



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

DEC 23 2015

MEMORANDUM FOR: Assistant Administrators
Deputy Assistant Administrators
Staff Office Directors

FROM: Kimberlyn Bauhs 
Director for Workforce Management

SUBJECT: FY16 Scientific and Professional (ST) and Senior Level (SL)
Performance Plans

This memorandum is a reminder that all ST and SL within Line and Staff Offices must have their FY 2016 performance plans documented, signed and in place on the [CD-518](#), *Senior Executive/Professional Performance Agreement*, no later than January 8, 2016. If you have not done so, now is the time for all ST and SL to work with their supervisors to finalize their FY16 performance plans.

It is important to note that in order for the Department of Commerce (DOC) to maintain full certification for ST/SL, all NOAA ST and SL must ensure their FY16 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

When preparing the FY16 performance requirements, each ST and SL should refer to the attached plan 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.

Supervisor Guidance

In accordance with the Department Executive Resources Policy Manual, supervisors are encouraged to maintain individual folders on their ST and SL employees. Folder should contain the employee's performance appraisals for the last five years, position description, and EDP.

References and Questions

Attached is the CD-518 (Senior Executive/Professional Performance Agreement) with detailed information on the objectives, activities, and outcome measures. 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)