MEMORANDUM FOR:     NOAA Rating Officials                             October 12, 2010

FROM:     Sandra R. Manning
Acting Director for Workforce Management

SUBJECT:     Hiring Reform Required Critical Element language -
Leadership/Management
(2-Level and CAPS Performance Management Systems)

You are receiving this message because you have been identified as a Rating Official supervising
employees covered by the 2-Level or CAPS Performance Management System.

In May 2010, President Obama announced his hiring reform initiative which is designed to hold
agency officials accountable for recruiting and hiring qualified employees, and supporting their
successful transition into Federal service. In order to comply with this hiring reform initiative,
the Department of Commerce established required critical element language in conjunction with
the NOAA Workforce Management Office. Beginning in FY 11, all Rating Officials must have
this Hiring Reform critical element language incorporated into their performance plans.

The Hiring Reform element language must be incorporated into an existing element that
addresses management or leadership responsibilities. If none exists, a stand-alone element that
uses the approved language must be created. Remember the minimum element weight in the
CAPS Performance Management System is 5%. It is recommended that the element where the
Hiring Reform language is placed constitute at least 25% of a Rating Official’s performance
plan.

Please find the required critical element language online at

For 2-Level employees, the “Major Activities” and “Criteria for Evaluation” listed at the
aforementioned web address should be inserted under “Part I, A. “Critical Elements” on the CD-
516, Performance Management Record.
Form CD-516:   http://www.wfm.noaa.gov/Word/CD-516-MSWord.doc

For CAPS employees, the “Major Activities” listed at the aforementioned web address should be
inserted under “Item 2. Major Activities or Required Results” on the CD-541, Performance
Management Record. The “Criteria for Evaluation” should be placed under “Item 3. Evaluation Criteria.”

Form CD-541:  
http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/FormsByNumber/DEV01_00258_1

This language must be incorporated into the FY11 performance plans by November 30, 2010.

If you have any questions, please contact your servicing Workforce Management Office representative: http://www.wfm.noaa.gov/contact_lists.html.