

# US Census Bureau: Automating Performance Feedback

IFD&TC Conference  
May 18, 2015

Teresa Caldarò, Mike Benton  
Survey Statisticians

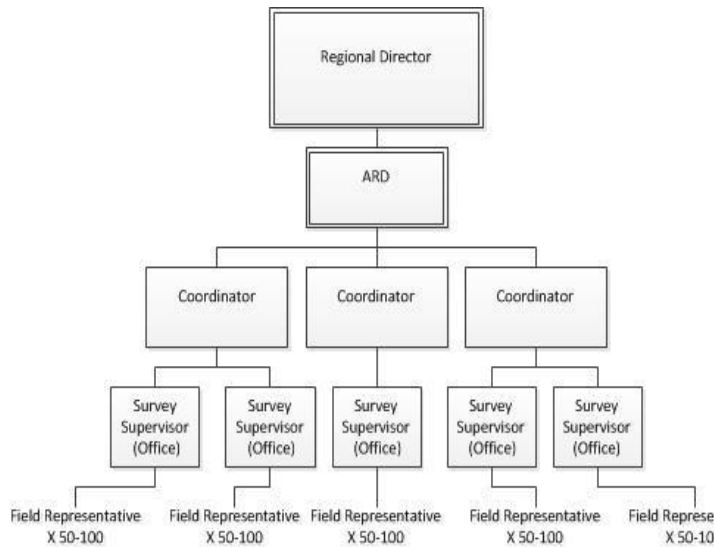
# Why did we create this system?

- 1000+ Progress Reviews of Field Representatives
- Two times a year (Review/Rating)
- Legal Requirements
  - Feedback
  - Acknowledgement of Feedback
  - Reporting (for Administrative Actions)

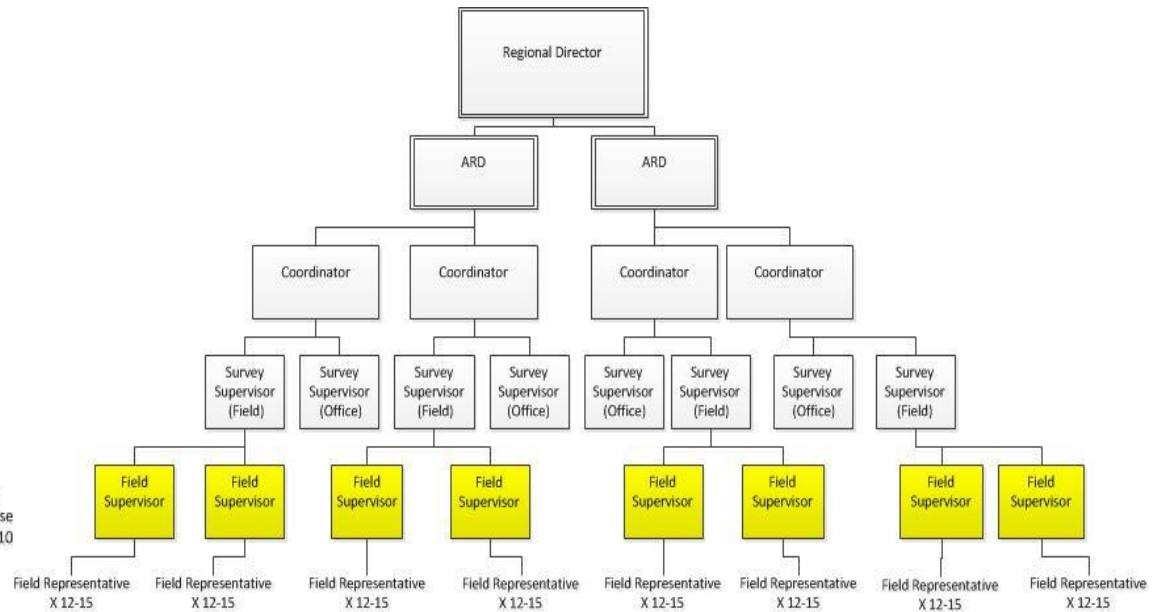
# Structure Change

- Standardization of an increased and decentralized supervisory chain

Previous Structure



Current Structure



# Performance Management Record

- Level 1-5 (5 = Exceeding Expectations)
- Critical Elements

Response

Customer Service

Production/  
Cost

Administration/  
Automation

7688

FD-500 (REV. 10-14) U.S. Department of Commerce  
**PERFORMANCE MANAGEMENT RECORD**

Coverage	Bureau Appraisal Cycle	Appraisal Period
<input checked="" type="checkbox"/> General Schedule <input type="checkbox"/> Federal Wage System <input type="checkbox"/> Wage Marine	<input checked="" type="checkbox"/> October 1 – September 30 <input type="checkbox"/> June 1 – May 31 <input type="checkbox"/> November 1 – October 31	From: October 1, 2014 To: September 30, 2015

Employee Name: \_\_\_\_\_

Position Title: <i>Field Representative</i>	Pay Plan, Series, Grade/Step: 1
Organization: 1. <i>Department of Commerce</i>	3. <i>Field Division</i>
2. <i>US Census Bureau</i>	4. <i>Denver Regional Office</i>

**PERFORMANCE PLAN CERTIFICATION**  
This plan is an accurate statement of the work that will be the basis for the employee's performance appraisal.

Signature (Rating Official): _____	Date: _____
Title (Rating Official): <i>Field Supervisor</i>	_____
Signature (Approving Official): _____	Date: _____
Title (Approving Official): <i>Supervisory Survey Statistician</i>	_____
Employee Signature: _____	Date: _____

By signature, I acknowledge the existence and terms of the plan, and I do not necessarily agree to it. I also certify the following: a) I understand that my actual performance is linked to the organization's mission and goals and b) my supervisor has discussed this in terms of my performance.

Privacy Act Statement - Disclosure of your social security number is voluntary. The number is linked with your name in the official personnel records to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

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# Data Sources

- Lists of Field Representatives  
(Access Database, Excel Spreadsheets)
- Performance Standards
  - Response Rates (CARMN – cost and response management network)
  - Production Rates (CARMN)
  - Multiple Surveys (CARMN)
  - Administration (Excel spreadsheet)
  - Customer Service (Feedback from stakeholders)

# **CARMN: Cost and Response Management Network**

# 11-39 Report Selection Main Menu

Select

Rating Year **2015**

Region **DENVER**

11-39 Report Type

- FR 11-39     FS 11-39     NCVS Monthly Data Quality Feedback     FR 11-39 Combined (All Surveys)

Survey Updates

**SURVEY DATA CURRENTLY LOADED:**

**NEXT UPDATE:**

ACS	<i>FY 2015 through MAR-2015</i>	<i>APR-2015 approximately 13-MAY-2015</i>
CED	<i>FY 2015 through FEB-2015</i>	<i>MAR-2015 approximately 07-MAY-2015</i>
CEQ	<i>FY 2015 through MAR-2015</i>	<i>APR-2015 approximately 13-MAY-2015</i>
CPS	<i>FY 2015 through MAR-2015</i>	<i>APR-2015 approximately 13-MAY-2015</i>

Select

Survey

- Survey
- CED
- CPS
- CEQ
- HIS
- NHPI
- NCVS
- SPR

Time Range

End Date

11-39 Main Menu

Next

# 11-39 FR Performance Summary Report



This information is administratively restricted and is used for Bureau of Census official use only

Region: Denver

Survey: NCVS

Report Period: OCT-14 to MAR-15

EOD:09/23/2004 EOP:09/23/2004

FS FR Code:

FS: 7181

SSF: 71

## Response Rates (RR)

Month / Cum	Cluster	Wkld	Resp Wkld	Ints	Prtls	Type As	Type Bs	Type Cs	FR Resp Rate	% in Cluster	RR Score	RO Resp Rate
OCT-2014	1	9	4	3	1	0	5	0	100.00%	50.00%	3	82.68%
OCT-2014	3	12	4	2	0	2	8	0	50.00%	50.00%	3	85.85%
NOV-2014	1	7	6	3	1	2	1	0	66.67%	35.29%	1.64	85.93%
NOV-2014	2	4	0	0	0	0	4	0	N/A	N/A	1.64	82.09%
NOV-2014	3	12	11	6	2	3	1	0	72.73%	64.71%	1.64	72.27%
DEC-2014	1	11	6	2	2	2	5	0	66.67%	31.58%	3.11	82.21%
DEC-2014	2	4	3	0	1	2	1	0	33.33%	15.79%	3.11	83.25%
DEC-2014	3	12	10	7	3	0	2	0	100.00%	52.63%	3.11	85.19%
JAN-2015	1	8	3	3	0	0	5	0	100.00%	17.65%	2.41	82.19%
JAN-2015	2	12	8	3	2	3	4	0	62.50%	47.06%	2.41	80.82%
JAN-2015	3	10	6	3	2	1	4	0	83.33%	35.29%	2.41	76.09%
FEB-2015	1	16	0	0	0	0	16	0	N/A	N/A	5	83.82%
FEB-2015	2	3	0	0	0	0	3	0	N/A	N/A	5	77.76%
FEB-2015	3	8	5	3	2	0	3	0	100.00%	100.00%	5	80.33%
MAR-2015	1	17	7	5	1	1	10	0	85.71%	33.33%	3.39	77.22%
MAR-2015	2	1	1	1	0	0	0	0	100.00%	4.76%	3.39	78.97%
MAR-2015	3	15	13	8	4	1	2	0	92.31%	61.90%	3.39	77.93%
CUM:	1	68	26	16	5	5	42	0	80.77%	29.89%	2.43	82.35%
CUM:	2	24	12	4	3	5	12	0	58.33%	13.79%	2.43	80.61%
CUM:	3	69	49	29	13	7	20	0	85.71%	56.32%	2.43	79.48%
Cumulative:	161	87	49	21	17	74	0					

(1) Determine the CUM Performance Level for each Cluster: NCVS National Performance Standards for Response Rate					(2) Calculate your CUM RR Score: Sum (Cluster Performance Levels times % In Cluster)			(3) Determine your Response Rate Performance Level: Use this chart to convert your CUM RR Score to your CUM Performance Level		CUM RR Score	Performance Level	NCVS CUM Response Rate Performance Level <b>2</b>
	Level 1	Level 2	Level 3	Level 4	Level 5				1.00 - 1.49	1		
Cluster 1:	0 - 79.99	80 - 86.49	86.5 - 91.49	91.5 - 95.99	96 - 100	Cluster 1:	2 * 29.89%	=	0.60	1.50 - 2.49	2	
Cluster 2:	0 - 74.99	75 - 82.49	82.5 - 89.49	89.5 - 94.99	95 - 100	Cluster 2:	1 * 13.79%	=	0.14	2.50 - 3.49	3	
Cluster 3:	0 - 72.49	72.5 - 79.99	80 - 87.49	87.5 - 92.99	93 - 100	Cluster 3:	3 * 56.32%	=	1.69	3.50 - 4.49	4	
							Sum:		2.43	4.50 - 5.00	5	



# 11-39 FR Performance Summary Report



This information is administratively restricted and is used for Bureau of Census official use only

Region: Denver

Survey: CPS

Report Period: OCT-14 to MAR-15

EOD:09/23/2004 EOP: 09/23/2004

FS FR Code: ,

FS: 7181

SSF: 71

Response Rates (RR)										CATI Components								
Month / Cum	Cluster	Wkld	Resp Wkld	Ints	Prtls	Type As	Type Bs	Type Cs		FR RR w/ CATI	% in Cluster	RR Score	RO RR w/ CATI		% Sent to CATI	CATI Comp	CATI Recy	%CATI Recy
OCT-2014	1	25	20	15	0	2	8	0		90.00%	76.92%	2.7	87.04%		14.29%	3	1	25.00%
OCT-2014	2	5	3	3	0	0	2	0		100.00%	11.54%	2.7	87.42%		0.00%	0	0	0.00%
OCT-2014	3	5	3	2	0	0	3	0		100.00%	11.54%	2.7	90.32%		16.67%	1	0	0.00%
NOV-2014	1	17	14	11	0	1	5	0		92.86%	63.64%	3	90.13%		15.79%	2	1	33.33%
NOV-2014	2	4	4	4	0	0	0	0		100.00%	18.18%	3	87.12%		0.00%	0	0	0.00%
NOV-2014	3	6	4	2	0	1	3	0		75.00%	18.18%	3	87.57%		14.29%	1	0	0.00%
DEC-2014	1	15	10	10	0	0	4	1		100.00%	43.48%	3.43	87.72%		13.33%	0	2	100.00%
DEC-2014	2	5	5	4	0	1	0	0		80.00%	21.74%	3.43	85.91%		0.00%	0	0	0.00%
DEC-2014	3	11	8	6	0	1	4	0		87.50%	34.78%	3.43	83.82%		8.33%	1	0	0.00%
JAN-2015	1	14	9	8	0	0	5	1		100.00%	34.62%	4.46	89.32%		6.67%	1	0	0.00%
JAN-2015	2	12	10	10	0	0	2	0		100.00%	38.46%	4.46	87.70%		0.00%	0	0	0.00%
JAN-2015	3	12	7	6	0	1	5	0		85.71%	26.92%	4.46	86.50%		0.00%	0	0	0.00%
FEB-2015	1	22	15	14	0	0	8	0		100.00%	45.45%	4.52	88.45%		4.35%	1	0	0.00%
FEB-2015	2	12	10	10	0	0	2	0		100.00%	30.30%	4.52	85.88%		0.00%	0	0	0.00%
FEB-2015	3	12	8	6	0	1	5	0		87.50%	24.24%	4.52	84.18%		7.69%	1	0	0.00%
MAR-2015	1	36	22	20	0	2	14	0		90.91%	59.46%	2.03	87.12%		5.56%	0	2	100.00%
MAR-2015	2	8	8	5	0	1	2	0		87.50%	21.62%	2.03	85.71%		30.00%	2	1	33.33%
MAR-2015	3	11	7	4	0	2	5	0		71.43%	18.92%	2.03	86.90%		25.00%	1	2	66.67%
CUM:	1	129	90	78	0	5	44	2		94.44%	53.89%	3.02	88.27%		9.56%	7	6	46.15%
CUM:	2	46	40	36	0	2	8	0		95.00%	23.95%	3.02	86.77%		6.25%	2	1	33.33%
CUM:	3	57	37	26	0	6	25	0		83.78%	22.16%	3.02	86.44%		11.29%	5	2	28.57%
Cumulative:		232	167	140	0	13	77	2							9.35%	14	9	39.13%

(1) Determine the CUM Performance Level for each Cluster:					(2) Calculate your CUM RR Score: Sum (Cluster Performance Levels times % In Cluster)			(3) Determine your Response Rate Performance Level: Use this chart to convert your CUM RR Score to your CUM Performance Level		CUM RR Score	Performance Level	CPS CUM Response Rate Performance Level	
CPS National Performance Standards for Response Rate										1.00 - 1.49	1	3	
Level 1      Level 2      Level 3      Level 4      Level 5										1.50 - 2.49	2		
Cluster 1:	0 - 85.99	86 - 90.99	91 - 94.99	95 - 97.99	98 - 100						2.50 - 3.49		3
Cluster 2:	0 - 84.49	84.5 - 86.99	87 - 94.24	94.25 - 97.49	97.5 - 100						3.50 - 4.49		4
Cluster 3:	0 - 79.99	80 - 84.49	84.5 - 91.49	91.5 - 96.49	96.5 - 100						4.50 - 5.00		5
					Sum: 3.02								

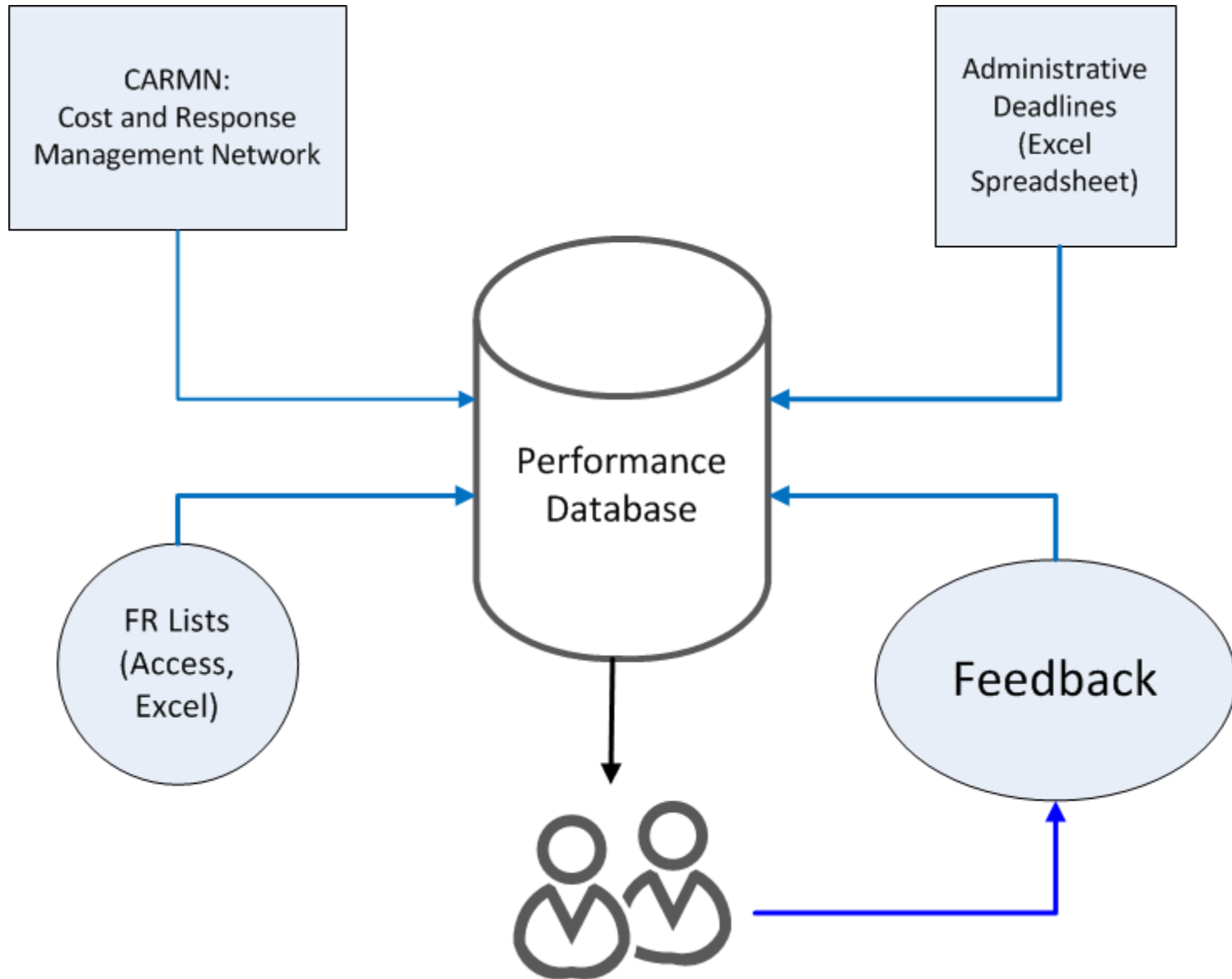
# Import of Data

- CARMN raw data is in an Oracle Form Server, we do not have direct access.
- We pull the data out from XML format.
- The XML file is parsed and put into Access tables.
- Once the data is imported, basic error and consistency checks are run.

# Other Data Sources – Access, Excel

The screenshot displays two overlapping windows from Microsoft Office. The top window is Microsoft Access, showing the 'FR Info Screen' for 'MARS Support DB'. The screen includes a navigation pane on the left, a form with various input fields (Name Search, FR Search, Last, FR#, SS#, PSU, etc.), and a 'Notes' field. The bottom window is Microsoft Excel, showing a table with columns A through G. The table contains data for various entries, including names and numerical values.

Column	A	B	C	D	E	F	G
169	N	N	A	27	73	85	Intermittent
170	N	N	DNT	16	73	85	Intermittent
171	N	N	N	27	76	92	Intermittent
172	N	N	T	64	78	87	Intermittent
173	N	N	N	58	72	91	Intermittent
174	N	N	N	28	76	83	Intermittent
175	N	N	N	23	72	93	Intermittent
176	N	N	L	114	73	85	Intermittent
177	N	N	P	109	77	83	Intermittent
178	N	N	E	69	75	88	Intermittent
179	N	N	D	104	72	83	Intermittent
180	N	N	G	70	73	87	Intermittent
181	N	N	J	45	73	81	Intermittent
182	N	N	N	34	75	85	Intermittent
183	N	N	S	55	76	82	Intermittent
184	N	N	V	28	78	90	Intermittent
185	N	N	N	55	74	91	Intermittent
186	N	N	A	81	78	88	Intermittent
187	N	N	K	79	72	94	Intermittent
188	N	N	K	67	71	88	Intermittent
189	N	N	S	84	71	88	Intermittent
190	N	N	T	30	76	92	Intermittent
191	N	N	P	40	73	88	Intermittent
192	N	N	S	88	72	87	Intermittent
193	N	N	Y	27	73	85	Intermittent
194	N	N	B	15	73	88	Intermittent
195	N	N	A	56	75	95	Intermittent
196	C	N	C	97	77	89	Intermittent
197	N	N	B	28	75	93	Intermittent
198	R	C	R	119	75	91	Intermittent
199	R	C	R	23	73	88	Intermittent
200	C	C	C	74	72	86	Intermittent
201	K	C	K	34	72	95	Intermittent
202	N	C	A	100	75	82	Intermittent
203	E	C	E	116	75	87	Intermittent
204	C	C	L	48	72	94	Intermittent
205	C	C	C	81	72	90	Intermittent
206	P	P	T	76	77	82	Intermittent



# The Performance Database



File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More Records New Save Spelling Find Replace Go To Select Text Formatting

Navigation Pane >> Rights4Navigation

Review FRs by SSF and FS Area

Review Submitted Adjustments

Review My Submitted Adjustments

Review FRs that are Level 3 Or More In Response And Production

Review FRs that are Below Level 3 In Response Or Production

Review FRs that Below Level 3 on a Survey or Surveys

Review FRs that are Overall Level 1

Review Level 0 FRs

Review FRs that are L1 on a Survey but not L1

FE Version 1.2.7

Survey	Latest Month
ACS	February
CED	January
CEQ	February
CPS	February
HIS	February
NCVS	February

File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Sort & Filter

Refresh All Delete More Records

Find Replace Go To Select Find

Text Formatting

**FinalRatingReview**

SSF Team Code: 71 FS Team Code: 31

Submit Adjustment

FR: [ ]

Customer Service: 3 Automation: 3

NAMCS: [ ] SOC: [ ] AHS: [ ]

Overall: 3 Production Level: 3

Response Level: [ ] Raw Response: 3.20

## Overall Level

# 3

MonthsWorl	fr_code	Survey	Resp Wkld	Survey Weight	Weighted RI	Original RL
5		CPS	130	0.6633	2.49	3.76
5		NCVS	66	0.3367	0.71	2.10

fr_code	Survey	Prod Wkld	SurveyProdWeig	Original PL	RawProd
	CPS	177	0.5803	3	1.74
	NCVS	128	0.4197	3	1.26

**Mid Year Progress**

FR is Performing Level 3 or Greater in All Critical Elements

File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Refresh All Delete More Records New Save Spelling Spelling Delete More Records Find Replace Go To Select Find Text Formatting

AdjustmentForm



# Adjustment Submission

Tuesday, May 12, 2015

FR:   
 Requestor:

Original Response Level: **3** Requested Response Level:  Original Customer Service Level: **3** Customer Service:

Original Production Level: **3** Requested Production Level:  Original Automation Level: **3** Automation:

**Overall Level**

Request Notes



- 
- 
- 

Navigation Pane

MonthsWorl	fr_code	Survey	Resp Wkld	Survey Weight	Weighted RI	Original
5		NCVS	66	0.3367	0.71	2.10
5		CPS	130	0.6633	2.49	3.76

fr_code	Survey	Prod Wkld	SurveyProdWeig	Original PL	RawProd
	NCVS	128	0.4197	3	1.26
	CPS	177	0.5803	3	1.74

Progress Review Results

- 1. Review indicates performance is at Level 3 or higher on all critical elements.
- 2. Review indicates performance is at Level 3 on all critical elements except those critical elements where deficiencies are stated.

NAMCS

SOC



File Home Create External Data Database Tools

View Paste Copy Format Painter Clipboard

Filter Ascending Descending Remove Sort Sort & Filter Selection Advanced Toggle Filter

Refresh All New Save Delete Records

Totals Spelling More

Find Replace Go To Select

Text Formatting

AdjustmentReviewForm

Requestor:  SSFArea 73 SSF Approved

FR

Original Response Level	<input type="text" value="2"/>	Response Level Request	<input type="text"/>	Original Customer Service	<input type="text" value="3"/>	Customer Service	<input type="text" value="4"/>	<b>Overall Level</b>	<input type="text" value="3"/>	Original Level	<input type="text" value="2"/>
Original Production Level	<input type="text" value="3"/>	Production Level Request	<input type="text" value="4"/>	Original Automation	<input type="text" value="3"/>	Automation	<input type="text" value="4"/>				

Request Notes

Survey Data

FR Code	<input type="text"/>
Survey	CPS 89.362
Workload C1	60 85.25
Workload C2	<input type="text"/>
Workload C3	<input type="text"/>
As C1	5
As C2	<input type="text"/>
As C3	<input type="text"/>
Workload	60
Hours	5115
Miles	5815 Regional
Type B Ratio	35.00% 16.91%
Type C Ratio	0.00% 0.93%

NAMCS

SOC

AHS

Reject Notes

File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete Records More Spelling Totals Spelling Find Go To Select Text Formatting

Navigation Pane >> Rights4Navigation

Review FRs by SSF and FS Area

Review Submitted Adjustments

Review My Submitted Adjustments

Review FRs that are Level 3 Or More In Response And Production

Review FRs that are Below Level 3 In Response Or Production

Review FRs that Below Level 3 on a Survey or Surveys

Review FRs that are Overall Level 1

Review Level 0 FRs

Review FRs that are L1 on a Survey but not L1

FE Version 1.2.7

Survey	Latest Month
ACS	February
CED	January
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CPS	February
HIS	February
NCVS	February

File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Sort & Filter

Refresh All Delete More Records

Find Replace Go To Select Find

Text Formatting

**FinalRatingReview**

SSF Team Code: 71 FS Team Code: 31


FR:

Overall: 3 Production Level: 3

Response Level: Raw Response: 3.20

Customer Service: 3 Automation: 3

NAMCS:  SOC:  AHS:

**Submit Adjustment** 

**Overall Level** 3

MonthsWorl	fr_code	Survey	Resp Wkld	Survey Weight	Weighted RI	Original RL
5		CPS	130	0.6633	2.49	3.76
5		NCVS	66	0.3367	0.71	2.10

fr_code	Survey	Prod Wkld	SurveyProdWeig	Original PL	RawProd
	CPS	177	0.5803	3	1.74
	NCVS	128	0.4197	3	1.26

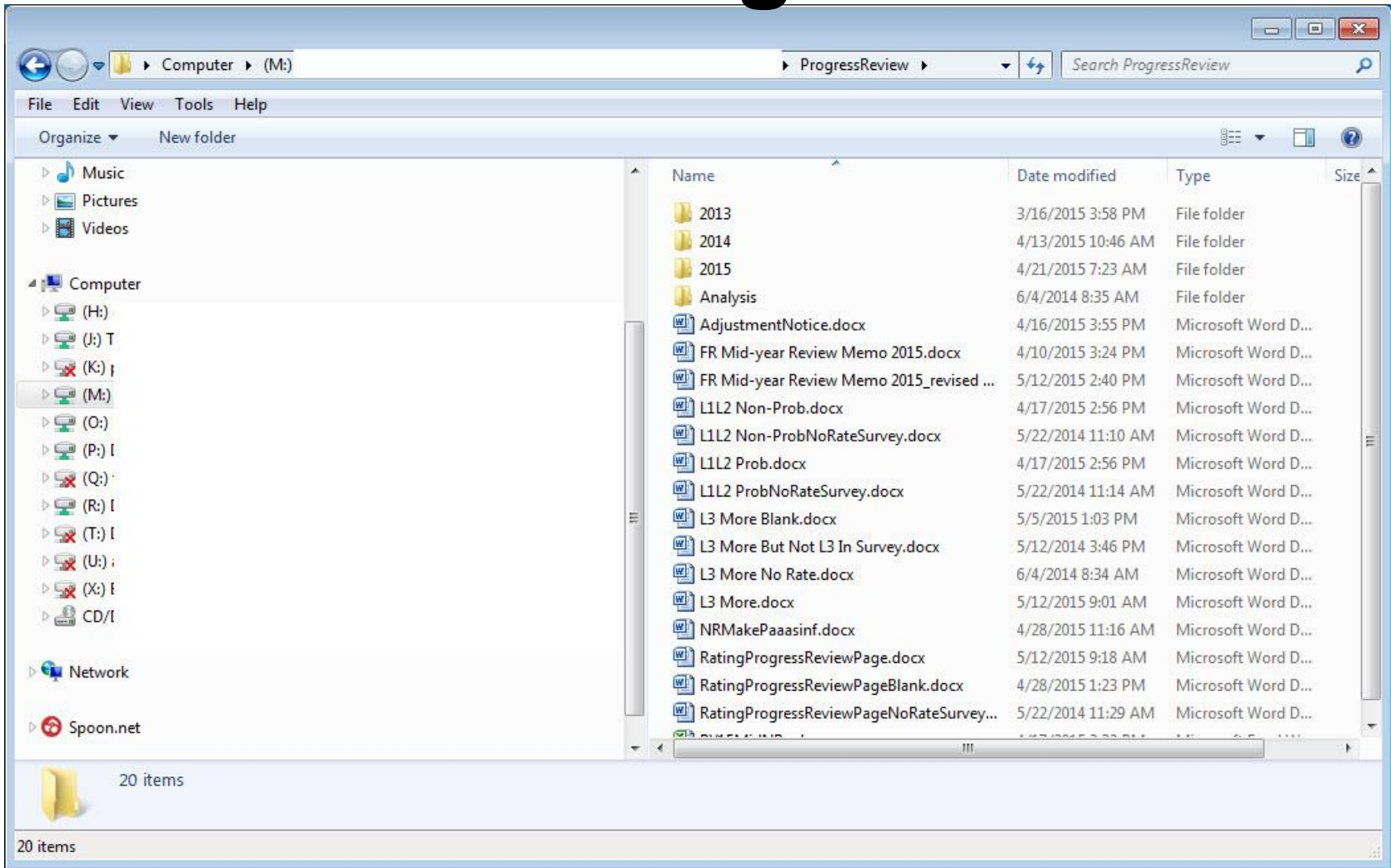
fr_code	Survey	Type B Ratio	Regional B Ratio	Type C Ratio	Regional C Ratio
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**Mid Year Progress**

FR is Performing Level 3 or Greater in All Critical Elements

# The Mail Merge

# Mail Merge Files





# Probationary & Non Probationary Level 1 or 2

April 16, 2015

7882

Dear ,

The purpose of this letter is to inform you that there are deficiencies in your performance on one of the Critical Element 2, "Interviewing, Listing, Sampling" and/or Critical Element 3, "Production and Cost", of your *Performance Management Record (PMR)*. Based on your most recent performance data October 2014 to February 2015, your work as a Field Representative with the Denver Regional Office is not considered to be at an acceptable level of competence.

Under the Census Bureau's 5-Level rating system, the Performance Management Record defines performance as Level 1, Level 2, Level 3, Level 4, or Level 5. Under the survey specific standards previously provided to you the following surveys and elements are below a Level 3 range of performance.

Production: ACS Level 2  
Production: CPS Level 1  
Production: HIS Level 1

We will continue to evaluate your performance under the 5-Level rating system. Please be advised that Level 2 performance is the level of performance you must maintain in order to be considered to be performing at a minimally acceptable level of competence. Therefore, it is very important that you sustain your performance at least at the Level 2 range of performance. If you do not maintain Level 2 performance, we may place you on a Performance Improvement Period (PIP) for 90 days.

I am enclosing suggestions that I recommend you follow to assist you in maintaining an acceptable level of performance but also to help you improve your performance. You must improve your performance to Level 3 or higher in order to receive consideration for promotion, certain awards, and within-grade increases. If you have any questions regarding these suggestions, please contact me at . I am available to answer your questions and provide you with appropriate assistance.

# Level 3 and above

April 16, 2015

7382

Pa  
10  
Bi

Dear ,

This letter is your mid-year progress review for your work with the US Census Bureau, Denver Regional Office for the review period of October 2014 to February 2015. Enclosed is a copy of your CAPI-39(s).

You are meeting the standards at an overall level 3. Please check your CAPI-39(s) for specific response rates and production rates in the area you are assigned for your survey(s). I congratulate you on your success in working with our respondents and for working in a cost efficient and timely manner.

I look forward to continuing to work with you in the upcoming months.

Sincerely,

Field Supervisor  
Denver Regional Office

CC:

# Use of Mail Merge Filters

April 16, 2015

7689

Mail Merge Recipients

Filter and Sort

Field: PassingFlag Comparison: Equal to Compare to: False

And ProbationaryFlag Equal to False

Filter...

Find duplicates...

Find recipient...

Validate addresses...

performance  
Critical  
ord (PMR).  
5, your work  
is not considered to be at an  
performance Management Record  
or Level 5. Under the survey  
specific standards previously provided to you the following surveys and elements are  
below a Level 3 range of performance.

Response: CPS Level 2

### Progress Review

EMPLOYEE NAME: [Redacted]

Please check the appropriate box.

- 1. Review indicates performance is at Level 3 or higher on all critical elements.
- 2. Review indicates performance is at Level 3 on all critical elements except those critical elements where deficiencies are stated.

NOTE: If box 2 is checked, the supervisor should contact the servicing human resources office.

See Attached.

	Employee's Initials	Date	Rating Official's Initials	Date
Progress Review				
Progress Review				
Progress Review				



## Pre-populated Fields and Use of Barcodes

EMPLOYEE NAME: [Redacted]

### PERFORMANCE SUMMARY RATING

List each element in the performance plan.

- All elements are critical.
- Assign a rating level for each element:
- (5) Level 5 (highest level of performance); (4) Level 4; (3) Level 3; (2) Level 2; (1) Level 1 (unacceptable performance)
- If an Element Rating of Level 1 is selected for any Performance Element, the overall final performance rating is a Level 1
- Interim ratings should be considered when you prepare the final summary rating.
- Rating officials must provide either an overall narrative justification of the summary rating or a written justification for each element rating.
- A written justification is required for any element rated below Level 3.

Performance Element	Individual Weights (Total must equal 100)	Element Rating (5, 4, 3, 2, 1)	Score
Customer Service	15%	3	45
Interviewing, Listing and Sampling	40%	1	40
Production and Cost	30%	3	90
Administrative and Automation	15%	5	75
<b>INDIVIDUAL WEIGHTS TOTAL</b>	<b>100%</b>	<b>TOTAL SCORE</b>	<b>199</b>

Check One:  Summary Rating  Interim Rating

### PERFORMANCE RATING

- Level 5 (470 - 500)  
 Level 4 (380 - 469)  
 Level 3 (290 - 379)  
 Level 2 (200 - 289)  
 Level 1 (100 - 199)

Signature (Rating Official): [Redacted] Date: 11/5/2014

Title (Rating Official): *Field Supervisor*

Signature (Approving Official): [Redacted] Date: 11/5/2014

Title (Approving Official): *Survey Statistician Field*

Employee's Signature (indicates appraisal meeting held): \_\_\_\_\_ Employee comments attached:  Yes  No

### PERFORMANCE RECOGNITION

Performance Award : \$

APPROPRIATION CODE:	Bureau Code (2 Digits)	FY (2 Digits)	Fund Code (2 Digits)	Project Code (7 Digits)	Task Code (3 Digits)
(Required for Performance Award)					

QSI (Level 5 Required)

Signature (Rating Official): \_\_\_\_\_ Date: \_\_\_\_\_

Title (Rating Official): \_\_\_\_\_

Signature (Approving Official): \_\_\_\_\_ Date: \_\_\_\_\_

Title (Approving Official): \_\_\_\_\_





# Questions?

Contact Info:

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