

MEMORANDUM FOR: NOAA Supervisors of CWIP Project and Activity  
Managers  
FROM: Eduardo J. Ribas  
Director, Workforce Management  
SUBJECT: **Construction Work-In-Progress: Required FY09  
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 FY09, all CWIP Project and Activity Managers must have CWIP critical element language incorporated into their performance plans. In conjunction with the Office of the Chief Administrative Officer, NOAA's Workforce Management Office has established required critical element language specific to each role. In other words, CWIP Activity Managers have CWIP element language that is distinct from that of CWIP Project Managers.

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, formerly Demo) 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.

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

- [CD-430, Performance Management Record \(Five-Level\)](#) - Project Managers
- [CD-430, Performance Management Record \(Five-Level\)](#) - Activity Managers
- [CD-541, Performance Management Record \(CAPS\)](#) - Project Managers
- [CD-541, Performance Management Record \(CAPS\)](#) - Activity Managers

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

This language must be incorporated into the FY09 performance plans of your CWIP direct reports by November 28, 2008.

Thank you for your attention to this matter.

Eduardo J. Ribas  
Workforce Management Director  
National Oceanic and Atmospheric Administration

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