



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer and**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

**MEMORANDUM FOR:** Principal Human Resources Managers

**FROM:** John K. Guenther  
Acting Director for Human Resources Management and  
Chief Human Capital Officer

**SUBJECT:** Revised Mandatory Personal Property Critical Elements in  
Fiscal Year 2021 Performance Plans

The Office of Facilities and Environmental Quality, Office of Personal Property and Transportation Management, finalized an update to the “Department of Commerce (DOC) Personal Property Management Manual” (PPMM), which incorporates new language in Appendix C to support DOC-wide business processes.

In accordance with the DOC PPMM, this memorandum serves to notify DOC bureaus and operating units of the revised property management critical element language under “Criteria for Evaluation” for Property Officials (PO) in Fiscal Year (FY) 2021 performance plans and beyond. Specifically, these updates include general DOC performance management language regarding standardization and the total weights assigned to these critical performance elements. All other criteria and language will remain the same, to include the revised Mandatory Property Custodian Critical Element, communicated in a memorandum issued on March 19, 2020.

The attached property management performance elements and standards must be issued in FY 2021 performance plans to non-bargaining unit employees that serve in a PO role or property management capacity no later than November 30, 2020, and to bargaining unit employees after the bureaus satisfy any labor-management relations’ obligations they may have on this matter.

Attached are the critical elements, and revised “Criteria for Evaluation” for the following positions:

- Departmental Property Management Officer
- Property Management Officer
- Property Accountability Officer
- Property Custodian

Please disseminate the attachment to your serviced clients for issuance in Property Officials’ FY 2021 performance plans.

If you have any questions, please contact David Logan of my staff on (202) 482-3795, or via email to [DLogan@doc.gov](mailto:DLogan@doc.gov).

Attachment