

**CONSTRUCTION WORK IN PROGRESS CRITICAL ELEMENT
CWIP ACTIVITY MANAGERS**

PERFORMANCE PLAN AND APPRAISAL RECORD

Employee Name:	Date	Element No. _____ of _____
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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:** Provide Critical Support for NOAA's Mission
- SES/Organizational Goal:** INSERT APPROPRIATE SES GOAL

Critical Element and Objective

Construction Work In Progress (CWIP) Process
To comply with financial stewardship and accountability requirements in executing CWIP responsibilities.

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. →	25

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.

1. Internal controls are in place to prevent fraud, waste, abuse and management inefficiency in the day-to-day administration of programs.
2. CWIP financial management responsibilities are met.
3. Internal controls are created for acquiring, managing, and disposing of Real Property and Personal Property and for handling sensitive and personally identifiable information.
4. Guidance is provided to the CWIP Project Manager so that the CWIP Determination Letter can be drafted.
5. The work required to record the capitalization of the costs during the production/construction of the asset is performed.

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.

1. Internal controls comply with the Federal Manager's Financial Integrity Act (FMFIA) and the Chief Financial Officers Act and personally identifiable information is stored and disposed of in accordance with established procedures.
2. A clean CWIP audit opinion is maintained for overseen projects. CWIP projects comply with the NOAA Construction Work in Progress (CWIP) Policy and Procedures Manual.
3. The mandatory annual CWIP training requirement is completed.
4. The value of assets is accurately reported during the CWIP stage.
5. Costs are properly submitted to NOAA Finance for reclassification as capitalized assets upon completion of the production/construction.