



NAPA Organizational Assessment 2009

Status Update

Todd J. Zinser
Inspector General

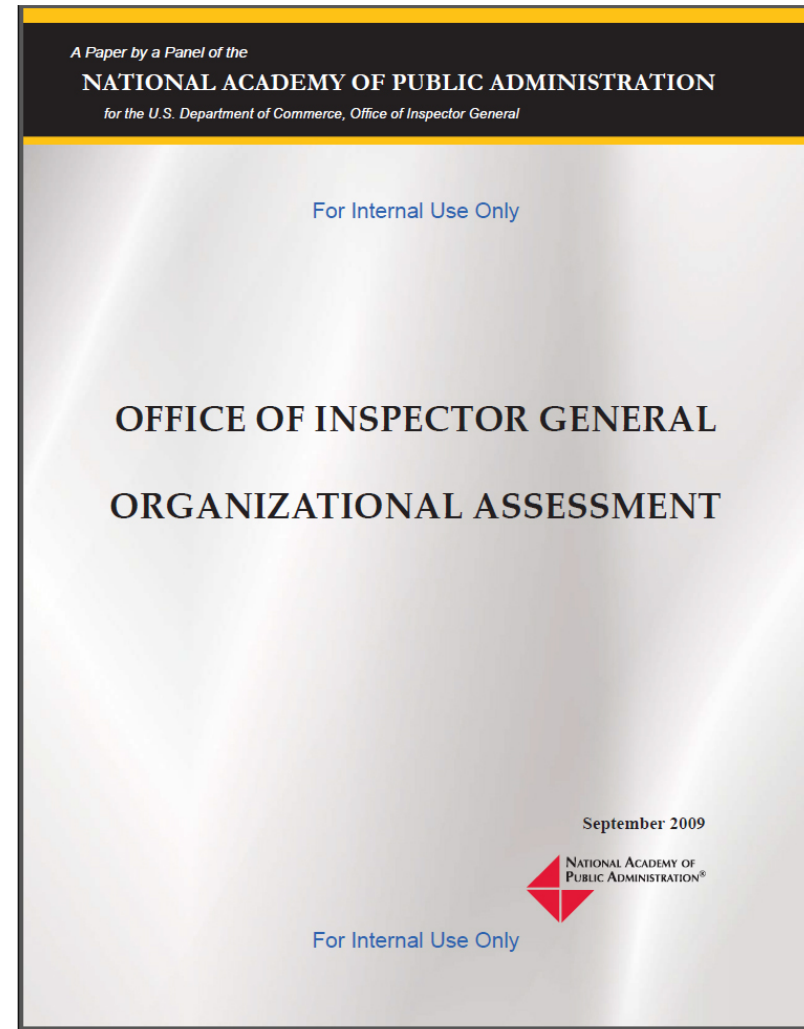
U.S. Department of Commerce
Office of Inspector General

June 18, 2012



NAPA Organizational Assessment

OIG Results 2009-2012






NAPA — Status Update

#	RECOMMENDATION	Status
	ORGANIZATIONAL STRUCTURE	
1	Roles and responsibilities documented	Done
2	Multi-disciplinary teams (integrated product teams—IPTs) created	Done
	PLANNING	
3	Strategic plan and operating plans updated annually	Continuous
4	OAE staffing plan and training plan created	Continuous
5	Project planning: improve quality, thoroughness, scope, schedules, and execution	Done
6	Standard framework for Individual Performance Plans	Done
	WORK PROCESSES	
7	Specific guidance on using GAGAS Yellow Book and TeamMate	Done and continuous
8	Audit project planning: perform project reviews and risk management	Continuous
9	Audit annual work plans	Continuous
10	Move to a “shared” system with central knowledge management	Done
	STAFFING	
11	Develop core functional skills and program-specific skills of staff	Continuous
12	Increase the use of multi-disciplinary (IPT) teams	Done
13	New hire orientation improvement	Done
14	Train staff in Yellow Book standards and TeamMate	Continuous
	COMMUNICATIONS	
15	AIGs’ and managers’ communications	Continuous
16	Get external liaison for Congress and other agencies	Done
	MEASURING PERFORMANCE	
17	Utilize multiple criteria and create a performance measurement system	Done
18	Define ARRA OIG community performance measurements of success	Done
19	Performance standards update for staff and management	Done




NAPA — 1 Roles and Responsibilities

- Policies and Procedures Manual

 **UNITED STATES DEPARTMENT OF COMMERCE**
The Inspector General
Washington, D.C. 20230

June 28, 2011

MEMORANDUM FOR:  All OIG Employees

FROM: Todd J. Zinser
Inspector General

SUBJECT: OIG Policies Announcement

Over the course of the past year, we have been developing a set of policies for the management and performance of OIG operations. We undertook this initiative to establish a set of written policies that would be readily available to all employees. These policies provide supervisors and other staff with accessible guidelines by which they can more effectively perform their duties as well as better understand their rights and responsibilities as OIG employees.





NAPA — 2 Multidisciplinary Teams

OAE Work in Process

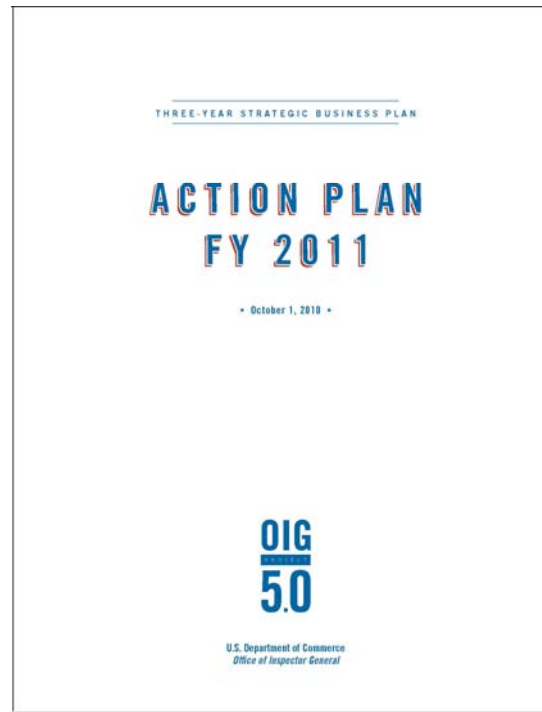
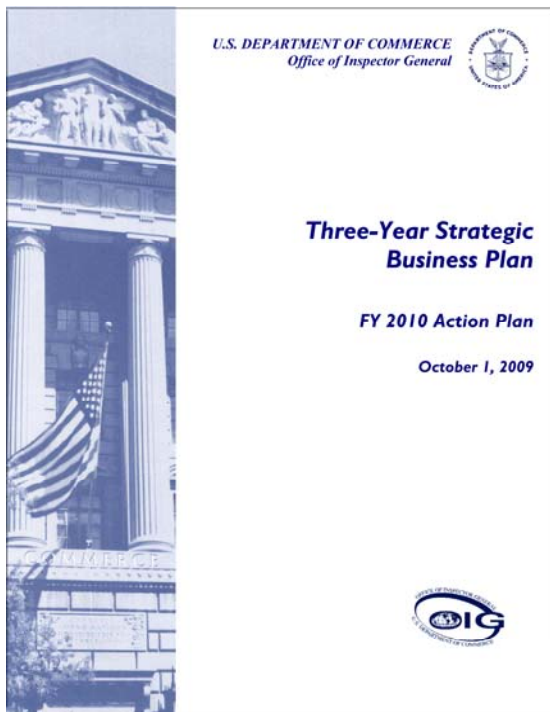


Phase II	Days Project	Office	Team	Draft	Final Attorney	Editor
4. Fieldwork						
	144 BTOP Subrecipient Monitoring	RATF		7/23/2012	9/10/2012	
	157 Review of Fishery Management Councils and Fishery Rulemaking	Audit		7/15/2012	9/13/2012	
	7 Audit of EDA's IT Security Program	SAITS		9/5/2012	9/25/2012	
	147 Audit of Commerce Unliquidated Obligations	Audit		8/22/2012	9/30/2012	
	71 External Peer Review of NASA OIG	SQC		8/15/2012	9/30/2012	
	107 FY 2013 Top Management Challenges	OAE		9/28/2012	10/16/2012	
	143 FY 2012 Assessment of Key Security Measures Protecting Department	SAITS		10/12/2012	10/31/2012	
	84 FY 2012 Audit of USPTO Financial Statements	Audit			11/9/2012	
	98 FY 2012 Audit of DOC Consolidate Financial Statements	Audit			11/14/2012	



NAPA — 3 Strategic Planning

- Strategic Plans





NAPA — 4 OAE Staffing and Training Plans

- With the current budget constraints we are losing staff through attrition and are generally not replacing staff. Thus our staff are shifted to work in areas where there is funding (i.e., Census, PTO, ARRA, Satellite, BTOP, etc.) and where there is legislation requiring that we do work (funding covered by regular appropriation).
- As required by the Department, each OAE staff person prepared an annual IDP, which includes tentative training courses to be taken in the coming performance period (FY) and must be approved by the supervisor.



NAPA — 4 OAE Training Plan

- Except for the USDA-provided Plain Writing Act training, all the training courses listed will be or were provided by OAE as a NASBA-certified organization.

Planned FY 12 training still to be completed

08.09.2012 Plain Writing Act of 2010: Regions: July 30 and 31, August 1; HQ Group training by USDA: August 9
06.28.2012 FY 12, 2nd Quarter, Balanced Scorecard Metrics

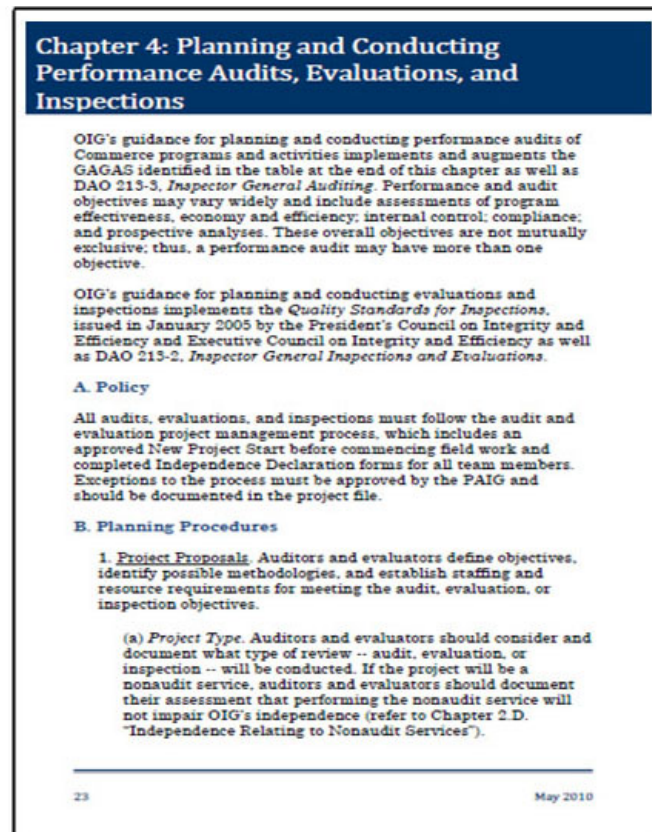
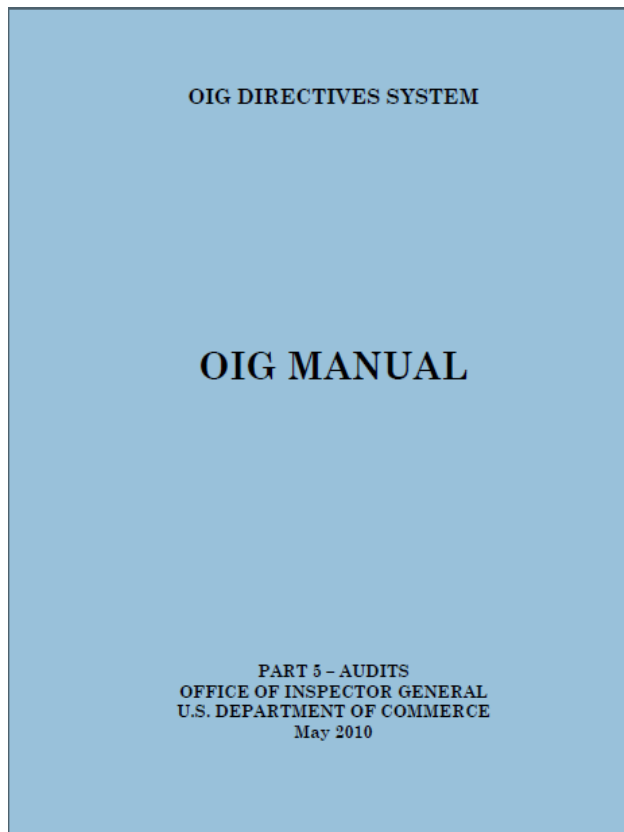
Completed FY 12 training to date

06.18.2012 Identifying Monetary Benefits: June 5, 13, and 18
05.07.2012 Assessing Reliability of Computer Data: April 23, May 2 and 7
03.28.2012 Follow the Money #4: IT Investments
03.21.2012 Presentation on Nationwide Broadband Network
03.05.2012 FY 12, 1st Quarter, Balanced Scorecard Metrics
01.12.2012 Indexing and Referencing: November 15 and 30, January 12
01.11.2012 Data Analytics: Asking the Right Questions: November 15, 16, 29 and January 11
12.13.2011 FY 11, 4th Quarter, Balanced Scorecard Metrics (5 sessions)
12/8.2011 Follow the Money #3: FY 12 Appropriations and Highlights of FY 11 Audited Financial Statements
10.19.2011 FY 11 3rd Quarter, Balanced Scorecard Metrics



NAPA — 5 Project Planning

- OIG Manual, Audit Directives, 2010 (pages 29-39)





NAPA — 6 Individual Performance Plans

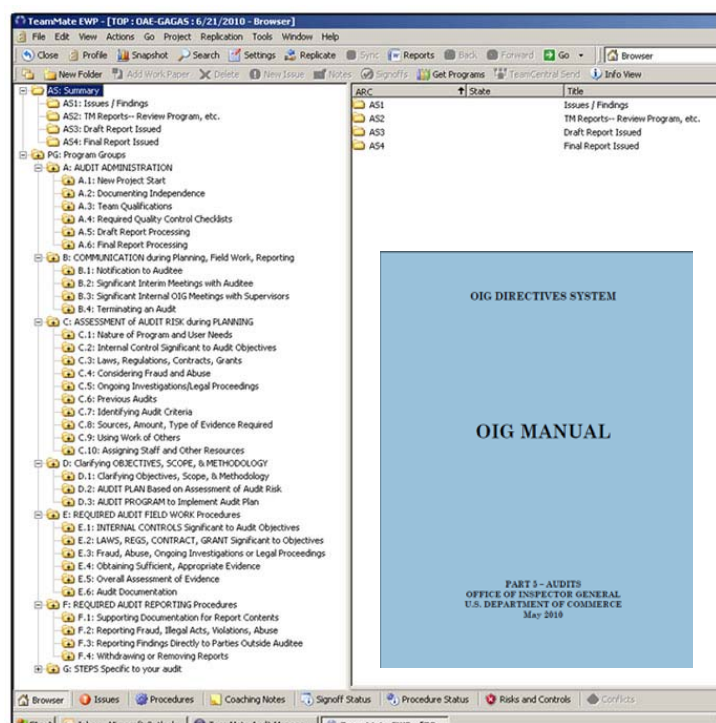
- Standard framework across offices

DEPARTMENT OF COMMERCE PROFESSIONAL PERFORMANCE AGREEMENT		
Position Title	<input type="checkbox"/> Auditor (Data Analytics)	<input type="checkbox"/> Program Analyst (Data Analytics)
Name		
Pay Plan/Series Title	<input type="checkbox"/> GS-0511-11/12/13	<input type="checkbox"/> GS-0343-11/12/13
Organization	Office of Inspector General, Office of Audit and Evaluation	
Rating Period		
Covered By	<input checked="" type="checkbox"/> General Series	<input type="checkbox"/> Other []
Certification of Development and Receipt of Performance Agreement		
(The employee and rating official have jointly reviewed these responsibilities to ensure mutual understanding.)		
Employee Signature	_____	Date _____
(My signature acknowledges that I had an opportunity to provide input into the development of this plan, that it was discussed, and that I received a copy of the plan. It does not necessarily signify agreement. It also certifies that I understand how my individual performance is linked to the organization's mission and goals.)		
Rating Official's Signature	_____	Date _____
Reviewing Official's Signature	_____	Date _____



NAPA — 7 GAGAS and TeamMate Guidance

- GAGAS Template and TeamMate Instructions, 2011

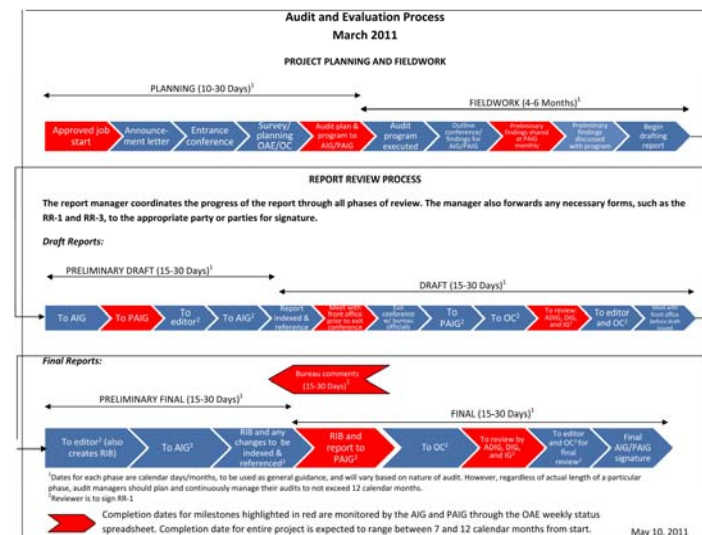
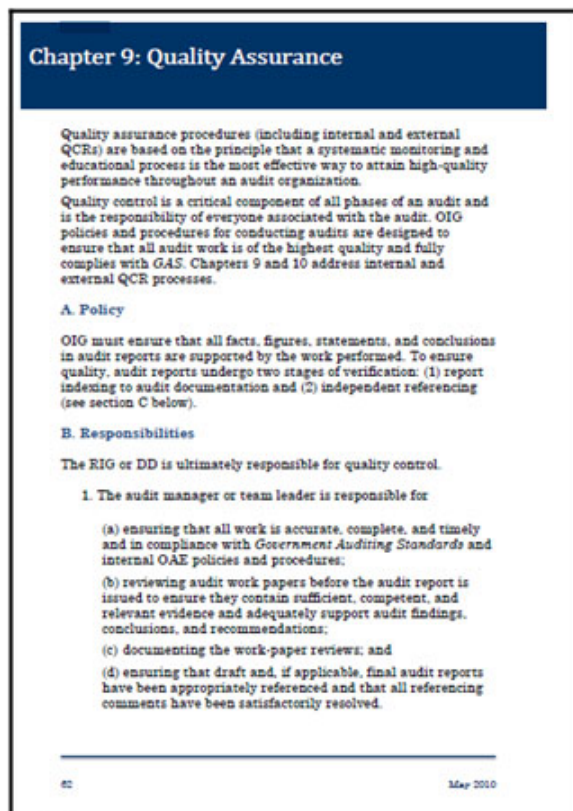


December 2011 GAGAS Template	
Procedures	
Summary	Detail
A.1 PRG - New Project Start	Audit Step: Document approved New Project Start, which should be signed by Assistant Inspector General, Principal Assistant Inspector General for Audit and Evaluation, and Inspector General. You can obtain the New Project Start template from the TeamStore: GAGAS/Evaluation Audit Administration New Project Start
Procedure Step: New Project	Criteria: Quality Control and Assurance GAS 3.82 Each audit organization performing audits in accordance with GAGAS must: a. establish and maintain a system of quality control that is designed to provide the audit organization with reasonable assurance that the organization and its personnel comply with professional standards and applicable legal and regulatory requirements, and b. have an external peer review performed by reviewers independent of the audit organization being reviewed at least once every 3 years.
Type: Planning	
Assigned To:	
Prepared By: (None)	
Reviewed By: (None)	
PROPERTIES:	GAS 3.83 An audit organization's system of quality control encompasses the audit organization's leadership, emphasis on performing high quality work, and the organization's policies and procedures designed to provide reasonable assurance of complying with professional standards and applicable legal and regulatory requirements. The nature, extent, and formality of an audit organization's quality control system will vary based on the audit organization's circumstances, such as the audit organization's size, number of offices and geographic dispersion, knowledge and experience of its personnel, nature and complexity of its audit work, and cost-benefit considerations.
Location:	GAS 3.84 Each audit organization should document its quality control policies and procedures and communicate those policies and procedures to its personnel. The audit organization should document compliance with its quality control policies and procedures and maintain such documentation for a period of time sufficient to enable those performing monitoring procedures and peer reviews to evaluate the extent of the audit organization's compliance with its quality control policies and procedures. The form and content of such documentation are a matter of professional judgment and will vary based on the audit organization's circumstances.
Frequency:	GAS 3.85 An audit organization should establish policies and procedures in its system of quality control that collectively address audit responsibilities for quality within the audit organization.
Visit:	
Category:	
Testing Category 1	
Testing Category 2	
SCORECARD:	
Rating:	
Sample:	



NAPA — 8 Audit Project Planning

- Project Review Audit Guide, 2010 (pages 62-70)
- Project Review Process, 2011



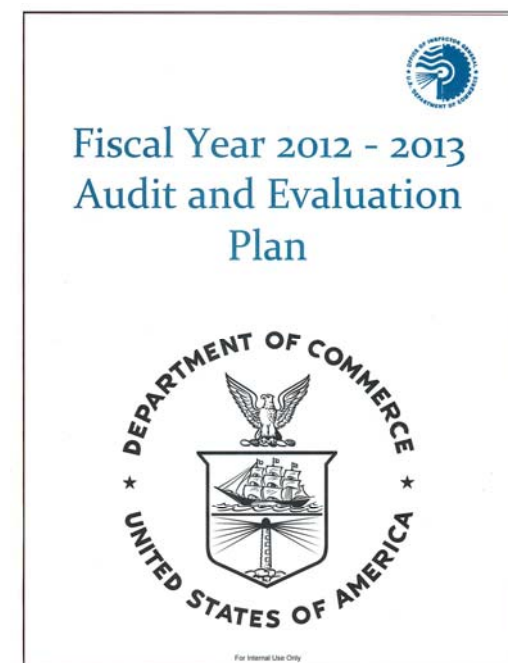
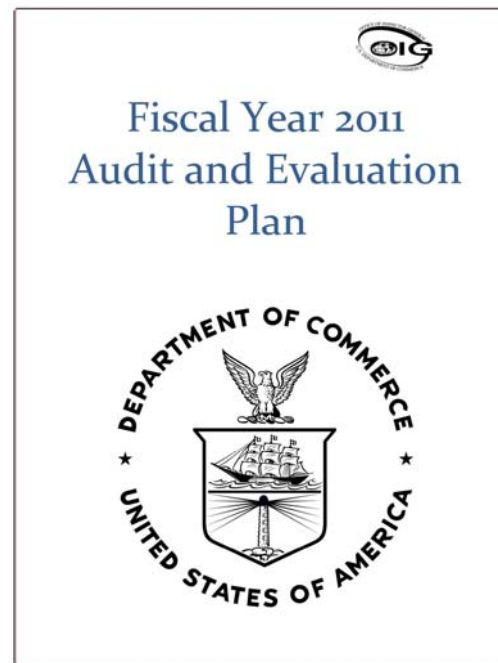
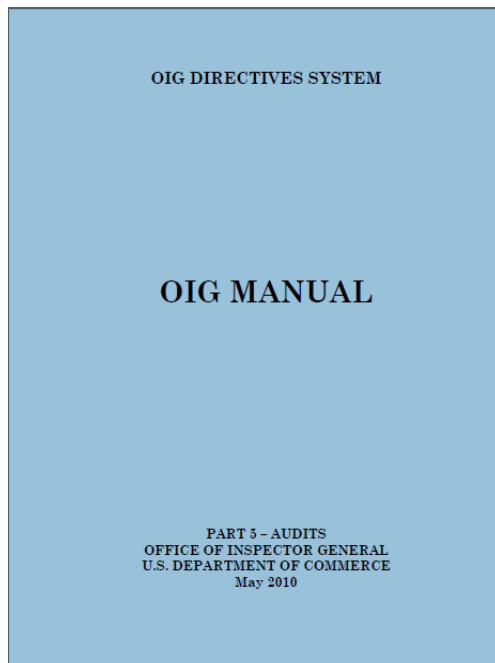
- Performance Plan, 2011

Auditor/Program Analyst (Data Analytics): GS-11/12/13			
Appraisal Period: FY 2011			
Critical Elements	Objectives	Results of Major Activities	Criteria for Evaluation
			fraud, waste, abuse, mismanagement or violations of law or policy, or other indices of efficiency and effectiveness. <ul style="list-style-type: none">○ Reports are clearly indexed to supporting work papers and analysis.○ Responses from agency officials are evaluated in an objective manner based on a sound analysis of additional information together with data contained in the audit/evaluation.○ Submits documents within the timelines established by the project manager. When due dates need to be changed, project manager is made aware well before the due date and a revised due date is established.
	To address OAE Management Comments.	<ul style="list-style-type: none">• Audit/evaluation reports are reviewed and revised within timelines prescribed by the team lead and project manager.	<ul style="list-style-type: none">• Audit reports are reviewed and revised based on the response from OAE management, and are completed within timelines prescribed by the project manager.• Participates in drafting OIG comments to Bureau management responses.• Fully indexes and clears all independent referencing points on external products.



NAPA — 9 OAE Work Plans

- OIG Manual and Audit and Evaluation Plans





NAPA — 10 Shared System

- TeamMate Central Shared System

The screenshot displays the TeamMate EWP (Enterprise Work Product) interface. The left pane shows a hierarchical tree structure of project folders, including 'AS: Summary', 'PG: Program Groups', and various audit phases (A through G). The right pane shows a table of issues with columns for ARC, State, Title, Assign, Action, User, and Date. The bottom of the interface features a task bar with icons for Browser, Issues, Procedures, Coaching Notes, Signoff Status, Procedure Status, Risks and Controls, and Conflicts. A search bar and a 'Go' button are also visible.

ARC	State	Title	Assign	Action	User	Date
AS1		Issues / Findings				
AS2		TM Reports-- Review Program, etc.				
AS3		Draft Report Issued				
AS4		Final Report Issued				



NAPA — 11 Skill Development

GAGAS CPE Update, 2010

Change in Measurement Period for Continuing Professional Education

As I announced at an Office of Audit and Evaluation meeting on November 22, 2010, we are changing our period for measuring compliance with generally accepted Government Auditing Standards (GAGAS) Continuing Profession Education (CPE) requirements from a calendar year to the federal fiscal year to be consistent with the period used for the Individual Development Plan. This change will be effective on January 1, 2011.

The initial fiscal-year CPE period will be 1/1/2011-9/30/2012, and CPE requirements will be prorated for this period. To meet GAGAS CPE requirements, OAE professional staff should earn a minimum of 60 CPE over the 21-month period. A minimum of 18 of the 60 CPE should be government-related CPE. A minimum of 20 CPE should be earned during the period 1/1/2011-9/30/2011.

Future fiscal-year CPE periods will be fixed-two-year measurement periods, rather than our past rolling-year measurement periods. For example, the next fiscal-year CPE periods will be 10/1/2012-9/30/2014 and 10/1/2014-9/30/2016.

GAO's *Guidance on GAGAS Requirements for Continuing Professional Education*, GAO-05-568G, explains "Measurement of Compliance for Partial Periods" beginning on p. 9. If you have further questions, you may contact the Standards and Quality Control group.

Principal Assistant Inspector General for Audit and Evaluation

Date

12/22/10

Course/Exam Cover Memo, 2010

May 20, 2010

MEMORANDUM FOR: All Office of Audit and Evaluation Employees

FROM: Senior Advisor and Project Lead,
Recovery Act Task Force

SUBJECT: OAE Payment for Review Classes, Exam Fees, and Qualifying College Courses

In the past, the Office of Inspector General, Office of Audit and Evaluation (OAE), has paid for certification review classes, exam fees, and qualifying college courses for employees. We are currently instituting several changes to this practice. Please note that all OAE payments and reimbursements are subject to the availability of funds and supervisory approval.

Effective Immediately

- (1) Certification Review Classes. OAE will pay for, or reimburse, no more than one (1) review class per exam. For any certification review class paid for or reimbursed by OAE, employees must submit documentation to their GS-15 supervisor, indicating that the review class was completed.
- (2) Exam Fees. The cost of certification exams and exam sections, along with any corresponding application fee, will no longer be paid in advance by OAE. The employee is responsible for paying the initial cost of the exam or exam section and application fee. OAE will only reimburse the cost, including application fee, of the exam or exam section passed. OAE will not reimburse employees for the cost of unsuccessful attempts.

In order to be reimbursed by OAE, employees must complete the following steps:

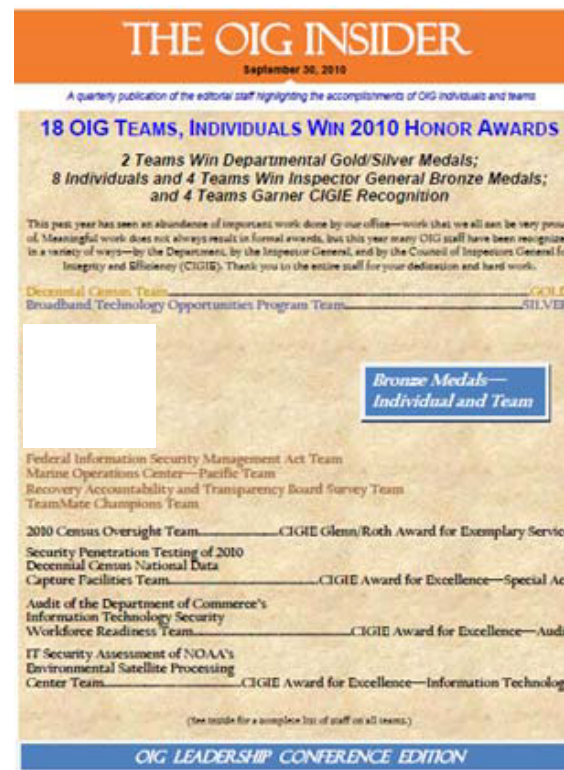
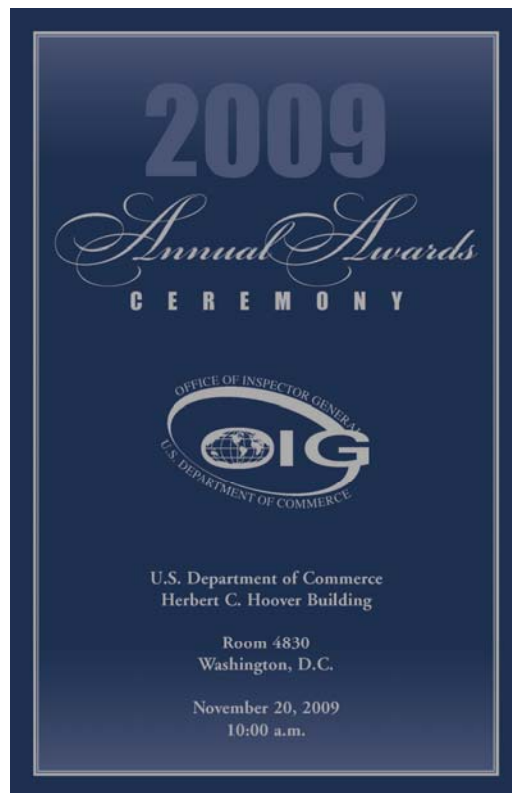
- a. Submit documentation that the employee paid for the exam or exam section and application fee;
- b. Submit documentation that the employee received a passing grade or score;
- c. Receive supervisory approval from a GS-15 supervisor, or above, for the reimbursement.

- (3) Qualifying College Courses. OAE employees are generally responsible for paying the cost of any college credit hours needed toward CPA certification. If, however, a college course is deemed to be job-related by the employee's GS-15 supervisor, the supervisor



NAPA — 12 Increase Multidisciplinary Teams

- Work by multidisciplinary teams recognized by Commerce (Gold, Silver, Bronze) and CIGIE awards





NAPA — 13 Improve New Hire Orientation

- New Hire Orientation Checklists

(Employee Name) Schedule for (EOD Date)

(Date)

8:30 am – 9:00 am **Security Office** **(HR Specialist)**

You will be asked to sign the following documents upon entry:
Form CD-591 (PIV-1 Request)
Form 306 (Declaration of Federal Employment)

Badge:
(HR Specialist) will take you to security to get a temporary badge and enroll for the PIV-2 badge.
Badge will have access as requested by your Supervisor.

9:00 am – 10:00 am **HR Orientation** **(HR Specialist)**

Swearing in

- ✓ Go over material in the Orientation Folder (Payroll Forms, Performance Management, Awards, Building Maps, Fitness Center, Employee Assistant Program, Safety/Health/OWCP, Employee Personal Page, Pay Charts, IDP, Training, Telework, AWS, Credit Union, Child Support, and The Work Number, etc.)
- ✓ Specific Notice of Random Drug Testing
- ✓ DOC Ethics Training – Every Monday at 2:00 pm in Room 5611
- ✓ Statement Relating to Employee Responsibilities and Conduct/Summary of Ethics
- ✓ Financial Disclosure (if required to file)

10:00 am – 10:15 am **Administrative Services**

- Travel Card and Official Credentials
- Transit Benefits

10:15 am – 10:30 am **Legislative and Public Affairs**

- Access and Information on OIG's Intranet: IG Eye
- Photo for IG Eye

10:30 am – 10:45 am **Administrative Services**

- Guidance on Usage of Web T&A
- Phone set up & Directory
- Escape Hood

10:45 am – 12:00 pm **Benefits Overview** **(HR Specialist)**

Federal Employees Retirement System (FERS):

- <http://www.opm.gov/retire/pre/fers/index.asp>
- http://www.opm.gov/forms/pdf_fill/SF3102.pdf (Designation of Beneficiary for Federal

POST EOD CHECKLIST

NAME OF EMPLOYEE _____ EOD DATE _____

Unless specified, the following forms apply to all employees. Please initial as each item has been completed. File this form on the left side of the Official Personnel Folder after completion.

FORMS	INSTRUCTIONS	INITIAL WHEN COMPLETED
A. APPOINTMENT		
1. SF-61, Appointment Affidavits	Administer Oath of Office	
2. OF-306, Declaration for Federal Employment		
3. SF-144, Statement of Prior Federal Civilian and Military Service		
4. SF-181, Race and National Origin		
5. SF-256, Self-identification of Medical Disability		
6. SF-278, Executive Personnel Financial Disclosure Report	For SES employees to determine compliance with applicable Federal laws and regulations.	
7. SF-450, Confidential Statement of Employment and Financial Interest		
8. CD-314, Statement Relating to Employee Responsibilities and Conduct (Subtitle A-O/S; 15 CFR 0.735 & DAO 202-733A)	For employees concerning outside employment, financial interest, or other private activities.	
9. Selective Service Registration	All males must certify registration with the Selective Service System.	
B. DESIGNATION OF BENEFICIARY FORMS		
1. SF-1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee	Designate person(s) for disposition of unpaid compensation at death of civilian employee. (Last salary check)	
2. SF-2808, Designation of Beneficiary, Civil Service Retirement System	Designate person(s) for payment of lump sum benefit only – does not affect right of anyone eligible to receive death or retirement benefits.	
3. SF-2823, Designation of Beneficiary, Federal Employee Group Life Insurance Program	Designate person(s) for payment of life insurance.	
4. SF-3102, Designation of Beneficiary, Federal Employees Retirement System	Designate person(s) for payment of lump sum benefit for BASIC BENEFIT PLAN only – does not affect right of anyone eligible to receive death or retirement benefits.	
5. TSP-3, Designation of Beneficiary, Thrift Savings Plan	Designate person(s) for payment of amounts that are due and payable from your TSP account upon your death.	



NAPA — 14 Yellow Book / TeamMate Training

- 2010 Yellow Book and TeamMate Procedures

December 2011 GAGAS Template

Procedures

Summary	Detail
A.I.PRG - New Project Start Procedure Step: New Project Start Type: Planning Assigned To: Prepared By: (None) Reviewed By: (None) PROPERTIES: Location: Frequency: Visit: Category: Testing Category 1 Testing Category 2	Audit Step: <p>Document approved New Project Start, which should be signed by Assistant Inspector General, Principal Assistant Inspector General for Audit and Evaluation, and Inspector General. You can obtain the New Project Start template from the TeamStore: GAGAS/Evaluation Audit Administration New Project Start</p> Criteria: Quality Control and Assurance GAS 3.82 Each audit organization performing audits in accordance with GAGAS must: a. establish and maintain a system of quality control that is designed to provide the audit organization with reasonable assurance that the organization and its personnel comply with professional standards and applicable legal and regulatory requirements, and b. have an external peer review performed by reviewers independent of the audit organization being reviewed at least once every 3 years. GAS 3.83 An audit organization's system of quality control encompasses the audit organization's leadership, emphasis on performing high quality work, and the organization's policies and procedures designed to provide reasonable assurance of complying with professional standards and applicable legal and regulatory requirements. The nature, extent, and formality of an audit organization's quality control system will vary based on the audit organization's circumstances, such as the audit organization's size, number of offices and geographic dispersion, knowledge and experience of its personnel, nature and complexity of its audit work, and cost-benefit considerations.



NAPA — 15 Manager Communications

- IG and Senior Staff Blogs
- OAE Weekly Reports



From:
Sent: Friday, June 15, 2012 5:00 PM
To: OIG OAE
Cc: OIG FO Admin; Zinser, Todd;
Subject: OAE Summary and Weekly as of June 15

Hello

This week we added one job start, EDAs IT Security Program and continued to make progress on the below priorities:

- BTOP Grant Match – We plan to issue this report on Monday 6/18.
- ARRA Lessons Learned – We completed a template for submission to DOI who is leading the audit. I have reviewed and provided comments. OC will review next week, the template is due to DOI on 6/22.
- NTIA and ITA Systems – We are drafting these reports and plan to issue in draft in late June and mid-July respectively.
- BTOP Oversight of BAH – We are drafting the report and plan to issue in draft late June / early July.
- BPAI – We are drafting the report and hope to issue in draft in mid-July.
- Purchase Cards, Conference Spending, PSIC – we continue to work to issue drafts in July.
- Risk Assessment – We will be sharing results with the front office. Next deliverable is the audit plan.

Finally, we have received our draft peer review report. We received a passing rating with a few recommendations – overall good results 😊. We have prepared our response and provided this to OC for review. When the report is finalized I will be providing to all OAE so that we are familiar with the recommendations and continue to improve in these areas. Many thanks who stayed on top of this and all of you whose work contributed to the results.

Thank you and have a good weekend.

(ext 24328)



NAPA — 16 Congressional Affairs Liaison



Clark Reid has 26 years of diverse public, government, and legislative affairs experience, including six years at the Department of Commerce, first as ESA's Associate Under Secretary for Communications and then as the Department's Deputy Director of Legislative and Intergovernmental Affairs.

Most recently he was assistant to the Commissioner of the Bureau of Labor Statistics, where his responsibilities included congressional and public outreach, testimony preparation, and facilitation of meetings and briefings with members of Congress, the Office of the Vice President, members and staff of the President's Council of Economic Advisers, and the Treasury Department, among others.



NAPA — 17 Multiple Performance Measures



Office of Inspector General Balanced Scorecard Performance Measures

★ FY 2012 ★

	Performance Measure Short Description	Target
Office of Audit and Evaluation	1 % of audit recommendations accepted and implemented, three years after issuance	90%
	2 % of action plans received within 60 days	75%
	3 Financial benefits from OIG audit and evaluation recommendations	\$30M
	4 % of OAE products completed within one year	80%
	5 % response on audit feedback survey	75%
Office of Investigations	6 % of hotline complaints referred within 14 working days of receipt	75%
	7 % of investigative cases completed within 12 months	70%
	8 % of whistleblower disclosure or reprisal cases completed within 12 months	75%
Office of Administration	9 % of acquisition pendency time not exceeding two weeks	80%
	10 % of monthly status of funds reports issued to program areas by the 5 th of the month	95%
	11 % of administrative requests responded to within 24 hrs and resolved within 5 days	95%
	12 % of 80-day hiring model deadlines within OIG control that are met	80%
	13 Department mandated IT metrics	Various
Office of Counsel	14 % of IT customer service requests resolved within 48 hours	90%
	15 % of FOIA requests responded to within 20 business days	85%
OIG-wide	16 % of cases where requests for legal and policy analysis from OIG requesters are timely	85%
	17 % of Congressional requests responses within established timeframes	85%
	18 % of OIG staff participating in at least one diversity education event per year	80%
	19 % of supervisors who receive at least one supervisory training course per FY	80%
	20 % of supervisors who attend at least one diversity training event per FY	80%



NAPA — 18 ARRA Performance Measures

BUREAU	OFFICE OF INSPECTOR GENERAL (OIG)
PROGRAM	OFFICE OF INSPECTOR GENERAL
Amount	\$16.0M (includes \$10 million for oversight of NTIA's Broadband Technology Opportunity Program)
Description	These funds are for general oversight of the Department's ARRA activity. Early OIG uses include emphasis on training of grants and contract officers to alert them to the signs of potentially fraudulent or wasteful activity by grantees or contractors. The OIG audit work has included a review of the Department's pre-award process, the recipient reporting procedures required by ARRA, and the Department's implementation of the various grant programs. The OIG has put many of its resources into its oversight of NTIA's monitoring of its Broadband Technology Opportunities Program (BTOP) program because it was a new program with many first-time recipients of federal funds.

MEASURES	FY	TARGET	ACTUAL
Complaints - received	2010		16
	2011		17
Whistleblower reprisal allegations:			
• Received	2010		1
	2011		0
• Accepted	2010		1
	2011		0
Investigations:			
• Closed without action	2010		2
	2011		10
• Accepted for prosecution	2010		0
	2011		0
• Prosecution denied	2010		0
	2011		0
• Referred for alternative resolution	2010		0
	2011		0
Audits/Inspections/Evaluations/Reviews:			
• Final published work products	2010		7
	2011		4
• Interim published work products	2010		3
	2011		1
• Unpublished work products	2010		0
	2011		0
Training/Outreach:			
• Training sessions provided	2010		24
	2011		13
• Individuals trained	2010		1,068
	2011		1,459
• Hours of training provided	2010		1,171
	2011		1,629
• Outreach sessions conducted	2010		7
	2011		0

Source: FY 2011 PAR



NAPA — 19 Performance Standards Update

- 100% of GS staff covered

DEPARTMENT OF COMMERCE PROFESSIONAL PERFORMANCE AGREEMENT		
Position Title	<input type="checkbox"/> Auditor (Data Analytics)	<input type="checkbox"/> Program Analyst (Data Analytics)
Name		
Pay Plan/Series Title	<input type="checkbox"/> GS-0511-11/12/13	<input type="checkbox"/> GS-0343-11/12/13
Organization	Office of Inspector General, Office of Audit and Evaluation	
Rating Period		
Covered By	<input checked="" type="checkbox"/> General Series	<input type="checkbox"/> Other []
Certification of Development and Receipt of Performance Agreement		
(The employee and rating official have jointly reviewed these responsibilities to ensure mutual understanding.)		
Employee Signature	_____	Date _____
(My signature acknowledges that I had an opportunity to provide input into the development of this plan, that it was discussed, and that I received a copy of the plan. It does not necessarily signify agreement. It also certifies that I understand how my individual performance is linked to the organization's mission and goals.)		
Rating Official's Signature	_____	Date _____
Reviewing Official's Signature	_____	Date _____