Commerce Alternative Personnel System (CAPS) – Mandatory Property Elements

The property elements listed below must be weighted at a minimum of 15%.

(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-541

Property Accountability Officer

ITEM 1. Performance Element, Objective and Point Weight

Critical Element:

Property Accountability Function

Objective:

Administer and maintain a system of control and accountability for personal property.

ITEM 2. Major Activities or Required Results Related to the Above Element

Custodial areas are defined, Property Custodians (PCs) are recommended, and acquisition documentation is provided to PC for newly acquired property.

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.

ITEM 3: Evaluation Criteria

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.