

New Fiscal Year Individual Performance Plans - GS

As you know, each critical element in an employee's individual performance plan must cascade from the Department's Strategic goal to ITA, and subsequently to ITA's strategic goals and objectives.

For your reference and use, ITA provides you with the following links that will help you draft your new Individual Performance Plans.

For all ITA employees, the performance plans must include a mandatory **Customer Service** critical element, a mandatory **Leadership** element for all supervisors and team leaders, a mandatory **Personal Property** element for all Property Management Officers, Property Accountability Officers, and Property Custodians, and two to three additional critical elements specific to the employee's work situation. At least one of the additional elements in each employee's performance plan must be linked to ITA goals, objectives and performance metrics.

Required Method of Writing Performance Plans - The Department's [Performance Plan Reference Library](#) provides sample templates that can be used to build performance plans. These plans are offered as a resource to assist managers in developing performance plans for employees which align with and support organizational goals, hold employees accountable for achieving results, and provide for measuring expected results so that performance plans include appropriate measures such as quality, quantity, timeliness, and/or cost-effectiveness. It is important to note that all performance plans must follow the new required method of writing the Results for Major Activities and Criteria for Evaluation for each critical element in the performance plan, as shown in the Performance Reference Library.

New FY 2009 OPM requirement - Beginning with FY 2009, OPM requires that all performance plans include business results elements that equal at least 60%. [Click here for examples.](#)

DOC Goal - ITA supports the following one goal in the Department's Strategic Plan. That goal is: "To Provide the information and tools to maximize U.S. competitiveness and **enable** economic growth for American Industries, workers and consumers. " All ITA employees support this DOC goal, however for greater specificity in developing performance plans it is more suitable for all ITA employees to link to the goals in ITA's Strategic Plan. These goals are listed below:

ITA (Bureau) Goals: <http://www.ita.doc.gov/hrm/documents/itagoals.pdf>

- Advance U.S. International and Commercial Strategic Interests
- Enhance U.S. Competitiveness in Domestic and International Markets
- Broaden and Deepen the U.S. Exporter Base
- Identify and Resolve Unfair Trade Practices
- Foster Excellent Relationships with Customers and Stakeholders
- Achieve Organizational Management Excellence

ITA Objectives

ITA objectives provide an even further degree of specificity that can relate to an area of an ITA employee's work and these should be used in preparing a critical element after the goal has been listed. The CD-430 Performance Management Record has a space for the Goal and the objective.

Tools to assist you in preparing Performance Plans:

- [CD-430 Performance Management Record](#)
- [Performance Management System Fact Sheet](#)
- [Performance Plan Reference Library](#) – view sample templates of critical elements
- [Performance Management Tracking Spreadsheet](#) (PMTS) - required by the Department to be maintained by all rating officials to track the three major activities associated with performance management, e.g., implementation of plans, mid-year formal progress reviews, and end of year summary ratings. These PMTS are subject to review upon request by the Department for accountability purposes.
- [Building Results-Oriented Performance Plans](#) - On line training through the Learning Management System. [Click here](#) and follow the directions.
- [Business Results Elements](#) equal at least 60% - See examples.

If you have any questions or would like additional information on developing individual performance plans, please call Ruben Pedroza on 202-482-3072.

For additional information on ITA's Strategic Plan (Goals, Objectives and Measures), contact Ed Meyer by phone at 202-482-3304 or by e-mail at: ed.meyer@mail.doc.gov.