



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
WORKFORCE MANAGEMENT OFFICE

JAN 17 2014

MEMORANDUM FOR: Assistant Administrators
Deputy Assistant Administrators
Staff Office Directors

FROM: Christine M. Carpino *Christine M. Carpino*
Acting Director for Workforce Management

SUBJECT: FY14 Scientific and Professional (ST) and Senior Level (SL)
Executive Performance Plans

This memorandum is a reminder that all ST and SL within Line and Staff Offices must have their FY 2014 performance plans documented and finalized. The FY 2014 performance plans must be signed and in place on the CD-518, Senior Executive/Professional Performance Agreement, no later than January 31, 2014. If you have not done so, now is the time for all Executives to begin working with their supervisors to develop their FY14 performance plans and have them finalized.

It is important to note that the Department of Commerce (DOC) currently has full certification of our ST/SL performance management system to 2015. In order for DOC to maintain full certification for ST/SL, all NOAA Executives must ensure that their FY14 performance plans are results-oriented, contain measurable outcomes, and are linked to organizational goals (e.g., S.M.A.R.T performance goals – specific, measurable, achievable, relevant and time-based).

Guide to Completing the SL and ST Performance Plan Agreement

The performance plan agreement form is not different than the form used during the last appraisal cycle. The required critical elements and their associated weights have remained the same.

Attachment A will assist ST and SL with drafting appropriate performance plan language. When planning performance requirements for FY14, each ST and SL should refer to Attachment A as a guide but must complete his or her own version of the CD-518 inserting language specific to his or her responsibilities.

- **Critical Element 1 – Stature in Professional Field (60%)**

The Stature in Professional Field must contain a minimum of one Objective:

- a) Increase the efficiency and effectiveness of the US R&D enterprise by strengthening the measurement capabilities available to US researchers in industry and academia.
And/or

b) Enhance scientific and technical knowledge and provide information to stakeholders to improve innovation, support economic growth and improve public safety.

- **Critical Element 2 – Customer Service/Client Responsiveness (10%)**

Create a culture of outstanding communication and service to customers.

- **Critical Element 3 – Conduct Research (20%)**

Design and conduct research that supports mission objectives in the field of FILL IN.

- **Critical Element 4 – Institutional Health and Safety (10%)**

To foster and enhance a research environment that values safety and promotes the organizational health of NOAA.

Executive Development Plans (EDPs)

Please note that the EDP requirement is not applicable to those in Scientific or Professional (ST) or Senior Leader (SL) positions.

References and Questions

Attached is the CD-518 (Senior Executive Professional Performance Agreement) with detailed information on the objectives, activities, and outcome measures. The Annual Guidance Memorandum and NOAA Balanced Scorecard, Executive Development Template are still pending review by NOAA management. If you have any questions during the performance planning process, I encourage you to contact your Line Office/Staff Office SES liaison or the WFMO Executive Resources Division.

cc:

Line/Staff Office SES Liaisons

Attachments:

A – CD-518 (Senior Executive/Professional Performance Agreement)