

**Date:** Tue, 31 Oct 2006 15:18:30 -0500  
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**To:** \_NOAA Rating Officials <[Rating.Officials@noaa.gov](mailto:Rating.Officials@noaa.gov)>

Memorandum For: NOAA Rating Officials

FROM: Eduardo J. Ribas  
Director for Workforce Management

SUBJECT: **Mandatory FY07 Critical Elements for Property Management**  
Officers, Property Accountability Officers and Property Custodians

The Department of Commerce (DOC) has mandated that performance plans for Property Management Officers, Property Accountability Officers and Property Custodians must contain a stand-alone critical element pertaining to property management in FY07 performance plans. This mandate is part of a larger effort within DOC and NOAA to address enhanced property awareness and accountability in light of recent events involving missing property, specifically laptop computers.

Every non-bargaining unit employee who is a Property Management Officer, Property Accountability Officer or Property Custodian must have the appropriate property element incorporated into his or her performance plan by **Thursday, November 30, 2006**. Once these performance plans have been modified to reflect the new property elements, **each rating official must certify, in writing**, to his or her servicing Workforce Management Advisor that all of the Property Management Officers, Property Accountability Officers or Property Custodians in his or her direct report have the appropriate property language in their performance plans. **This certification must be completed by the same date noted above - Thursday, November 30, 2006.**

It is important to note that bargaining unit employees' plans should not be modified to include the property elements until labor relations obligations have been completed. In this regard, the Workforce Management Office is coordinating this labor relations obligation with the respective Line and Corporate Offices.

Details regarding each performance system (non-Senior Executive Service) are offered below. Questions regarding these critical elements or performance planning in general should be directed to your servicing Workforce Management Advisor:  
[http://www.wfm.noaa.gov/contact\\_lists.html](http://www.wfm.noaa.gov/contact_lists.html).

### **Demonstration Project**

Demonstration Project (Demo) performance plans must be documented on the CD-541: <http://www.osec.doc.gov/forms/pdf/cd541fll.pdf>. The maximum number of elements in Demo plans is six. The property element may be weighted as little as 5%, but no more than 60%.

- Property Element Language:  
[http://www.wfm.noaa.gov/Word/FY07\\_Property\\_Elements\\_Demo.doc](http://www.wfm.noaa.gov/Word/FY07_Property_Elements_Demo.doc)

### **Five-Level System**

Five-Level performance plans must be documented on the CD-430:  
<http://www.osec.doc.gov/forms/pdf/cd430fill.pdf>. The maximum number of elements in five-level plans is five. The property element for each function may be weighted no less than 15%.

- Property Element Language:  
[http://www.wfm.noaa.gov/Word/FY07\\_Property\\_Elements\\_5Lev.doc](http://www.wfm.noaa.gov/Word/FY07_Property_Elements_5Lev.doc)

### **Two-Level System**

Two-Level performance plans must be documented on the CD-516:  
<http://www.wfm.noaa.gov/Word/CD-516-MSWord.doc>. The maximum number of elements in two-level plans is five. Critical elements are not weighted within the two-level system, however the Performance Indicators must be modified to account for the evaluation standards mandated by DOC.

- Property Element Language  
[http://www.wfm.noaa.gov/Word/FY07\\_Property\\_Elements\\_2Lev.doc](http://www.wfm.noaa.gov/Word/FY07_Property_Elements_2Lev.doc)