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 Management Officer

ITEM 1. Performance Element, Objective and Point Weight

Critical Element:

Property Management Function

Objective:

Provide direction, leadership, and general supervision in the implementation and maintenance of the property management program.

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

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, and loss, theft, or damage of property is investigated according to established procedures.

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

ITEM 3. Evaluation Criteria

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.