

CD-430(b)

PERFORMANCE PLAN AND APPRAISAL RECORD

Employee Name:

Date

Element No.

of

Cascaded Organizational Goals

Each element must be cascaded from the DOC Strategic Goals. All Goals must be identified for each element. First, select the appropriate DOC Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the cascade.

DOC Strategic Goals:

- Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness and enable economic growth for American industries, workers and consumers
- Strategic Goal 2: Foster science and technology leadership by protecting intellectual-property, enhancing technical standards and advancing measurement science
- Strategic Goal 3: Observe, protect and manage the Earth's resources to promote environmental stewardship
- Management Integration Goal: Achieve Organizational and Management Excellence
- Bureau Goal:
- SES/Organizational Goal:

Critical Element and Objective

Property Custodian (PC) Function

Maintain all accountable personal property within the designated area.

Weighting Factor (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.)

Element Weight

Enter the weight for this element in the adjacent box. →

Results of Major Activities: Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

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.

Criteria for Evaluation: Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

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.