

COPY FOR YOUR INFORMATION

ORIGINAL

CD-430
(10/05)

U.S. Department of Commerce

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: Oceanographer Pay Plan, Series, Grade/Step: GS⁴ 1360-12/7

Organization: 1. Department of Commerce 3. Office of Oceanic & Atmospheric Res.
 2. National Oceanic & Atmospheric Admin 4. Pacific Marine Environmental Laboratory

PERFORMANCE PLAN CERTIFICATION

This plan is an accurate statement of the work that will be the basis for the employee's performance appraisal.

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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. <u>1</u> of <u>3</u>
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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: Protect, Restore, and Manage the Use of Coastal and Ocean Resources through an Ecosystem Approach to Management
- SES/Organizational Goal: Ensures a high degree of responsiveness to organizational leadership, the public, and internal and external customers (i. e., external contacts, staff, bureaus, Department, customer agencies, private citizens)

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.)

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.

Element Weight
25

- 1. Responses to customer inquiries for information or services comply with office standards.
- 2. Customer inquiries are acknowledged, and customers are apprised of the status of the inquiry and when to expect resolution.
- 3. Customer needs are identified, and issues are clarified in communications with the customer.
- 4. Customer expectations are managed to ensure that customers understand the type and level of service available and expected time frames.
- 5. 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. Routinely responds to each customer request with factually accurate information that is consistent with office and departmental guidance and policies, as well as other relevant program or technical documents.
- 2. Work products reflect consideration of customer issues and concerns.
- 3. Routinely responds to e-mail and telephone inquiries within 16 business hours. If information is not readily available, usually responds to requests within 24-48 hours.
- 4. Answers written requests for information within 5-7 days from date of receipt, or within other time frames specified by the supervisor or program requirements.
- 5. Oral responses to customers are usually clear, courteous and directly address issues and questions.
- 6. 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. <u>2</u> of <u>3</u>
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Cascaded Organizational Goals

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- Management Integration Goal: Achieve Organizational and Management Excellence
- Bureau Goal: Protect, Restore and Manage the Use of Coastal and Ocean Resources Through an Ecosystem Approach to Management
- SES/Organizational Goal: Synthesize results from Spring 2005 and Spring 2006 ice-edge cruises to develop mechanistic understanding of ice-edge ecosystem processes.

Critical Element and Objective

Research Support

Objective: Research support is provided to the EcoFOCI/NPCREP, Arctic and GLOBEC/GOA research programs.

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
50

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. Satellite ocean color and SST data are compared with underway and moored fluorometer measurements.
- 2. QUICKSCAT data are downloaded and displayed.
- 3. ARGOS, GPS, weather and radiometer data from Arctic buoys are processed.
- 4. Data are analyzed and research papers are coauthored.
- 5. Cruises and field work are participated in as needed.

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. Satellite/in-situ data comparisons are usually completed one/per month.
- 2. Arctic data are usually processed biweekly while the instruments are returning data.
- 3. One coauthored manuscript is published in a peer-reviewed journal or book per year, averaged over a three year period. To be considered published, a paper will have an associated journal/book name/title, date, volume/issue number, page number, etc.

PERFORMANCE PLAN AND APPRAISAL RECORD

Employee Name: _____	Date _____	Element No. <u>3</u> of <u>3</u>
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- SES/Organizational Goal: Synthesize results from Spring 2005 and Spring 2006 ice-edge cruises to develop mechanistic understanding of ice-edge ecosystem processes.

Critical Element and Objective

Software Maintenance and Programming

Objective: Programs are written and maintained to support the FOCI/NPCREP, Artic and GLOBEC/GOA research programs.

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
25

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.

- . INIX and IDL software programs are written and modified to support FOCI/NPCREP projects as needed.
- . Specific Programs are written to create unique SST Imagery for EcoFOCI needs in the Gulf of Alaska and Bering Sea.
- . Specific programs are written to compare satellite data (SST, ocean color, ocean winds) with EcoFOCI observations.

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.

- . A plan for programming support is usually provided to a requestor within 5 business days of a request establishing the scope of the work and a deadline.
- . The specific programs that are written to work with satellite data are usually written according to accepted scientific and IT guidelines.
- . Satellite data acquisition software is checked for updates weekly.

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 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
1. Customer Service	25		0
2. Research Support	50		0
3. Software Maintenance and Programming	25		0
			0
			0
TOTAL SCORE			0

PERFORMANCE RATING

Level 5 (470 – 500)
 Level 4 (380 – 469)
 Level 3 (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?	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERFORMANCE RECOGNITION

Performance Award \$ _____ (%) Appropriation Code _____
 QSI (Level 5 Required)

Rating Official's Signature/Title	Date
Approving Official's Signature/Title	Date