

**CONSTRUCTION WORK IN PROGRESS CRITICAL ELEMENT
CWIP PROJECT 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.) Enter the weight for this element in the adjacent box.	Element Weight 25
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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. A CWIP Determination Letter is provided to the CWIP Activity Manager for all construction-related activities.
5. Estimated schedule dates of design start, construction completion/costs, BOD and/or acceptance date/placed in service and all required documentation are provided to the CWIP Activity Manager.

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. Accounting codes used on all transactions (CWIP and non-CWIP) are generally correct.
5. Obligating documents are provided to the CWIP Activity Manager prior to obtaining authorizations.
6. A formal analysis is performed annually to determine if an impairment situation has occurred and if the CWIP activity is viable or likely to be completed.