### PART I. PERFORMANCE PLAN

#### A. CRITICAL ELEMENTS *(LIST at least *TWO* but no more than *FIVE)*

(Expand size of blocks as desired)

<table>
<thead>
<tr>
<th></th>
<th>B. RATING <em>(Mark One)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meets or Exceeds</td>
</tr>
<tr>
<td>1.</td>
<td>Construction Work In Progress (CWIP) Project Manager- Internal controls are created for managing Real Property and Personal Property and handling PII; controls are in place to prevent fraud, waste and abuse; financial management responsibilities are met; CWIP Determination Letter and estimated schedule dates are provided to the Activity Manager.</td>
</tr>
<tr>
<td>2.</td>
<td>Meets or Exceeds</td>
</tr>
<tr>
<td>3.</td>
<td>Meets or Exceeds</td>
</tr>
<tr>
<td>4.</td>
<td>Meets or Exceeds</td>
</tr>
<tr>
<td>5.</td>
<td>Meets or Exceeds</td>
</tr>
</tbody>
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NOAA 2-Level Performance Form, 11/97

See NAO 202-430 for Instructions
### PERFORMANCE INDICATORS

*For each Performance Indicator listed below, circle the number of each Critical Element (from Part I) that is applicable, in the right column:

<table>
<thead>
<tr>
<th>Critical Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

#### I. QUALITY

**A. Knowledge of Field or Profession:**
Maintains and demonstrates technical competence and/or experience in areas of assigned responsibility.

**B. Accuracy and Thoroughness of Work:**
Plans, organizes, and executes work logically. Anticipates and analyzes problems clearly and determines appropriate solutions. Work is correct and complete.

**C. Soundness of Judgment and Decisions:**

**D. Effectiveness of Written Decisions:**
Presentation meets objectives, is persuasive, tactful, and appropriate to audience. Demonstrates attention, courtesy and respect for other points of view.

**E. Timeliness in Meeting Deadlines:**
Completes work in accordance with established deadlines

**F. Use of Information Technology:**
Work effectively uses IT resources and follows applicable IT policies and procedures including both security and appropriate use policies.

**G. Other (Specify):** Internal controls comply with Federal Manager’s Financial Integrity Act and the Chief Financial Officers Act; clean CWIP audit opinion; projects comply with NOAA CWIP Policy and Procedures Manual; accounting codes are generally correct; annual mandatory training completed; obligating documents are provided to Activity Manager prior to obtaining authorizations; and formal analysis is performed annually to determine impairment situations.

#### II. TEAMWORK

**A. Participation:**
Willingly participates in group activities, performing in a thorough and complete fashion. Communicates regularly with team members. Seeks team consensus.

**B. Cooperation:**
Supports team initiatives. Demonstrates respect for team members. Seeks team consensus.

**C. Leadership:**
Provides encouragement, guidance, and direction to team members as needed. Adjusts leadership style to fit situation.

**D. Safety:**
Maintains a safe work environment, including keeping the work area free of known hazards. Complies with all occupational safety rules and regulations and encourages safe behavior in fellow workers.

**D. Other (Specify):**

#### III. CUSTOMER SERVICE

**A. Quality of Service:**
Delivers high quality products and services to both external and internal customers. Initiates and responds to suggestions for improving service.

**B. Timeliness of Service:**
Delivers quality products and services in accordance with time schedules agreed upon with customer.

**C. Courtesy:**
Treats external and internal customers with courtesy and respect. Customer satisfaction is high priority.

**D. Other (Specify):**