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Sent: Thursday, February 17, 2011 2:17 PM  
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Subject: Construction Work-In-Progress: Required Critical Elements

**MEMORANDUM FOR:** NOAA Supervisors of Construction Work-In-Progress (CWIP) Project and Activity Managers

**FROM:** Sandra R. Manning  
Director, Workforce Management Office

**SUBJECT:** Construction Work-In-Progress: Required Critical Elements

You are receiving this message because you have been identified as a supervisor of a Construction Work-In-Progress (CWIP) Project Manager and/or Activity Manager. In conjunction with the Office of the Chief Administrative Officer, NOAA's Workforce Management Office established required critical element language specific to each role. The purpose of this message is to provide clarification to the September 24, 2008, broadcast message regarding required critical element language. The original broadcast message stated that the CWIP critical element should be incorporated into the FY 2009 performance plans. However the intent was that all CWIP Project and Activity Managers have the CWIP critical element language incorporated into their performance plans beginning in FY 2009 and every year thereafter.

The CWIP element language can either be incorporated into another critical element or it can become a stand-alone element. Remember that the minimum element weight in the Commerce Alternative Personnel System (CAPS) is 5%, and the minimum element weight in the Five-Level Performance Management System is 15%. It is recommended that the CWIP element constitute at least 15%, but no more than 25% of a Project or Activity Manager’s performance plan. CWIP Activity Managers have CWIP element language that is distinct from that of CWIP Project Managers.

Please find the required critical element language for the CWIP Project and Activity Managers
below:

- CD-541, Performance Management Record (CAPS) - Project Managers
- CD-541, Performance Management Record (CAPS) - Activity Managers
- CD-430, Performance Management Record (Five-Level) - Project Managers
- CD-430, Performance Management Record (Five-Level) - Activity Managers
- CD-541, Performance Management Record (Two-Level) - Project Managers
- CD-541, Performance Management Record (Two-Level) - Activity Managers

The language has been provided on the CD-541, Performance Management Record (CAPS), the CD-430, Performance Management Record (Five-Level), and the CD-516, Performance Management Record (Two-Level) to account for the different performance management systems which cover CWIP Project and Activity Managers.

This language must be incorporated into all FY 11 performance plans of your CWIP direct reports immediately and in all plans henceforth.

If you have problems viewing this email, an html format is provided here:
http://www.wfm.noaa.gov/emails/CWIP_CritElements.html

This message was generated for the Director for Workforce Management by the NOAA Information Technology Center/Financial and Administrative Computing Division.