) Enter the weight for	the framework of the Depar time an employee spends this element in the adjac	rtment's or working on ent box.→	Element Weight
Results of Major Activities: Identify results that need to be accomplished in supply A minimum of 3 and a maximum of 6 measurable results must be listed.	port of the performance ele	ment.	
Internal and external customer requirements for Spectrum XXI and EL-CID are	satisfied (ITD 04, ITD 07).	
Spectrum XXI, EL-CID, and ZYLab software are maintained and updated at the	HCHB and Site C (ITD	04).	
Spectrum XXI, EL-CID and ZyLab documentation is maintained and updated (IT	TD 04).		
Spectrum XXI, EL-CID and ZyLab database maintenance is coordinated with the	e ITD Database Adminis	trator (ITD 04).
Technical expertise is provided for the transfer of functionality to the Federal Sp	ectrum Management Sys	stem (ITD 01)	
(ITD #): For expanded description of each major activity see FY 2007 DOC-NTI. Elements (October 2, 2006) or updates thereto and also available on the NTIA E	A-OSM Goals, Major Act Employee Resources we	tivities, & Perf bsite.	ormance
Criteria for Evaluation: Supplemental Standards are required for each element a quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance s	nd must be defined at Leve tandards also apply.	d 3 performanc	e in terms of
General Measure: Timeliness Specific Measures: Program/project milestones are created and met unless extended All requests for technical end-user support are acknowledge If information or more detailed analysis is necessary, a response to critical system outages. On average, coordinates response to critical system outages.	d and addressed within onse is provided within finer.	one working d ve working da	ay.
General Measure: Quality Specific Measures: Budgets do not exceed allocated funds. DOD project objectives are satisfied within budget limits. Project is managed in accordance within PMI best practices,	, DOC and NTIA guidelin	es.	

Employee Name: 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 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: Ensure that the allocation of Radio Spectrum provides the greatest benefit to all people. SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Management for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Element Weighting Factor.	PERFORMANCE PLAN AND	APPRAISAL REC	CORD			
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 Goal I: 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: Ensure that the allocation of Radio Spectrum provides the greatest benefit to all people. SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Management	Employee Name	Date	Element No.	3		5
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: Ensure that the allocation of Radio Spectrum provides the greatest benefit to all people. SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Manager for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Flement Weight					_ 01	
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: Ensure that the allocation of Radio Spectrum provides the greatest benefit to all people. SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Management To server as the Program/Project Management To server as the Program/Project Management Special Company of the Department's or Element Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Element Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Element Weighting Factor.	Each element must be cascaded from the DOC Strategic Goals. All Goals must Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to comp DOC Strategic Goals: Strategic Goal 1: Provide the information and tools to maximize U.S. con	plete the cascade.			ate De	OC
Management Integration Goal: Achieve Organizational and Management Excellence ✓ Bureau Goal: Ensure that the allocation of Radio Spectrum provides the greatest benefit to all people. ✓ SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Manager for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Flement Weight		intellectual-property, enhance	ing technical standards	s and a	dvanci	ing
 ☑ Bureau Goal: Ensure that the allocation of Radio Spectrum provides the greatest benefit to all people. ☑ SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Manager for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Element Weight 	Strategic Goal 3: Observe, protect and manage the Earth's resources to pro-	romote environmental stewar	dship			
Ensure that the allocation of Radio Spectrum provides the greatest benefit to all people. SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Manager for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or the Flement Weight for each element should reflect the significance within the framework of the Department's or the Flement Weight for each element weight for each element should reflect the significance within the framework of the Department's or the Flement Weight for each element weight for each element should reflect the significance within the framework of the Department's or the Flement Weight for each element should reflect the significance within the framework of the Department's or the flement weight for each element weight for each element should reflect the significance within the framework of the Department's or the flement weight for each element should reflect the significance within the framework of the Department's or the flement weight for each element weight for each element should reflect the significance within the framework of the Department's or the flement weight for each element should reflect the significance within the framework of the Department's or the flement weight for each element weight for each elemen	Management Integration Goal: Achieve Organizational and Management	Excellence				
updates thereto on the NTIA Employee Resources website. Critical Element and Objective SIPRNet Program/Project Management To server as the Program/Project Manager for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Element Weight		st benefit to all people.				
SIPRNet Program/Project Management To server as the Program/Project Manager for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Flement Weight		ajor Activities, & Performar	nce Elements (Octob	er 2, 2	2006)	or
To server as the Program/Project Manager for the Consolidated DOC SIPRNet Project Weighting Factor. (The weight for each element should reflect the significance within the framework of the Department's or Flement Weight	Critical Element and Objective					
Weighting Factor (The weight for each element should reflect the significance within the framework of the Department's or Element Weight		SIPRNet Project				
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. 25	hureau's organization goals. Weights should not be assigned based on the per	rcentage of time an employee	spends working on	Elem		/eight
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.		hed in support of the perform	ance element.			
SIPRNet requirements of the NTIA and DOC customers are satisfied (ITD 04, ITD 07).	SIPRNet requirements of the NTIA and DOC customers are satisfied (I	TD 04, ITD 07).				
SIPRNet user accounts are vetted and established (ITD 04).	SIPRNet user accounts are vetted and established (ITD 04).					
SIPRNet MOU's with supported DOC entities and DOD are created and executed (ITD 04, ITD 07).						
Representation of DOC SIPRNet customers is provided through membership on the ITD Configuration Management Board (ITD 04).	Representation of DOC SIPRNet customers is provided through memb	pership on the ITD Configur	ration Management (Board	(ITD (04).
DOD required program management and security documents are maintained (ITD 04, ITD 10).						
(ITD #): For expanded description of each major activity see FY 2007 DOC-NTIA-OSM Goals, Major Activities, & Performance Elements (October 2, 2006) or updates thereto and also available on the NTIA Employee Resources website.	(ITD #): For expanded description of each major activity see FY 2007 DELEMENTS (October 2, 2006) or updates thereto and also available on the	DOC-NTIA-OSM Goals, Ma ne NTIA Employee Resour	ajor Activities, & Perf ces website.	orman	ce	
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.				ce in te	rms of	f
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.	Specific Measures: Program/project milestones are created and met un All requests for technical end-user support are ackn If information or more detailed analysis is necessary Weekly project status update is provided to the Divis	nowledged and addressed by, a response is provided wision Chief.	within one working d vithin five working da	ay.		
General Measure: Quality Specific Measures: Budgets do not exceed allocated funds. SIPRNet project objectives are satisfied within budget limits. Project is managed in accordance within PMI best practices, DOC and NTIA guidelines.	Specific Measures: Budgets do not exceed allocated funds. SIPRNet project objectives are satisfied within budg	get limits. practices, DOC and NTIA g	guidelines.			

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PERFORMANCE PLAN AND A			
Employee Name:	Date	Element No.	_4_ of _5_
Cascaded Organizational Goals			
Each element must be cascaded from the DOC Strategic Goals. All Goals must Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to comple DOC Strategic Goals: Strategic Goal: Provide the information and tools to maximize U.S. comp industries, workers and consumers	ete the cascade.		
Strategic Goal 2: Foster science and technology leadership by protecting in measurement science	tellectual-property, enhancing technicing	nical standards	and advancing
Strategic Goal 3: Observe, protect and manage the Earth's resources to protect	mote environmental stewardship		
Management Integration Goal: Achieve Organizational and Management E.	xcellence		
Bureau Goal: Ensure that the allocation of Radio Spectrum provides the greatest by			
SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, Major updates thereto on the NTIA Personnel Resources - OSM website. as related to OSM goals can also be found in this document at the way.	The Division objectives to be acc		
Critical Element and Objective			
Project Management Office To develop and implement standardized project management practices w	vithin the IT Division.		
Weighting Factor (The weight for each element should reflect the significance bureau's organization goals. Weights should not be assigned based on the percethat element.) Enter the weight for each element should reflect the significance bureau's organization goals.	within the framework of the Departure of time an employee spends	rtment's or working on	Element Weight
			30
Results of Major Activities: Identify results that need to be accomplishe A minimum of 3 and a maximum of 6 measurable results must be listed.	d in support of the performance ele	ement.	
Divisional Project Management infrastructure implementation plan is dev	eloped (ITD 9).		
A Project Management Office (PMO) Charter is developed (ITD 9).			
ITD and OSM staff are provided guidance regarding project managemen	t methodologies and processes	(ITD 9).	
Projects are clearly defined and scoped (broken into manageable sub-projects)	ojects) to minimize associated ri	sk (ITD9).	
Project status reports are provided to the Division Chief (ITD 9).			
(ITD #): For expanded description of each major activity see FY 2007 DC Elements (October 2, 2006) or updates thereto and also available on the	C-NTIA-OSM Goals, Major Acti NTIA Employee Resources web	ivities, & Perfo osite.	ormance
Criteria for Evaluation: Supplemental Standards are required for each equality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Perfor	lement and must be defined at Levermance standards also apply.	d 3 performance	e in terms of
General Measure: Timeliness Specific Measures: PMO Charter is developed by June 30, 2007. Project status reports are provided on a weekly basis Project plans and documentation are usually complet or the supervisor.	s beginning May 1, 2007.	pecified by the	e project plan
General Measure: Quality Specific Measures: Budgets do not exceed allocated funds. Program objectives are satisfied within budget limits.			

PERFORMANCE PLAN ANI	APPRAISAL RE	CORD	8.1
Employee Name:	Date	Element No.	_5 of _5
Cascaded Organizational Goals			
Each element must be cascaded from the DOC Strategic Goals. All Goals m Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to com DOC Strategic Goals: Strategic Goal 1: Provide the information and tools to maximize U.S. co industries, workers and consumers	plete the cascade.		
Strategic Goal 2: Foster science and technology leadership by protecting measurement science	g intellectual-property, enhan	icing technical standard	s and advancing
Strategic Goal 3: Observe, protect and manage the Earth's resources to p	promote environmental stews	ardship	
Management Integration Goal: Achieve Organizational and Managemen	t Excellence		
Bureau Goal: Ensure that the allocation of radio spectrum provides	s the greatest benefit to al	I people.	
SES/Organizational Goal: See FY 2007 DOC-NTIA-OSM Goals, M updates thereto and also available on the NTIA Employee Resource.		ance Elements (Octol	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 significant bureau's organization goals. Weights should not be assigned based on the pethat element.) Enter the	nce within the framework of reentage of time an employe weight for this element in	the Department's or the spends working on the adjacent box.→	Element Weight
Results of Major Activities: Identify results that need to be accomplis A minimum of 3 and a maximum of 6 measurable results must be listed.	shed in support of the perform	mance 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 Contractor	r are directed.		
(ITD #) For expanded description of each major activity, see FY 2007 I Elements (October 2, 2006) or updates thereto and also available on the		•	formance
Criteria for Evaluation: Supplemental Standards are required for each quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Period.			ce in terms of
General Measure: Timeliness Specific Measures: Contracts are monitored to ensure timely completic Kick-off and monthly progress meetings are held w Regularly communicates with Contracting Officer. Resolves technical issues in a timely manner.			
General Measure: Quality Specific Measure: Submissions to the Contracting Officer are usually a	accurate and complete.		

Employee Name:				
PERFORMANCE	E 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 rating ratings should be considered when you prepare After each element has been scored, compute the total Rating officials must provide either an overall narrative element rating. A written justification is required for any element rated.	ating level. the final summary rating. point score by adding the individ e justification of the summary rat	ual scores.		
Performance Element	Individual Weights (Total must equal 100)		ent Rating 1, 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	L SCORE	0
PERFORM	ANCE RATING			
Level 5 Level 4 Level 3 (470 – 500) (380 – 469) (290 – 379)	Level 2 (200 – 289)	☐Level 1 (100 – 199	9)	
Rating Official's Signature/Title	1000		Date	
Approving Official's Signature/Title			Date	
Employee's Signature (indicates appraisal meeting held) Employee comments attached?			Date	
□Yes □No				
PERFORMANO	CE RECOGNITION			
Performance Award \$ (%) Approp	priation Code			_
Rating Official's Signature/Title			Date	
3				
Approving Official's Signature/Title			Date	
11				