



DATE: JUNE 27, 2008

MEMORANDUM FOR ALL PROGRAM ELEMENTS

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CO-CHAIR, CERTIFICATION REVIEW BOARD

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CO-CHAIR, CERTIFICATION REVIEW BOARD

SUBJECT: Project Management Career Development Work/Development
Requirement

The Certification Review Board announces the following modifications to the work/development competencies. All persons coming forward for initial PMCDP certification or certification at a higher level will be required to comply with these modifications. These modifications will be included in the current updating of the Certification and Equivalency Guide.

- Beginning July 1, 2008, former experience must be documented with a copy of project documents naming the FPD. This can be through a variety of project documents such as, but not limited to:
 - Page from Project Execution Plan that names the FPD
 - Page from Program/Project Plan which names the FPD
 - ESSAB documents naming the FPD
 - Organization chart
- Beginning January 1, 2009, FPDs will be required to submit the relevant Federal personnel form SF-50 with the certification package.
- PMCDP applicants claiming experience where they were not named as the Federal Project Director and whose role and responsibilities were equivalent to an FPD (for current or past projects) must also address the following key FPD roles and responsibilities or their project equivalencies in their certification package submittal:

- Leads the establishment and implementation of the Project Execution Plan;
- Approves Level 2 project controls changes;
- Presents the Quarterly Project Progress Reviews to the Acquisition Executive;
- Serves as the Contracting Officer Technical Representative, as determined by the Contracting Officer; and
- Serves as the single point of contact between Federal and contractor staff for all matters relating to the project and its performance.

This flash will be available at the following website: http://www.management.energy.gov/policy/guidance/policy_flashes.htm.

Questions regarding this should be addressed to Peter O’Konski at (202) 586-4502 or Marylee Baker at (202) 586-8254.