



DATE: OCTOBER 17, 2008

MEMORANDUM FOR ALL PROGRAM ELEMENTS

FROM: PAUL BOSCO
DIRECTOR, OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT
CO-CHAIR, CERTIFICATION REVIEW BOARD

ALICE C. WILLIAMS
ASSOCIATE ADMINISTRATOR INFRASTRUCTURE AND
ENVIRONMENT
CO-CHAIR, CERTIFICATION REVIEW BOARD

SUBJECT: Project Management Career Development Interim Certification

The Certification Review Board announces the following addition to the PMCDP. Beginning in November 2008, an interim federal project director (FPD) certification is established.

Participants. Private or public sector professionals hired in to project management billets that will assume federal project manager duties upon entry under DOE Order 413.3A *Program and Project Management for the Acquisition of Capital Assets*. (i.e., formal designation as the project director on at least one project beyond Critical Decision 2) are eligible for interim certification.

Requirements. Interim certification candidates must possess training and experience commensurate with established CRB requirements and be sponsored by one of the CRB Voting Members (the Sponsor).

Granting of Interim Certification. The Program's CRB Voting Member (the Sponsor) is authorized to act on behalf of the CRB and may grant an interim certification that will allow the new hire to be formally assigned to a project in full compliance with DOE Order 361.1B.

- For Programs with permanent CRB voting members, the interim certification candidate must be sponsored by their CRB Voting Member.

- For Programs that are ad-hoc or otherwise do not have a permanent voting member on the CRB, interim certification would be granted by the Office of Engineering and Construction Management (OECM). OECM will act as their CRB Sponsor.
- Programs must involve their CRB sponsor in the interview/selection process. The Sponsor reviews the interim certification candidate's credentials during the hiring process and determines that he or she has the requisite experience and qualifications necessary to act as a Level 2, 3, or 4 federal project director.
- The CRB sponsor will grant the interim certification and be accountable for the interim federal project directors' performance under interim certification and assist in formal certification by the CRB.

Interim certification is issued with the following qualifiers:

- Interim certification is valid for no more than one calendar year from his or her official employment start date and can not be extended by the Sponsor.
- Within the one calendar year, the interim federal project director must go through formal CRB approval. The CRB may extend interim certification if necessary to complete final certification actions.
 - No later than nine months after interim certification, the interim federal project director must input and submit his or her application (the profile) to the CRB through the Corporate Human Resources Information Service/Employee Self Service System (CHRIS/ESS) and request PMCDP certification.
 - The Board will follow its standard review processes.
 - Experience gained during this interim certification year may be credited towards requisite project management experience.
- Certification Level can not be higher than that of the Project Assigned.
- Candidate must attend the next available PMCDP class "Interim Federal Project Director Orientation."
- A formal mentoring arrangement must be established between the Sponsor (and/or an equivalent or higher Level FPD assigned by the Sponsor) and the interim federal project director. The mentoring activity must be entered into the interim federal project directors' Individual Development Plan (IDP).

This new certification will be added to the update of the Certification and Equivalency Guideline.

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.