

From: Sandra R. Manning [Announcement@noaa.gov]
Sent: Thursday, October 21, 2010 3:17 PM
To: NOAA Rating Officials
Subject: Purchase Card Responsibilities Critical Element (Required for 2-Level, 5-Level and CAPS Performance Management Systems)



NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

MEMORANDUM FOR: Rating Officials

FROM: Sandra R. Manning
Acting Director for Workforce Management

SUBJECT: Purchase Card Responsibilities Critical Element (Required for 2-Level, 5-Level and CAPS Performance Management Systems)

In an effort to ensure accountability, the Department of Commerce has established required critical element language regarding Purchase Card Responsibilities. Beginning in FY11, all Purchase Card Holders and Purchase Card Approving Officials must have the approved critical element language incorporated into their performance plans. This language must be incorporated into the FY11 performance plans by November 30, 2010.

The purchase card responsibilities element language would be better represented as part of an existing element rather than stand alone element. There are 2 elements, one for Purchase Card Holders and one for Purchase Card Approving Officials.

Remember that the minimum element weight in the Commerce Alternative Personnel System (CAPS) is 5%, and the minimum element weight in the Five-Level Performance Management System is 15%. Critical elements are not weighted in the Two-Level Performance Management System.

Please find the required critical element language online at:
<http://www.wfm.noaa.gov/pdfs/RequiredPurchaseCardElement.pdf>.

Again, this language must be incorporated into the FY11 performance plans by November 30, 2010. For Wage Marines, the deadline is December 30, 2010.

Please note that all organizations with bargaining units must provide this issuance to their management representatives and fulfill their labor relations obligations as appropriate prior to modifying the performance plans of bargaining unit employees.

If you have any questions, please contact your servicing Workforce Management Office representative:
http://www.wfm.noaa.gov/contact_lists.html.

If you have problems viewing this email, an html format is provided here:
<http://www.wfm.noaa.gov/emails/PurchaseCardCritElement.html>