

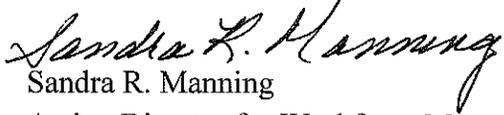


OCT 07 2010

MEMORANDUM FOR:

NOAA Rating Officials

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
http://www.wfm.noaa.gov/pdfs/perfmgmt/leadrshpelement_2lev_CAPS.pdf.

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

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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.

Thank you for your attention to this matter.