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 Custodian

ITEM 1. Performance Element, Objective and Point Weight

Critical Element:

Property Custodian (PC) Function

Objective:

Maintain all accountable personal property within the designated area.

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

Personal property accountability is established for the custodial area. Reports for lost, damaged, or destroyed property are submitted to the Property Accountability Officer (PAO) for review and approval.

For newly acquired property, bar codes are affixed to accountable and "sensitive" items and an acquisition document is completed and provided to the Property Office (PO) after approval.

The appropriate Property Management Network member is notified if a division or office receives property directly from a vendor. A receiving report is completed for all accountable property acquisitions that are delivered to a division or office, which are not received and processed through the appropriate Property Management Network member.

Exit clearance procedures and accounts for all assigned property are monitored and enforced to ensure that all property is appropriately accounted for.

Property passes are issued, filed and terminated to ensure that employees return property and are held appropriately accountable for issued property, as applicable.

ITEM 3: Evaluation Criteria

The custodial area reports an inventory accuracy rate of at least 95 percent with no more than 5 percent of the property not found or missing. Any discrepancies found in the annual inventory report are reconciled within 30 calendar days of the inventory report.

Form CD-50, "Personal Property Control" or equivalent is submitted to the PO within 10 business days of receipt or transfer. When an employee no longer serves as the PC, ensures the employee receives a signature on the CD-50 or equivalent from the PO releasing the PC from accountability.

Ensures that property passes are regularly monitored to renew or terminate existing passes where applicable.
Across the custodial area, at least 95 percent of the property must be listed under current employees or contractors. Lost, stolen, damaged or destroyed property is reported in a security incident report within 2 business days of date of incident.

Lost, stolen, destroyed, damaged, surplused, or unserviceable property is detailed and submitted on Form CD-52 "Report of Review of Property" within 5 business days from date of incident. Employees are held accountable for property lost, damaged or destroyed while in their possession, specifically where carelessness or negligence is involved.