

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 Management Officer

PART I. PERFORMANCE PLAN

A. CRITICAL ELEMENTS

1. Property Management Function

A Property Management Network consisting of Property Accountability Officers (PAOs), Property Custodians (PCs), and Property Boards of Review (PBR) is established, trained, certified and maintained to ensure the Department of Commerce is accountable for its property and information.

Inventory schedules are developed and implemented; inventory progress is monitored; property records are reconciled with the property accounting system; and required reports are prepared and submitted.

One or more PAOs are appointed in writing to account for and control all of the personal property within their assigned jurisdictions. PAOs are provided with disposition instructions in accordance with the Federal Property Management Regulations.

Procedures for the repair, rehabilitation, and or disposition of property are implemented. Loss, theft, or damage of property is investigated according to established procedures.

Actions required by the PBR are coordinated and provide a recommendation.

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:

- PBR members are appointed in writing within 2 weeks of vacancy or establishment of a new Board.
- 95 percent of PBR members must be trained prior to reviewing incident reports.
- Inventory schedules must be developed no later than the end of July in preparation for the current Fiscal Year (FY) inventory.
- PAOs must be appointed in writing within 15 business days of appointment or within assuming that position.
- Property Management Network (not PBR) members receive formal training on Federal Property Management Regulations and processes.