Employee's Name:	Appraisal Period: 2015			
T. MICHAEL LEE	From: 10/01/2014	To: 09/30/2015		
Critic	al Elements and Ratings			
Critical Element:	Key Characteristics:	Key Characteristics:		
5. Special Assignments	Assignments may include Sport Office of Compliance representations.	1. Undertakes special assignments at the direction of the Supervisor. Assignments may include Special Investigations Unit participation, Office of Compliance representation on Hazard Identification and Reduction project teams, special case development efforts, and industry- wide investigations. 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.		
	Awareness, Flexibility, Lead Planning and Evaluating, St Self-Direction, Team Buildi			
		•		
ating: Level 1 2 3 4 5				
	<u> </u>			
Alman	Summary Rating:			
iting: utstanding (Level 5)	All Outstanding; OR	Critical Elements:		
utstanding (Level 5)		All Outstanding, OK All Outstanding and One Highly Successful		
ghly Successful (Level 4)	All Highly Successful; OR			
g, 24000000 (400 a)		All Highly Successful or higher and ONE Fully Successful		
lly Successful (Level 3)	All Fully Successful or high			
nimally Successful (Level 2)	Any Minimally Successful and no Unacceptable			

U.S. Consumer Product Safety Commission Individual Performance Appraisal

Appraisal Period: 2015 Employee's Name: T. MICHAEL LEE To: 09/30/2015 From: 10/01/2014 Critical Elements and Ratings **Key Characteristics:** Critical Element: 1. Develops, implements and evaluates Compliance Programs and **Program Management** 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 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

U.S. Consumer Product Safety Commission Individual Performance Appraisal

Appraisal Period: 2015 Employee's Name: To: 09/30/2015 From: 10/01/2014

Critical Elements and Ratings

Case Resolution

T. MICHAEL LEE

Critical Element:

Key Characteristics:

- 1. Evaluates cases and makes recommendations for disposition. Coordinates case activities with appropriate staff.
- 2. Plans, develops and negotiates remedial actions to address substantial product hazards or regulatory violations.
- 3. Monitors the progress of remedial actions, and where needed, negotiates further action.
- 4. Provides support in pre-litigation and litigation activities, as assigned.

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.

U.S. Consumer Product Safety Commission Individual Performance Appraisal

Employee's Name:

Appraisal Period: 2015

T. MICHAEL LEE

From: 10/01/2014

Key Characteristics:

To: 09/30/2015

Critical Elements and Ratings

Critical Element: 2.

Investigations

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

Appendix D **U.S. Consumer Product Safety Commission** Individual Performance Appraisal Appraisal Period: 2015 Employee's Name: To: 09/30/2015 From: 10/01/2014 T. MICHAEL LEE Critical Elements and Ratings **Key Characteristics:** Critical Element: (Organizational Specific) Describe ability to deliver organization specific goals. Indicates goals associated with the Strategic Plan and 1. Program Support 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.

U.S. Consumer Product Safety Commission Individual Performance Appraisal

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

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				
	Official's Comments:			
Employee's	Comments:			
p = 1				

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.

Appendix C				
U.S. Consu Indivi	mer Product Safety dual Performance	Commission Appraisal		
	Part I - Administrative	Data		
Employee's Name: T. MICHAEL LEE		Job Title, Series and Grade Level: Compliance Officer, 1801, GS 13/02		
Organization:	Appraisal Period: 2015			
EXC/CRE	From: 10/01/2014 Part II - Establishing P			
Rating Official's Name: (Typed) MARY F. TORO	MToro Dec 2015 02.19 0000	Rating Official's Signature and Date: Page Pag		
Employee's Signature and Date: TLee	signed by TLee PSC, cosHSC, cos=PLee 13.10.11 104-924-7-04000			
	Part III - Progress Revi	iews		
Progress Review #1	Date: 02/18/2015			
Progress Review #2 🔀		Date: 7/23/2015		
Initials: #1 tml	#1 mft			
(Employee)	(Supervisor)			
Initials: #2 tml	#2 mit (Supervisor)			
(Employee)	Part IV - Summary Ro			
Rating of Record	☐ Closeout Rating	Other		
Outstanding	(Level 5)			
Highly Successful	(Level 4)	▼		
Fully Successful	(Level 3)			
Minimally Successful	(Level 2)			
Unacceptable	(Level 1)			
Rating Official's Name (Typed):	1	Rating Official's Signature and Date:		
Mary F. Toro	MIOTO DN: 0=C			
Reviewing Official's Name (Typed):		Reviewing Official's Signature and Date:		
loward N. Tarnoff	⊢ Hiarnoπ 🚟 🛣	HTarnoff District Spring and District Spring		
receipt)	ployees Signature does not ind planty spind by Tion planty County end County planty in Signature Signature Signature planty in Signature Signa	dicate agreements to sury assure agreements		

CPSC Form 320 (1/06)