DOE FPD + Acquisition Workforce News

Acquiring Minds Want to Know

Office of
Acquisition and
Project
Management

Attached to PARS II

Cathe Mohar, PARS II Administrator, APM

Over the past few months meeting with the user community during the PARS II/ EVMS Road Show, many good questions and concerns have been expressed about the functionality and direction of PARS II. One such area was attachments. Many PARS II users mistakenly believed that they did not have the rights to add attachments.

Specifically, confusion centered on the "All Attachments" button under the "Oversight & Assessment" module. As designed, "All Attachments" gives the user a list of all attached documents already placed within PARS II. It also allows the user to view or download, to their desktop, the narratives that have been typed directly into PARS II along with all documents that have been attached to a specific project.

Documents can be attached to any screen if a user has rights to it. Once attached at a screen, the document will appear as an attachment within the "All Attachments" module. Most users can add an attachment to the following 14 screens: Projects, CD0, CD1, CD2, CD3A, CD3, CD4, Closeout, BCPs, Monthly Status – FPD, Monthly Status – Program, Monthly Status – APM, Budget/Funding and KPPs. Contractors who upload CPP data can only add attachments at the screens to which they have access - Projects and Project Data Upload.

The following are a few helpful hints for adding an attachment:

- Use the title drop down menu that is provided at all of the attachment screens. If you do not find the title you need, email it to the PARS II Help Desk and it can be added to

There's Still Time!
Register Now for the DOE/NNSA Acquisition Workshop, December 4-5, 2012

The open registration period has been extended until November 16, 2012. At this time we would like to open up our invitation to all acquisition professionals, including the Procurement General Counsel community.

For additional workshop and registration information, including the agenda and speaker bios, please visit our Powerpedia page:
https://powerpedia.energy.gov/wiki/Acquisition_Workshop.

the drop down list. One of PARS II's primary functions as a communication tool is being the repository of record for project documents. Choosing the correct title is important as it allows identification of specific documents, such as a PEP or a CD document. All attachments are added to a specific project, so changing the title to the DOE project number or name is not helpful.

- The file name of a document being attached in PARS II cannot include the following special characters: ' - apostrophe, % - percent sign, & - ampersand. If these characters are used, the file attaches, but is not viewable to any users. So if you find an attachment that will not open, email the PARS II Help Desk so that we can reattach the file with a new name that does not contain the special characters.

- The description field cannot exceed 250 characters and the title field cannot exceed 100 characters. While users can type more characters, PARS II will only save this specified number of characters.

- Do not attach any OUO or UCNI documents to PARS II. If a required document happens to be marked OUO or UCNI, please forward the document using Entrust to the PARS II Administrator (Catherine.Mohar@hq.doe.gov). The PARS II Team will attach a single sheet that states document name, date, OUO or UCNI designation, and where the document currently resides in the APM file system. Rather than a user assuming that the document has not been provided in PARS II, this will explain that the document does exist and that it is not attached in its entirety due to classification guidance. If you accidentally attach or discover an OUO or UCNI document in PARS II, immediately contact the PARS II Help Desk or PARS II Administrator.

Since it is APM's desire that the PARS II/EVMS Road Show offer a valued learning experience and open-up lines of communication, we will continue to include articles in future editions of the newsletter. These articles will clarify other misunderstandings and misconceptions. If you would like a specific topic addressed, please let us know.

Key

APM = Office of Acquisition and Project Management	KPP = Key Performance Parameters
BCP = Baseline Change Proposal	OUO = Official Use Only
CD= Critical Decision	PEP = Project Execution Plan
CPP = Contractor Project Performance	PARS II= Project Assessment & Reporting System II
EVMS = Earned Value Management Systems	UCNI = Unclassified Controlled Nuclear Information

Still on the Road: Upcoming PARS II/EVMS Road Show

Germantown, December 12-13

Important Changes to All Certification Maintenance

Linda Ott, Division Chief, Professional Development

The Office of Federal Procurement Policy issued guidance relating to continuous learning points (CLPs) that impacted the Federal Acquisition Institute's (FAI) certification programs, Federal Acquisition Certifications for Contracting (FAC-C), Contracting Officer Representatives (FAC-COR), and Project and Program Managers (FAC-P/PM). The guidance can be found at: http://www.fai.gov/pdfs/Continuous%20Professional%20Learning%20FINAL.pdf

ACMP and PMCDP will make adjustments to CLP maintenance practices to comply with FAI requirements. The OFPP guidance states that "hours in excess of the minimum requirements may not be carried forward for credit beyond the current period." The practice for the PMCDP has been to allow FPDs to carryover up to 20 CLPs into the next period. PMCDP will honor carryover CLPs for those who are currently in their two-year window but will no longer allow carryover CLPs, effective immediately. All CLPs reported must be attained within the two-year window.

Additionally, guidance in the OFPP memoranda for each of the FACs states the certification will expire if required CLPs to maintain certification are not earned every two years, and can result in revocation of the certification. For all FACs, certifications will be revoked for those who do not attain and report the required CLPs within the two-year window. PMCDP has allowed a 90-day grace period for FPDs who do not satisfy their CLP requirement by their anniversary date, but this practice will be suspended effective January 1, 2013.

The Professional Development Division is updating DOE's existing guidance on maintaining CLPs and will allow a review and comment period for Site Acquisition Career Managers (SACMs) and PMCDP Program points of contact (POCs).

Correction to FPD Level I Self-Assessment

PMCDP was informed that the mandatory self-assessment for Level I FPD certification applicants had a few bugs. This problem has been fixed and the corrected version is posted on the PMCDP website under "PMCDP Quick Links."

Thanks to those who reported this issue.

Recently Certified FPD

Congratulations to our newly certified FPD!

The Certification Review Board certified the following individual:

Office of Environmental Management:

- Vanessa A. Turner, Level I

Questions of the Month

Question 1

Submitted by Jenise Connerly, Procurement Division, Richland Operations Office

I had a concern about the definition of contingency after reading Karen Urschel's October newsletter article, "Observations from the Road…Management Reserve and Contingency." From the contract perspective, application of government contingency "as funds to cover overruns on existing scope" is contrary to the definition in 413.3B that contingency is … "available for risk uncertainty within the project scope, but outside the scope of the contract." Scope that is outside of the contract can either be included in an existing contract by change order or by sole source/mutual agreement (with appropriate justification), or may be put in a completely different contract. Both situations provide the contractor with an opportunity for fee/profit for the added/new work. Conversely, if the contingency is "funds to cover cost overruns on existing scope," the contractor has no right/claim to a change in fee/profit. Fundamentally, since much of the Critical Decision process establishing projects occurs prior to a contract being in place, the definition for project "contingency" should not be linked to the scope definition of a contract.

To clarify this, will there be a revision to the 413.3B definition of contingency?

Answer 1

Answered provided by Melvin Frank, PMP, Project Systems Division of APM and Karen Urschel, EVP, Humphreys & Associates

You are correct that the contractor is not entitled to fee based on the funding for an overrun. When government controlled contingency is used as budget and funds for additional contract scope, then it is appropriate for the contractor to earn fee. In the case of a contract overrun, government controlled contingency is only utilized to fund the contract overrun and the contractor is not entitled to additional fee.

Another reference that helps explain this is DOE's Change Control Guide 413.3-20. When explaining cost overruns, it states, "The CO will need to issue a cost growth modification to obligate additional funding without adjusting work scope. These modifications are for funding only, not performance measurement budget. A cost growth modification does not authorize a contractor to increase the budget at completion (BAC) by the amount of the modification."

Regarding revision to the contingency definition in DOE O 413.3B, APM will consider clarifying the contingency definition the next time the order is updated to address this and other issues. However, please recognize that the current definition is with respect to the underlined original contract, but that as time elapses, the intent and expectation is that the contract (and its price) will be modified to incorporate what was originally government controlled contingency and is subsequently utilized on the contract. In some cases, government controlled contingency will be used to negotiate changes to the contract scope (fee may be appropriate), and in other cases, government controlled contingency will be used to cover contractor cost overruns (fee is not appropriate).

We will continue to provide educational guidance via various means, such as the newsletter, to keep the project management and acquisition communities abreast of any clarifications and developments.

Question 2

In the October newsletter, PMCDP announced the following Level II curriculum change effective January 1, 2013: *Effective Program and Project Communication* (2 days) and *Project Leadership* (3 days) will be discontinued and replaced with a new three-day course, *Leadership Through Effective Communication.* How will this change impact the competencies? Will I have to take the new course even if I've already completed the two current courses?

Answer 2

- *Leadership Through Effective Communication* will impact several Level II competency requirements (2.1.3, 2.2.1, 2.2.2, 2.2.3 & 2.4.1). The following is a summary of how certification credit will be extended to those applicants who have successfully completed *Effective Program and Project Communication* and/or *Project Leadership*: Applicants who have taken both *Project Leadership* and *Effective Program and Project Communication* prior to January 1, 2013 will not be required to take *Leadership Through Effective Communication*. All competencies listed above will be satisfied.

- Applicants who have taken *Project Leadership* prior to January 1, 2013 will satisfy competencies 2.1.3, 2.2.1, 2.2.2 and 2.2.3. Applicants can satisfy competency 2.4.1 by taking *Leadership Through Effective Communication*, through demonstrated experience, or through equivalent training.

- Applicants who have taken *Effective Program and Project Communication* prior to January 1, 2013 will satisfy competency 2.4.1. Applicants can satisfy competencies 2.1.3, 2.2.1, 2.2.2, and 2.2.3 by taking *Leadership Through Effective Communication*, through demonstrated experience, or through equivalent training.

Although not everyone will be required to take *Leadership Through Effective Communication*, PMCDP encourages FPDs, and the entire acquisition workforce, to consider taking the course for continuous learning point (CLP) credit. Delivery dates for 2013 will be announced soon.

Please Submit Your Questions!

Thanks to Jenise Connerly for submitting a Question of the Month. This is the first question we've received from procurement and we take this as a positive sign that the synergy APM is aiming for is becoming a reality. We invite all acquisition workforce members to send comments and questions so that we can provide valuable information to you. Help us keep this ball rolling by submitting your questions to the ACMP mailbox (ACMP@hq.doe.gov).

New Course Schedule

The Professional Development Division is happy to announce the launch of a new training schedule that includes deliveries for all DOE acquisition certification programs. This new schedule is available on the Acquisition Career Management Program (ACMP) Powerpedia Page: https://powerpedia.energy.gov/wiki/ACMP

On the main page you will be able to click on one of five buttons to see classes for your certification program: Federal Project Director (FPD), Federal Acquisition Certification-Contracting (FAC-C), Financial Assistance Program Certification (FAPC), Federal Acquisition Certification-Contracting Officer's Representative (FAC-COR), and Property. You will also find links to both training registration systems, the Corporate Human Resource Information System (CHRIS) and the Federal Acquisition Institute Training Application System (FAITAS). Additionally, you will find tutorials explaining how to use each registration system. On each individual training schedule page, you will find a quick links bar at the top with links to CHRIS, FAITAS, the registration tutorials, and the delivery schedules for the Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU). The main part of each schedule includes the DOE deliveries, which can be sorted by class, location, and start date, and courses available online.

As this is a new format, we will be making adjustments to make sure it best suits your needs. Please send any suggestions to Vicki Barth (victoria.barth@hq.doe.gov).

Questions or Comments?

For PMCDP, please email general questions and comments to PMCDP.Administration@hq.doe.gov, or visit our website: http://energy.gov/management/office-management/operational-management/project-management-career-development-program.
For ACMP, please email questions and comments to ACMP@hq.doe.gov.

For specific information, please contact one of the following individuals:

- Linda Ott, - Chief, Professional Development Division, Acquisition Career Manager, PMCDP CRB Secretariat, Linda.Ott@hq.doe.gov

- Victoria C. Barth, - Professional Development Division, PMCDP Course Schedule, CRB Information, CEG, Newsletter, Victoria.Barth@hq.doe.gov

- Lorri Wilkins - Professional Development Division, COR Certification Program Manager, Lorri.Wilkins@hq.doe.gov