



DATE: November 30, 2011

MEMORANDUM FOR ALL PROGRAM ELEMENTS

FROM: PMCDP CERTIFICATION REVIEW BOARD (CRB)

SUBJECT: Aligning the 90-day notification period at the end of the continuing education (CE) hour cycle with the guidance in DOE O 361.1B

The PMCDP chapter of DOE O 361.1B states:

Certified federal project directors who fail to maintain CE hours will be notified by the Secretariat of the CRB of this status and given a 90-day notification of pending revocation of certification, unless there are extenuating circumstances such as illness or military service which prevent them from remedying identified deficiencies.

After the 90-day notification period has been exceeded without appropriate remedial action, the CRB may revoke certification and notify the person certified under PMCDP and the PSO that the certification has been revoked.

After reviewing the language in DOE O 361.1B, the CRB ruled that the intent of 361.1B was not to grant automatic 90-day grace periods to those who fail to meet the biennial 80 CE hour requirement, but instead provide a 90-day notification period of impending certification revocation. Federal Project Directors (FPDs) who do not want to lose FPD certification must have their Programs submit a formal request to the CRB co-chairs. The request must include an explanation of the extenuating circumstances leading to the failure to meet the requirement and a remedy plan to satisfy the requirement within 90 days. If the Program does not submit a request or if the co-chairs deny it, the CRB will revoke the certification at the end of the 90-day notification period. **This new policy will be effective January 1, 2012.**

This policy flash will be available at the following website: <http://energy.gov/management/crb-policy-flashes>

Questions regarding this matter should be addressed to Peter O’Konski at (202) 586-4502 or Linda Ott at (202) 287-5310.