

Two-Level System – Mandatory Property Elements

(Note: please ensure that labor relations obligations have been completed prior to use of these elements in bargaining unit employees' performance plans)

Performance Planning Form: CD-516

Property Accountability Officer

PART I. PERFORMANCE PLAN

A. CRITICAL ELEMENTS

1. Property Accountability Function

Custodial areas are defined, Property Custodians (PCs) are recommended.

Physical inventories are reconciled by investigating and resolving discrepancies in conjunction with the Property Office (PO) and PC.

Form CD-52, "Report of Review of Property" is reviewed, verified and submitted for approval to the Property Management Officer (PMO).

The property inventory program is managed; excess property is properly disposed of and the appropriate inventories are scheduled and performed.

The process for receiving accountable property is adhered to; Form CD-50, "Personal Property" or equivalent from the PCs are reviewed and approved.

Acquisition documentation is provided to PC for newly acquired property.

PERFORMANCE INDICATORS

Insert "See Attached" on the "Performance Indicators" page under I. Quality, G. Other

Then circle number "1" under "Applicable Critical Elements."

Attach the following language to the performance plan:

- Physical inventories are reconciled within 30 calendar days after completion of the inventory.
- Form CD-52 is reviewed for accuracy and supporting documentation submitted for approval to the PMO within 5 business days of receipt.
- Form CD-50 or equivalent, is reviewed, verified, and approved within 5 business days of receipt.
- Custodial areas are defined within 10 working days of appointment, as necessary.