



U.S. Department of the Interior
Employee Performance Appraisal Plan

Part 1. Employee Input I have reviewed this plan and have been involved in its development.

Employee Name (Last, First, Middle):	(b)(6)	Appraisal Pd. 11/11/2024 - 9/30/2025
Title	(b)(6)	Series/Plan/Grade (b)(6) WG - 06
Organization:	(b)(6); Information that, if disclosed, would invade another individual's personal privacy.	Plan Number: DI-3100
Plan Purpose: Separation		
Rating Official's Signature: Electronically signed by CONN, DEREK A (Rating Official)		Date: 2/18/2025
Originally signed by DEREK A CONN on 2/18/2025		
Employee's Signature: Unable to sign/see Part 10: CONN, DEREK A		Date: 2/18/2025
Originally bypassed by DEREK A CONN on 2/18/2025. Reason: Other		
Reason Employee Signature Bypassed: Other		
Part 1 Optional Text:		

[Understanding Performance Management \(doi.gov\)](#)

Part 2. Progress Review

Rating Official's Signature: Electronically signed by CONN, DEREK A (Rating Official)	Date: 2/18/2025
Employee's Signature: Unable to sign/see Part 10: CONN, DEREK A	Date: 2/18/2025
Reason Employee Signature Bypassed: Unable to sign	

Part 3. Rating

Summary Rating Levels:	☐ Unacceptable	☐ Fully Successful	☒ Exceeds Expectations	☐ Outstanding
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Unacceptable: One or more Critical Elements rated "Unacceptable"

Fully Successful: 3.0 – 3.59 AND No Critical Element rated "Unacceptable"

Exceeds Expectations: 3.6 – 4.59 AND No Critical Element rated "Unacceptable"

Outstanding: 4.6 – 5.00 AND No Critical Element rated lower than "Exceeds Expectations"

Part 4. Derivation Formula and Calculation of Annual Summary Rating

Performance Element/Performance Element Group	Rating Level	Rating Value	Summary Level Ranges
Critical Element 1 *	Exceeds Expectations	4	
Critical Element 2 *	Exceeds Expectations	4	4.6 - 5 = Outstanding
Critical Element 3 *	Exceeds Expectations	4	3.6 - 4.59 = Exceeds Expectations
Critical Element 4 *	Exceeds Expectations	4	3 - 3.59 = Fully Successful
			0 - 2.99 = Unacceptable
Mean Rating Individual Element Rating Total / Number of elements): 16/4	4		Note: A Level 1 Rating on any Critical Element yields a Level 1 Summary Rating
* Denotes Critical Element			
^ Denotes Overridden Rating			
x Denotes PE not included in Rating Calculations			

Part 5. Rating Signatures

Rating Official's Signature:  Electronically signed by CONN, DEREK A (Rating Official)

Date:  2/18/2025

Employee's Signature: 

Date: 

Part 6. Instructions

[Benchmark Employee Performance Standards \(doi.gov\)](#)

[Instructions for completing the Employee Performance Appraisal Plan.pdf \(doi.gov\)](#)

Part 7. Performance Elements

Critical Element 1

☒ Critical

Strategic Alignment: STRATEGIC GOAL 4: Serve and Honor the Public Trust

Packing / Customized Packing

Follows determined packing configurations, assembles items according to kit component packing lists and inspects for accuracy. Packs kits using protective packing material to withstand impact and avoid breakage and spillage. Uses and maintains various types of warehousing equipment for packaging such as heat sealers, shrink wrappers, automated banding tables, and stapling machines.

Fully Successful:

In addition to the [Benchmark Employee Performance Standards \(doi.gov\)](#) , the following are attributes of an Fully Successful Employee:

- Packages and labels hazardous materials following all agency procedures and requirements 100% of the time.
- When packaging materials, ensure labels are created in accordance with NFES and unit of measure within ICBS and three labels per carton 100% of the time.
- Utilize PPE when building cartons 100% of the time.
- Ensure you are utilizing the GBK box book located in S: when packaging all cache items 100% of the time.
- When building kits ensure packing list is being followed 100% of the time. Zero instances occur when cartons are unavailable due to lack of shortages.

Exceeds Expectations:

- Suggests and helps implement changes to existing kit packing lists for improvement by working with supervisor and ICBS system analyst
- Introduces and innovative way to maximize storage locations and increase stocking levels.
- Active member / participant in national committee.

Outstanding:

- Coordinates, suggests, and implements with Carton Committee on carton configuration to include Quantity Unit Pack (QUP) for the improvement and efficiency of the National Interagency Support Caches (NISC) community.

Rating Official Element Narrative:

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Critical Element 1
Rating Levels:

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Critical Element 2

Critical

Strategic Alignment: STRATEGIC GOAL 4: Serve and Honor the Public Trust

Refurb / Rehabilitation

Researches and refers to manufacturer specifications, stock catalogs, manuals, research, and technology data, and cache memos to prevent damage and preserve lifespan of items. Performs visual and operating checks to determine proper coding and routing of equipment and tools to be tested, repaired, and/or calibrated. Identifies when it may be cost effective to replace rather than repair fire supplies / equipment. Maintains issue records to reflect items charged or credited to fire incidents.

Fully Successful:

In addition to the [Benchmark Employee Performance Standards \(doi.gov\)](https://www.doi.gov/benchmark) , the following are attributes of an Fully Successful Employee:

- Utilizes and refers to National Refurbishment Guide 100% of the time.-
- When items are returned from an incident ensure items are organized and sorted by fire and prioritized by need to include proper labeling 100% of the time.
- Ensure NFES items processed for refurbishment are accurate and appropriately documented, ensuring incidents are receiving appropriate credit with no more than three discrepancies.
- Process (RFI) Ready For Issue returns from an incident immediately ensuring GBK has proper inventory to meet customer needs.
- No more than one instance occurs where GBK cannot fill a fire incident order due to items not being refurbished on time.

Exceeds Expectations:

- Active member / participant in the Refurbishment committee.
- Suggests and implements a new refurb process or specification within GBK.
- Ensure NFES items are processed for refurbishment are accurate and appropriate credit with no more than two discrepancies.
- Zero instances occur where equipment is sent back due to lack of refurbishment standards.

Outstanding:

- Worked with Refurbishment Committee to implement a new refurbishment process into the National Refurbishment Guide.
- Processes returns with zero discrepancies during elevated fire activity.
- Continuously strives for process improvement and consistently increases work area efficiency and effectiveness.

Rating Official Element Narrative:

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Critical Element 2
Rating Levels:

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Strategic Alignment: STRATEGIC GOAL 4: Serve and Honor the Public Trust

Materials Handling / Examining / Identifying / Shelf Life / Hazmat

Coordinates incoming fire supplies and outgoing refurbished product for placement to docking and storage locations. Receives and stores incoming stock, both new and returned unused items from emergency incidents. Verifies bills of lading, identifies item and accounting codes, labels material, and reports discrepancies. Works with a high degree of independence in determining sequences of loading and unloading trucks and other material conveyances and implementing the movement of materials from dock to bin or from storage to shipping.

Fully Successful:

In addition to the [Benchmark Employee Performance Standards \(doi.gov\)](#) , the following are attributes of an Fully Successful Employee:

- Determining condition of returned supplies and equipment to properly identify in (ICBS-R) 100% of the time.
- If a discrepancy is created and identified by the employee, it must be brought to the attention of the supervisor and work lead within 24 hours.
- Ensure FIFO principles are followed 100% of the time.
- Ensure zero expired items are put back into inventory as Ready For Issue (RFI)
- Process all items within virtual locations (REFURB-RFI, STAGE-1) with no more than 3 discrepancies.
- When pulling items for kit builds, Cache to Cache and fire incident orders, ensure shelf life is being checked prior to issuing 100% of the time.
- Ensures waybills are filled out correctly, shipper information, hazmat classification and quantities matching received items 100% of the time.

Exceeds Expectations:

- Assist with planning storage space layout and established material locations in accordance with agency regulations.
- Processes all items within virtual locations (REFURB-RFI, STAGE-1) with no more than 2 discrepancies.

Outstanding:

- Continuously strives for process improvement for GBK.
- Processes all items within virtual locations (REFURB-RFI, STAGE-1) with zero discrepancies.

Rating Official Element Narrative:

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Critical Element 3
Rating Levels:

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Financial / Inventory Training / Customer Service

Employee responds to supervisor assignments, management priorities and departmental mandates regarding time sensitive work, required training and DOI protocols. The workload varies in scope, duration, and urgency.

Fully Successful:

In addition to the [Benchmark Employee Performance Standards \(doi.gov\)](https://www.doi.gov/benchmark) , the following are attributes of an Fully Successful Employee:

- Keeps the supervisor and work lead briefed on significant / controversial issues and on results of meetings / discussions. Briefings include a discussion of the issue, management options, and recommended approaches / solutions appropriate to the issue.
- Participates as a team effort. Contributes to achieving work unit goals, objectives, and deadlines by demonstrating collaboration and flexibility. Seeks opportunities to exchange knowledge and skills to achieve and maintain a cross-training work environment.
- In addition, employee completes data requests, credit card statements, on-line training, and work assignments. These are generally completed within established deadlines. Employee responds to phone calls and emails within 96 hours. Filing and record keeping is generally complete and organized. The public, coworkers, supervisors, and managers are highly pleased with employee customer service, professionalism, timelines, thoroughness, and work products.

Exceeds Expectations:

- Models and fosters a high standard of performance for the workforce. Creates a supportive view of managements policies. Performs duties in a manner that demonstrates fairness, cooperation, and respect to all employees, office visitors, and to the public. Supports the development of a diverse workforce with a goal to achieve a model workplace.
- In addition, employee completes data requests, credit card statements, on-line training, and work assignments within or ahead of established deadlines. Employee responds to phone calls and emails within 48 hours. Filing and record keeping is complete and organized. The public, coworkers, supervisors, and managers are highly pleased with employee customer service, professionalism, timelines, thoroughness, and work products.

Outstanding:

- Provides technical / professional advice in areas of expertise with regards to business practice efficiency and customer service. Participates in a work environment that strives for continuous improvement.
- In addition, employee completes data requests, credit card statements, on-line training, and work assignments within or ahead of established deadlines. Employee responds to phone calls and emails within 24 hours. Filing and record keeping is complete and organized. The public, coworkers, supervisors, and managers are highly pleased with employee customer service, professionalism, timelines, thoroughness, and work products.

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Critical Element 4
Rating Levels:

(b)(6): Information that, if disclosed, would invade another individual's personal privacy.

Part 9. Employee Self-Accomplishment Narrative

Part 10. For Agency Use