MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: Sandra R. Manning
Acting Director for Workforce Management

SUBJECT: FY11 Performance Planning

The information below details FY11 performance planning for the Five-Level, Two-Level and Commerce Alternative Personnel System (CAPS) systems. Please use this information to establish appropriate internal deadlines and to manage Line and Staff Office performance planning activities. I ask that you please share this information with the rating officials within your respective offices.

As each of you are finalizing the FY10 performance ratings for your direct reports, you also should be thinking about the content of FY11 performance plans and the strategic goals your office or organization wants to achieve during the fiscal year. All performance plans must be finalized and in place, including all appropriate signatures, by November 30, 2010. (The exception to this is the Wage Mariners; their performance plans must be in place by December 30, 2010).

Please also be advised that in order to comply with President Obama’s hiring reform initiative, the Department of Commerce established required critical element language in conjunction with the Workforce Management Office. This Leadership/Management element language must be incorporated into all Rating Officials’ performance plans beginning with FY11. Please refer to the memorandums that outline specific requirements based on the Five-Level, Two-Level and CAPS performance systems sent on October 12, 2010, which can also be found at:
http://www.wfm.noaa.gov/pdfs/LeadershipManagement%20Element.pdf and

Five-Level Performance Management System

Five-Level performance plans are documented on the CD-430, Performance Management Record:
http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002506.pdf.

Further information about planning performance for employees covered by the Five-Level system can be found in the Performance Management System Handbook located at:
http://hr.commerce.gov/Practitioners/PerformanceManagementandAwards/DEV01_006173.

Two-Level Performance Management System

Two-Level performance plans are documented on the CD-516, Performance Plan, Progress Review, and Appraisal Record:

**Commerce Alternative Personnel System (CAPS)**

CAPS performance plans are documented on the CD-541, Performance Management Record, found at: http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002581.pdf.

Further guidance on planning performance under CAPS can be found in the CAPS Operating Procedures Manual: http://hr.commerce.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/dev01_006248.pdf

**Reporting Requirements**

By **December 7, 2010**, each Line or Staff Office (LO/SO) must transmit a CD-431, Performance Management Tracking System (PMTS) Certification Report, to its servicing Human Resources Advisor. The CD-431 certifies that all Five-Level and CAPS employees have received their FY10 performance plans. Each LO/SO must provide a separate report for each performance management system, with the exception of the Two-Level system. Information about the PMTS, as well as the CD-431, can be located at: http://www.wfm.noaa.gov/performancemgmt/fivelevel/fivelevpmts.html. The only exception to this **December 7th** deadline is the Wage Mariners; the CD-431 for Wage Mariners must be transmitted to WFMO by **January 11, 2011**.

As always, if you have any questions about performance planning, please contact your servicing Human Resources Advisor: http://www.wfm.noaa.gov/contact_lists.html.

If you have problems viewing this email, an html format is provided here: http://www.wfm.noaa.gov/emails/FY11PerfPlanning.html

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