CONSTRUCTION WORK IN PROGRESS CRITICAL ELEMENT
CWIP ACTIVITY MANAGERS

SECTION 1 - PERFORMANCE PLAN

Employee's Name	Rating Period	Element No.
		1 of

ITEM 1. Performance Element, Objective and Point Weight

Critical Element:

Construction Work In Progress (CWIP) Process

Objective:

To comply with financial stewardship and accountability requirements in executing CWIP responsibilities.

Point Weight: 25

The weight must reflect the importance of the element or the time required to perform it, or both. Element weight must be in 5-point increments, with no element weight higher than 60 points, and all element weights must equal 100 points.

ITEM 2. Major Activities or Required Results Related to the Above Element *(Maximum of 5)*

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.

ITEM 3. Evaluation Criteria *(Benchmark performance standards must be used; add supplemental standards, if needed.)*

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.