ASF Employee Performance Review

Employee Information

TKL	T190						**Employee ID #**	30692677
Name	Timothy Illguth						**Start Date Current Position**	04/12/2020
System Job Title	IS Professional 4A						**Working Title**	Network Engineer
Department	ASF						**Supervisor**	Rex Ellis
Review Date	17 Jan 2024	**Quarter Number**	Q1	Q2	Q3	Q4 X	**ASF Reviewer**	Wade Albright

Quarter 1 (Q1): Jan-Mar due Apr 1, Quarter 2 (Q2): Apr-Jun due Jul 1, Quarter 3 (Q3): Jul-Sep due Oct 1, Quarter 4 (Q4): Oct-Dec due Jan 1

Supervisors will refer to the employee's job description when completing this form. The evaluation will focus on the employee's ability to perform the job duties listed in the job description.

Expectations for Employee

In general, you are expected to do the work described in your Position Description (Printed Separately) and cover reasonable job assignments levied outside your PD throughout the year. As a member of ASF, you are also expected to contribute to a positive culture, keeping the standard Agile Principles in mind. In performing your duties, you should seek guidance when necessary and let me know when you need support. Always contribute and collaborate with team members, sharing knowledge to ensure everyone is successful. You are expected to act in a highly professional manner, treating all personnel politely and respectfully. If you are in a situation that escalates out of control, please seek leadership intervention as soon as possible. It is also very important to let your supervisor know when you need anything to help make you more comfortable, efficient, and productive. This includes, but is not limited to, supplies, computer hardware, and training.

Employee Input

Accomplishments, concerns, ambitions

Q1: *Over the last few months, Jan 1st to March 31st, I've done the following things as I've completed 79 tickets over this period.*

- *Cutover of network gear and systems to the new DAAC core*
- *Upgraded the VPN twice and added some features to it*
- *Build bonded interfaces on ASFE for customer speed upgrades*
- *Remove and scrub configs from the removed switches and firewalls*
- *Clean up cabling at Richardson ASFE Rack*
- *Setup the new ViaSAT rack at Richardson*
- *Document VPN and EMS how-tos for Desktops and Security team t use.*
- *Finished the upgrade of the GS firewalls and switches.*

Q2:
Over the last few months, Apr 1st to May 30th, I've done the following things as I've completed 103 tickets over this period.
- Upgraded EMS VPN management server, Fortimanager, and Fortianalyzer servers on DAAC and
- ASFE to fix vulnerabilities.
- Moved the VPN configuration completely to the Non-prod firewall and cleaned up the old config
- Moved all but three machines off the sw-vmstorage switches
- Cleaned up cabling in 5 racks and added cable management arms to the Vmhosts

- Installed and configured four new Fortinet office network switches
- Installed and configured new switches at Butro and Richardson to replace Juniper switches
- Helped clean up Firewall rules for ASFE

Q3:

Over the last few months, Jul 1st to Sept 30th, I've done the following things as I've completed 63 Unique tickets over this period in spite of taking several weeks off.

- *Made 3 attempts at the JNCIS exam, then earned the JNCIA-Junos Certification*
- *Earned the Network Security Engineer "Treat Landscape" training badge.*
- *Added new missions and functionality to the Ground Station's AS4 and Ionet networks.*
- *Cleaned up cabling in racks for old projects and ran new cables for new projects like Isilon*
- *Converted over to 5 new fortinet switches and retired 17 Juniper switches.*
- *Moved VM hosts and the VM storage machine over to the new Fortinet Core.*
- *Audited External IPs for DAAC and ASFE networks.*
- *Started training and testing ZTNA VPN configurations.*

Q4:

Over the last few months; Oct 1st to Dec 30th, I've done the following things as I've completed 45 Unique tickets over this period in spite of taking most of Dec and Oct off to spend time with my family in AZ.

- *Renewed contracts and SSL certificates for DAAC and ASFE Fortinet gear*
- *Continued work on the NSE4 Certification training.*
- *Moved the last of the Vmhosts to the new core*
- *Updated Ground Station Firewalls*
- *Met with GNIS to architect the changes they need*
- *Setup 2nd Fiber line to the office to stop drops from happening*
- *Replaced SFP cables that were causing drops to new Fiber Optic line.*
- *Audited and cleaned up virtual IP (VIP) configurations and usage.*
- *Tutored TK on several repetitive network tasks and VPN troubleshooting.*

ASF Performance Standards	
The following performance descriptions are the expected level in order to meet standards:	
Quality of Work The extent to which the employee's work is consistently: - well executed - thorough - timely - effective - accurate	**Job Knowledge** The extent to which the employee: - demonstrates practical, accurate, and applicable knowledge - completes required training - stays up to date with industry best practices
Communication The extent to which the employee: - communicates effectively - conducts themselves professionally - builds positive relationships - is responsive to communication channels - treats others respectfully - effectively mentor others	**Supervision** The extent to which the supervisor: - evaluates the performance of direct reports - mentors - resolves conflict - demonstrates leadership - fosters effective performance
Initiative The extent to which the employee: - seeks growth opportunities	

● addresses work without supervision ● proactively solves problems ● brings new ideas and perspectives to leadership and their team	

Ratings:

5 – Singularly Exceptional: Performance is consistently extraordinary and is sustained at a level well beyond that of even other excellent employees.

4 – Excellent: Performance is consistently better than that expected of a fully proficient employee.

3 – Fully Proficient: Performance meets the full expectations of an employee for this job classification.

2 – Needs Improvement: Performance is less than that of a fully proficient employee. Improvement is necessary.

1 – Not Working Out: Performance does not meet the minimum job requirements. Immediate and substantial improvement is necessary. Performance plan required immediately.

Attribute	Score			
	Q1	Q2	Q3	Q4
Quality of Work	5	5	5	5

Comments:
Q1: Tim is knowledgeable and hard working. He prioritizes well and is always willing to jump in and help his colleagues. He contributes greatly to the Platform Teams accomplishments.
Q2: This quarter Tim has taken the time do upgrades. Replacing SFPs and other products that work but have been under preforming. Tim has a drive to bring hardware, software and configuration to the best streamlined level he knows how. The upgrades over the last quarter do a great deal to show that.
Q3: Tim has cleaned up the networking in almost all the racks. This makes ASF look more professional and makes it easier to upgrade equipment later. Tim has taken the time to audit the external IPs that have been neglected for a while making the network configuration cleaner, easier to read and more professional.
Q4: Tim has taken the time to audit the external Virtual IPs (VIPs) which was made possible by his cleaning up the external IPs last quarter. He also was able to find a way to run a secondary line for the office network in spite of OIT not being available. This brought much more stability to the ASF desktops network.

Communication	3	3	4	4

Comments:
Q1: Tim is a strong communicator. At all times, he keeps myself and his teammates appropriately informed.
Q2: Tim is such a good communicator he filled out his own quarterly eval!
Q3: Tim is available and willing to jump in to address any issues 24X7. He communicates effectively and extensively.
Q4: Tim has taken the time to work on several tickets with TK helping him feel more comfortable with repetitive tasks networking tasks. He's been tutoring TK on concepts and procedures. Tim has been working to make sure that all his possibly siloed knowledge is also been put into wiki pages which he checks with co-workers to make sure are clear and cover the knowledge given. He has also made an extra effort to communicate with customers. For example, his meeting with GNIS to address their concerns about growth and expanding infrastructure needs.

Initiative	4	4	4	4

Comments:
Q1: Tim is almost entirely self-directed and self-managed. He is persistent in his drive to standardize and cleanup the ASF network.
Q2: As mentioned above Tim takes the time to streamline and make systems better and reports flaws that could be streamlined. He asks for the necessary equipment to make the network run better. He jumps in and helps desktops when staff have issues before the desktops crew arrives. Tim plans ahead for keeping the ASF networks running smoothly. He frequently offers to help teammates to help with group cohesion and comradery. He's made trips to Richardson and Butro when a teammate needs something.
Q3: As mentioned above Tim takes the time to streamline and make systems better and reports flaws that could be streamlined. He asks for the necessary equipment to make the network run better. He jumps in and helps desktops when staff have issues before the desktops crew arrives. Tim plans ahead for keeping the ASF networks running smoothly. He frequently offers to help teammates to help with group cohesion and comradery. He's made trips to Richardson and Butro when a teammate needs something.
Q4: As mentioned above Tim takes the time to streamline and make systems better and reports flaws that could be streamlined. He asks for the necessary equipment to make the network run better. He jumps in and helps desktops when staff have issues before the desktops crew arrives. Tim plans ahead for keeping the ASF networks running smoothly. He

Revised

==frequently offers to help teammates to help with group cohesion and comradery. He's made trips to Richardson and Butro when a teammate needs something.==

Job Knowledge	4	4	4	==4==

Comments:
Q1: Tim ably performs everything that would be expected from a fully proficient Network Engineer as well as contributing as a Systems Engineer.
Q2: Recently Tim did the office network cutover and this time with no issues or outages the next day. This shows the kind of growth and job performance that ASF expects. Tim is also learning a lot studying to gain network certifications that have helped him troubleshoot issues quickly that popped up during recent cutovers at the Richardson site. He's not calling for help from Juniper or Fortinet support very frequently anymore now that his skills have reached a point where he's fixing most issues on his own or with Anthony's help.
Q3: Tim is our most knowledgeable VPN engineer. He has learned a great deal on his own initiative and through working with Anthony. He is getting close to Senior level competence. He is very conscientious in documenting his knowledge in wiki pages and is now training Tim Karl in networking to help pass on what he's learned.
Q4: ==Tim is continuing to teach TK several tasks that are helping increase his knowledge. This showing Tim how far his knowledge has grown in the last few years working as a Network Engineer. He has a solid grasp of most of the networking technologies that we use here at ASF. He is now pouring effort into specific technologies like ZTNA as a new kind of VPN and networking orchestration for better configuration management of the ASF Networks.==

Supervision	N/A	N/A	N/A	N/A

Comments:
Q1:
Q2:
Q3:
Q4:

	Overall Rating	4	4	4.25	==4.25==

Supervisor Comments

Q1: Tim is reliable, independent, motivated and always willing to help others. His work ethic is second to none. Always professional, he treats customers and colleagues alike with care and respect.
Q2: No change.
Q3: I wrote this so well in the first quarter I see no need to change. He is still ultra-reliable, independent, motivated and always willing to help others. His work ethic is second to none. He is always professional, he treats customers and colleagues alike with care and respect.
Q4: ==In addition to all of the above. Tim has a significant impact on team atmosphere with his amicable and positive nature. It's hard not to smile when working with Tim.==

Employee Goals

Q1: Ambitions for 2023:
• Keep a B or above in my bachelors program
• Earn the Mid level JNCIS-ENT certification for Juniper. I currently have the JNCIA which is the admin level and it expires in 2023
• Earn the Mid level NSE4 Certification for Fortinet. I currently have the NSE3 Fortinet Certification level and it expires in 2023

Q2: *My Goals over the next quarter are*

- *Earn the JNCIS-ENT certification*
- *Move connections off the VMstorage switch to the new core.*
- *Clean up the cabling in the M4 rack*
- *Get started on the NSE4 Fortinet Cert as my NSE3 expires this month*
- *Move the VPN to the Non-prod firewall to make it similar to the desktop network*
- *Clean up the ASFE firewall rules*
- *Split the COOP and GNIS networks*

Q3: My Goals over the next quarter are
- Earn the JNCIS-ENT certification since my JNCIA is now expired
- Finish the last three system connection moves from sw-vmstorage to the new core switches.
- Get started on the NSE4 Fortinet Cert as my NSE3 is expired

- Split the COOP and GNIS networks(This will take a few months still.)
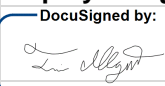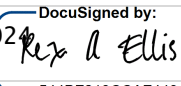
Q4: *My Goals over the next quarter are*

- *Earn the JNCIS-ENT certification to upgrade my JNCIA-Junos Certification.*
- *Continue the Network Security Engineer 4 (NSE4) Certification.*
- *Split the COOP and GNIS networks. Geonorth is now on for the first week of November to discuss this*
- *Get a Functioning Beta version of the ZTNA VPN working.*

2034: *My Goals over the next quarter are*

- *Earn the JNCIS-ENT certification to upgrade my JNCIA-Junos Certification.*
- *Split the COOP and GNIS networks. Geonorth is now on for the first week of November to discuss this*
- *Get the "Security Fabric" enabled so that I can get a Functioning Beta version of the ZTNA VPN working.*

Verification of Face to Face Review

My signature indicates that my Review has been completed and discussed. I understand that I have the right to respond, in writing, within 10 working days, and to have these comments attached to the performance evaluation.

Q1: **Employee Signature, Date**	**Supervisor/Manager Signature, Date**	
Q2: **Employee Signature, Date**	**Supervisor/Manager Signature, Date**	
Q3: **Employee Signature, Date**	**Supervisor/Manager Signature, Date**	
Q4: *[signature]* January 22, 2024 8F46D729CB16465 **Employee Signature, Date**	*Rex A Ellis* January 22, 2024 544BF219CCAE443 **Supervisor/Manager Signature, Date**	*Wade Albright* January 22, 2024 A2F179D9E3005A40 **ASF Director Signature, Date**

Employee Response

Q1:
Q2:
Q3:
Q4: Thanks for another great quarter Rex!

Routing:

Q1-Q4: CC to ASF Manager
Q1-Q3: CC to ASF Director
Q4: ASF Director Signs and CC to GI HR