

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 Management Function

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

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.

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.

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.

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.