

**U.S. Consumer Product Safety Commission
Individual Performance Appraisal**

Employee's Name:

T. MICHAEL LEE

Appraisal Period: 2015

From: 10/01/2014

To: 09/30/2015

Critical Elements and Ratings

Critical Element:

Key Characteristics:

4. Program Management

1. Develops, implements and evaluates Compliance Programs and strategies that provides instruction and guidance to the field and other Commission staff.
2. Assists the field in resolving issues that arise during field programmatic activities.
3. Provides interpretation and guidance to the field, industry, consumers, managers, Commissioners, and Congress on Standards, regulations, and ongoing Compliance activities.
4. Assists in the development of policies and procedures for uniform and effective administration and enforcement of statutes and regulations.
5. Coordinates Compliance activities with other offices within CPSC and when appropriate, other agencies.

Competencies: Creativity & Innovation, Decisiveness, External Awareness, Flexibility, Leadership, Oral and Written Communication, Planning and Evaluating, Strategic Thinking, Vision, Problem Solving, Self-Direction, Team Building, Vision Service Motivation, Resilience, Continual Learning, Technical Credibility, Accountability.

Rating: Level 1 2 3 4 5

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Critical Elements and Ratings

Critical Element:	Key Characteristics:
<p>3. Case Resolution</p>	<p>1. Evaluates cases and makes recommendations for disposition. Coordinates case activities with appropriate staff.</p> <p>2. Plans, develops and negotiates remedial actions to address substantial product hazards or regulatory violations.</p> <p>3. Monitors the progress of remedial actions, and where needed, negotiates further action.</p> <p>4. Provides support in pre-litigation and litigation activities, as assigned.</p> <p>Competencies: Creativity and Innovation, Decisiveness, Oral and Written Communication, Planning and evaluating, Strategic Thinking, Vision, Problem Solving, Self-Direction, Team Building, Vision, Service Motivation, Technical Credibility, Planning and Evaluating, Problem Solving.</p>
<p>Rating: Level 1 2 3 4 5</p>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">4</div>

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Critical Elements and Ratings

Critical Element:

2. Investigations

Key Characteristics:

1. Develops and manages evidence to determine substantial product hazards or regulatory violations (standards).
2. Analyzes technical and factual data in accordance with statutory elements.
3. Briefs management and other Commission staff, as necessary, on the status of investigations and makes recommendations for future action.

Competencies: Technical Credibility, Planning and Evaluating, Integrity/Honesty, Flexibility, Influencing/Negotiating, Interpersonal Skills, Leadership, Oral and Written Communication, Political Savvy.

Rating: Level 1 2 3 4 5

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Critical Elements and Ratings

Critical Element:

Key Characteristics:

I. Program Support

(Organizational Specific) Describe ability to deliver organization specific goals. Indicates goals associated with the Strategic Plan and Agency Annual Performance Plan.

- 1.) Goals met under decision response objectives in the Strategic Plan.
- 2.) Complete draft of all field programs by end of 2nd quarter.
- 3.) CRE decision of compliance status to notification of the firm less than or equal to 10 days.
- 4.) Letter of Advice to firm response within 30 business days.

Competency: managing data, organizational skills, data support, deliver organization specific goals.

Rating: Level 1 2 3 4 5

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Rating Official's Comments (If Summary Rating is Outstanding or Unacceptable, include specific examples of performance to support the rating:

Mike Lee received highly successful rating this period. During this rating period he continued to help the General Counsel Office (OGC) with its litigation regarding rare earth magnets, including attending a hearing with the OGC's office out of town. This year Mike wrote an industry "Magnet Set Bulletin" which educated the industry on the hazards of magnets, and the new rule on magnet sets. He also wrote a screening and sample collection guidance to help the Import and Filed investigators on the magnet sets. Mike has prepared presentations to help educate the Import Surveillance Division on the various provisions of the toy standard, including magnet toys. He has also presented at the State Designee meeting this year where he educated state and local authorities on the new magnet

Reviewing Official's Comments:

Employee's Comments:

Part V - Instructions

1. Individual Performance Plans will consist of a minimum of three (3) and a maximum of five (5) Critical Elements. For supervisors and managers, each plan must contain two (2) required CPSC Standardized Critical Elements: 1) Supervision, and 2) Program Management.
2. Two Progress Reviews will be conducted during the Performance Appraisal Period (normally January and June). The employee and the Rating Official will initial and date the appropriate block.
3. All Summary Ratings require both a Rating Official's and Reviewing Official's signature.
4. A Summary Rating of Minimally Successful (Level 2) does not require a Performance Improvement Period (PIP). However, a Summary Rating of Unacceptable (Level 1) does require a PIP.
5. New employees to an organization will be placed under Performance Standards within the first thirty (30) days of starting work. Employees must be covered by Performance Standards for a minimum of ninety (90) days in order to be given a Summary Rating.
6. Bargaining unit employees who do not agree with their Summary Rating may grieve using the applicable negotiated grievance procedure. All other employees must use the Administrative Grievance Procedure as outlined in CPSC Order 1042.1.

