

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

SECTION 1 - PERFORMANCE PLAN

Employee's Name	Rating Period	Element No. <u>1</u> of
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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. 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.

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. 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.