

Approved: 1-24-08

SUBJECT: ACQUISITION CAREER MANAGEMENT PROGRAM

1. PURPOSE.

- a. To set forth requirements and responsibilities for the Department of Energy (DOE) Acquisition Career Management Program (ACMP), which implements Office of Federal Procurement Policy (OFPP) requirements, Federal Acquisition Regulation (FAR) requirements, Federal Acquisition Reform Act (FARA) requirements, and the career development objectives of Executive Order (E.O.) 12931, "Federal Procurement Reform," dated October 13, 1994.
- b. To establish requirements for training, certification and career development to ensure a common foundation of knowledge, tools, and capabilities necessary for a highly skilled acquisition workforce.
- c. To establish a means for providing continuity of effective acquisition management and support of our customers.
- d. To establish this Order as the overarching directive governing training and career development for the acquisition workforce.
- e. To ensure uniformity in policy for each element of the ACMP.
- f. To convey required acquisition training modules (chapters I-V).

2. CANCELLATION. Cancels DOE O 361.1A, *Acquisition Career Development Program*, dated 4-19-04.

3. APPLICABILITY.

- a. DOE Elements. Except for the exclusions in paragraph 3c, this Order applies to all Departmental elements. (For a current list of all Departmental elements, visit <http://www.directives.doe.gov/pdfs/reftools/org-list.pdf>. This list automatically includes all Departmental elements created after the Order is issued.)

The Administrator of the National Nuclear Security Administration (NNSA) will assure that NNSA employees comply with their respective responsibilities under this Order. The contents of this Order should not be construed to interfere with the NNSA Administrator's authority under section 3212(d) of Public Law (P.L.) 106-65 to establish Administration specific policies, unless disapproved by the Secretary.

- b. DOE Contractors. The Order does not apply to contractors.

c. Exclusions. The Order does not apply to the Bonneville Power Administration.

4. REQUIREMENTS.

- a. All members of the acquisition workforce must obtain training and/or be certified to appropriate levels as specified in the Acquisition Career Management Program Handbook or obtain waivers.
- b. Certification requirements must be applied as indicated in the appropriate program module. (See chapters I through V.)
- c. The core curriculum must contain—
 - (1) specific accredited courses that employees must pass before becoming eligible for a higher-level certification and
 - (2) a mechanism to ensure completion of core courses in a logical sequence so that the appropriate level of knowledge is available for performance at a particular level and so that later courses can build on the knowledge gained in earlier offerings.
- d. Core courses required for certification at each level in each functional area should be as described in the ACMP Handbook.
- e. Spaces must be allotted to employees for training that is (in priority order)—
 - (1) required by law,
 - (2) established as mandatory by DOE and training needed to qualify an incumbent for the position they currently occupy,
 - (3) required to become eligible for the next higher career level after completion of mandatory training for incumbent position,
 - (4) for new assignments,
 - (5) desired/elective, and
 - (6) other.
- f. Managers are responsible for determining priority for training when multiple staff members require training within one of the above priority categories.
- g. DOE must ensure that the existing workforce has training and experience sufficient to remain current in a dynamic acquisition profession and to prepare for leadership roles in the future.

- h. Field element managers (FEMs) must ensure that existing acquisition staff and managers receive continuous learning/continuous education (CL/CE) to keep current on emerging acquisition requirements, policies, issues, and techniques (see paragraph 7cc for FEM definition). This may include—
 - (1) DOE-sponsored training and management/executive seminars, DOE online learning center and distance learning from the Department of Defense (DoD), the Federal Acquisition Institute (FAI), and other providers;
 - (2) special jobs and/or professional association-related projects; and/or
 - (3) participation in seminars/workshops or other appropriate developmental assignments.
- i. To maintain knowledge and skills, individuals in the DOE acquisition workforce who have satisfied the mandatory training requirements will obtain the number of CL/ CE hours as specified in each program module. (Guidance on CL/CE is provided in the ACMP Handbook.)
- j. A specific certification path has been established for each position, including training and experience, and education for some career fields, which the incumbent must meet.
- k. Except for the Federal Acquisition Certification (FAC), each Federal agency's certifications are limited to that Agency itself; for example, a Level III certification at DOE will not automatically be a Level III certification outside DOE.
- l. DOE will review the education, training profile, and experience of employees new to DOE who do not hold a FAC or DOD certification to determine the correct career level and may or may not reach the same conclusions as other Agencies as to the use of experience or alternative courses in lieu of core courses.
- m. All acquisition workforce members must meet all requirements for certification at their current levels before being assigned to positions requiring the next higher level of certification, unless a waiver is obtained. For example, an employee at the GS-7 level, a Level I position under the Contracting and Purchasing Career Development (CPCD) (contracting) Program, cannot be promoted to GS-9, a Level II position, without having completed the certification requirements for Level I.
- n. If a potential assignee to a vacant position in the next higher level has not met the requirements for certification at that level, the supervisor must qualify him or her to meet the requirements within the specified amount of time (see individual program modules/chapters in this Order) or justify a waiver for them. For

example, under the CPCD (contracting) Program, a GS-7 (Level I) promoted to GS-9 (Level II) has 18 months to complete all Level II requirements.

- o. An individual certified at a particular level by DOE or an individual certified at a particular level who holds a FAC or DOD certification who transfers to DOE will retain that certification regardless of any new requirements made effective thereafter unless Congress enacts a statutory requirement for a new education or training standard and designates it as “continuing education and training.”
- p. Individuals must complete new requirements of this kind within 36 months.
- q. Failure to complete new requirements, or to justify a waiver, will result in loss of certification.
- r. All requests for waivers to the certification requirements must be submitted in writing to the functional advisor identified in the appropriate program module, and must describe how disapproval would affect the organization and the course of action being taken to rectify the situation. Certification waivers granted by one agency are not transferable to other agencies.
- s. To complete mandatory training by “Fulfillment,” candidates must submit, and supervisors must review, evidence as to how the required competencies for a particular certification level or class were obtained through alternate training, experience, or education.

5. RESPONSIBILITIES.

- a. Chief Acquisition Officer. The Chief Acquisition Officer (CAO) will develop and maintain an acquisition career management program to ensure the development of a competent, professional workforce to support the accomplishment of DOE’s mission. The CAO is responsible for identifying the members of the acquisition workforce and for implementing a budget strategy that reflects the workforce’s development needs. The CAO appoints the Acquisition Career Manager (ACM) to lead DOE’s ACMP. The NNSA Administrator appoints the NNSA ACM to lead the NNSA ACMP.
- b. Acquisition Career Managers.
 - (1) Leads the ACMP.
 - (2) Ensures that DOE’s acquisition workforce meets the requirements established by OFPP.
 - (3) Manages the identification and development of the acquisition workforce, including identifying staffing needs, training requirements and other workforce development strategies.

- (4) Proposes to the CAO an annual budget for the development of the acquisition workforce.
 - (5) Provides coordinated input to the CAO and Chief Human Capital Officer regarding short and long term human capital strategic planning for training, competency fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce.
 - (6) Ensures that the policies and procedures for workforce management are consistent with those established by OFPP.
 - (7) Coordinates with agency functional advisors to ensure fulfillment of OFPP requirements.
 - (8) Recommends to the Senior Procurement Executive waivers to the GS-1102 education and training provisions for GS-1102s.
 - (9) Maintains and manages consistent DOE-wide data on those in the acquisition workforce in the Acquisition Career Management Information System (ACMIS).
- c. Senior Procurement Executive (SPE). The appropriate DOE and NNSA SPE shall ensure that members of the acquisition workforce under their cognizance are certified to the career levels appropriate to the grades they occupy or to their responsibilities in accordance with this Order.
- d. Functional Advisors (FAs).
- (1) Review curriculum requirements, class allocations, quotas, student attendance, priorities, and resources provided by the ACM for the career field under their cognizance and provide a written evaluation which includes findings and recommendations for improvement to the ACM;
 - (2) Provide advice and guidance to the ACM on education, training, and experience required for acquisition positions;
 - (3) Approve certification waiver requests; and
 - (4) Recommend to the ACM changes in the certification curriculum.
- e. Subject Matter Experts.
- (1) Recommend career development policy.

- (2) Ensure workforce members are certified to the required levels under their respective career development modules.
- (3) Manage development of the career development core curriculum.
- (4) Identify critical acquisition-related duties and tasks in which, at a minimum, acquisition career employees must be competent to perform at full performance grade levels.
- (5) Approve the completion of requirements and attainment of competencies established in their respective career development modules.
- (6) Track the certification status of members, providing the ACM with quarterly updates of training, developmental assignments, and certification status.
- (7) Ensure training and certification records are accumulated and maintained in the ACMIS and auditable files.
- (8) Track workforce members' career paths to ensure training, developmental activities, and developmental experiences are being provided and used in a manner consistent with their respective career development programs.
- (9) Track and report performance measures as identified and required by senior management.
- (10) Provide notification to members and their supervisors who fail to attain certification.
- (11) Review quarterly reports on CL/CE status and provide 90-day notification to members and their supervisors of pending revocation of certifications when CL/CE requirements for maintaining certification are not met.
- (12) Unless extenuating circumstances such as illness or military service prevent a workforce member from obtaining the required CL/CE, recommend to the ACM that the workforce member's certification be revoked after the 90-day notification period has been exceeded without appropriate remedial action, and notify the workforce member's supervisor that the certification has been revoked.
- (13) Review requests for recertification after revocation of certification. (Note: Individuals must successfully complete any requirements of the curriculum in effect at the time they apply for recertification and the CL/CE requirements contained in each program module before applying for recertification.)

- (14) Review and evaluate the equivalency of external certifications submitted by workforce members.

f. Headquarters and Field Element Managers.

- (1) Identify training needs, provide funding for training, and create plans for acquisition workforce members' development consistent with site mission needs, and submit workforce development plans to the ACM on an annual basis.
- (2) Create plans for development of individual acquisition workforce members consistent with site- and program-mission strategic needs.
- (3) Ensure acquisition workforce members develop and implement Individual Development Plans (IDPs) in accordance with this Order and DOE O 360.1B, *Federal Employee Training Manual*, dated 10-11-01.
- (4) Ensure that holders of Government purchase cards meet the training requirements for the purchase card authority they hold. Guidance on training is required in the ACMP Handbook.
- (5) Budget for and set aside appropriate funds for required training of acquisition workforce members and payment of retention allowances to acquisition workforce members to the extent possible.
- (6) Provide funding on a per-student basis for mandatory courses in accordance with the contracts and agreements with the training sources approved by the ACM.
- (7) Conduct continuous structured analysis of future acquisition skills needed to support planned or emerging program needs.
- (8) Periodically assess current and projected workforce skills to ensure that a strategic skills imbalance does not occur; identify any skill gaps, and plan development strategies accordingly to ensure the latest acquisition policies, approaches, and techniques are not overlooked.
- (9) Conduct annual demographic studies of grade, education, certification level, age, and retirement eligibility to identify trends and workforce composition to support mission.
- (10) Ensure training and CL/CE requirements are satisfied in a timely manner to maintain certifications.
- (11) Reassign workforce members to duties not requiring certification when their certifications are revoked for failure to obtain CL/CE.

g. Acquisition Professionals.

- (1) Prepare and periodically update IDPs with the assistance and counsel of supervisors.
- (2) Submit requests for CL/CE, external certification, and other equivalency for approval by FAs.
- (3) Meet all requirements for certification at their current levels.

6. REFERENCES.

- a. OFPP Policy Letter 92-3, "Procurement Professionalism Program Policy— Training for Contracting Personnel," dated 6-24-92, establishes policies and a Government-wide standard for skill-based training for the Federal acquisition workforce. The OFPP policy letter also establishes a set of contracting competencies and requires contracting professionals to complete course work and related on-the-job training to attain an appropriate level of skill in each contract management duty.
- b. OFPP Policy Letter 05-01, Developing and Managing the Acquisition Workforce, establishing the government-wide framework for creating a federal acquisition workforce with skills necessary to deliver best value supplies and services, find the best business solutions, and provide strategic business advice to accomplish agency missions.
- c. OFPP Policy Letter 06-01, Federal Acquisition Certification in Contracting Program, established the Federal Acquisition Certification in Contracting, and the requirements for education, training, and experience for those seeking a Federal Certification in Contracting.
- d. OFPP Policy Letter 97-01, "Procurement System Education, Training, and Experience Requirements for Acquisition Personnel," dated 9-12-97, implements Public Law 104-106.
- e. Public Law (P.L.) 108-136, the Services Acquisition Reform Act (SARA) of 2003, defines acquisition to include, among traditional contracting functions, requirements definition, measurement of contract performance, and technical and management direction.
- f. FAR 1.603-1 links the selection and appointment of contracting officers to OFPP standards that require skill-based training for contracting and purchasing duties.
- g. P.L.104-106, the Clinger-Cohen Act of 1996, also known as the Federal Acquisition Reform Act (FARA), amended the OFPP Act (Section 4307); expanded OFPP responsibility to include establishing education, training, and experience requirements for civilian agencies, comparable to those established for

the Department of Defense in 1991 by the Defense Acquisition Workforce Improvement Act; established a new Section 37 of the OFPP Act; and strengthened the statutory responsibility of the director of OFPP.

- h. The National Performance Review directed the Federal Government to establish a well-trained, professional, procurement workforce to keep pace with the demands of an increasingly complex procurement process.
- i. Executive Order (E.O.) 12931, OFPP Policy Memorandum, dated October 13, 1994, "Federal Procurement Reform," underscores the Administration's approach to procurement management and requires Agencies to establish career education programs for procurement professionals.
- j. The OECM Web site at <http://oecm.energy.gov> provides information on the PMCDP.
- k. The OPAM professionals Web site, at http://management.energy.gov/project_management.htm.
- l. The Defense Acquisition University Web site, at www.dau.mil, provides information on course equivalencies.
- m. The Federal Acquisition Institute Web site, at www.fai.gov, provides information on available online courses.
- n. DOE M 360.1-1B, *Federal Employee Training Manual*, dated 10-11-01.
- o. Acquisition Career Management Program Handbook, First edition, January 2007 (online at http://management.energy.gov/policy_guidance/procurement_acquisition.htm).

7. DEFINITIONS.

- a. Accredited courses. Those that are approved by DOE as providing a specific body of knowledge.
- b. Acquisition. The planning, design, development, testing, contracting, production, logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, DOE missions.
- c. Acquisition Career Managers (ACM). The individuals appointed to lead the Acquisition Career Management Program. The ACM for DOE is the Director, Acquisition Career Development Program within the Office of Procurement and Assistance Management. For NNSA, the ACM is the Deputy Director, Office of Acquisition and Supply Management.

- d. Acquisition Career Development (ACD) Program. A subset of the Acquisition Career Management Program (ACMP) consisting of certification or training programs for contracting, purchasing, financial assistance, contracting officer warrants, contracting officers' representatives, and personal property managers.
- e. Acquisition Career Management Information System (ACMIS). A government-wide system developed under the oversight of the Federal Acquisition Institute (FAI) to fulfill the requirement to collect acquisition workforce data.
- f. Acquisition Career Management Program (ACMP). The professional development program aimed at training a competent, professional workforce to support the accomplishment of DOE's mission.
- g. Acquisition experience. That which is gained while assigned to an acquisition position; includes cooperative education and other developmental assignments and employment in acquisition positions and inside and outside DOE.
- h. Acquisition positions. Those with duties that fall in an acquisition category in both Headquarters and field organizations.
- i. Acquisition position categories. Subset positions such as purchasing, contracting, financial assistance, personal property management, project management, program management, contractor human resource management, and contracting officers and contracting officer representatives.
- j. Acquisition workforce. Permanent employees who occupy positions in contracting, purchasing, financial assistance, property management, project management, program management, contractor human resource management, contracting officers, and contracting officer representatives, consistent with the statutory intent of P.L. 104-106.
- k. Career development. The professional development that integrates the capabilities, needs, interests, and aptitudes of employees in acquisition positions through a planned, organized, and systematic method of training and development designed to meet organizational objectives; a combination of work assignments, job rotation, training, education, and self-development programs.
- l. Career levels. Categories of education, training, and experience standards that provide a framework for potential progression in a career field.
- m. Career path. The range of opportunities at each career level and the optimum route for vertical and horizontal progression in a career field.
- n. Certification. The process through which it is determined that an individual meets mandatory training, experience, and education requirements established for an acquisition career level.

- o. Certification program. A structured program of education, training, and experience that provides a framework for attaining career levels commensurate with positions in the acquisition field.
- p. Chief Acquisition Officer. The individual designated by the Secretary of Energy who is responsible for management of the acquisition system of the executive agency.
- q. Corporate Human Resource Information Service/Employee Self-Service (CHRIS/ESS). An automated Web-based system that enables DOE Federal employees to use the Internet to view and/or update personal, payroll, and training information.
- r. Continuous learning/continuing education (CL/CE). Education, training, and opportunities to improve, maintain, or to learn new skills (e.g., rotational assignments, traditional classroom training, professional association meetings, or seminars).
- s. Core courses. Classes taught by approved trainers and required as part of the core curriculum.
- t. Core curriculum. A course of study comprising specific courses required to attain a certification level.
- u. Defense Acquisition University (DAU). A consortium of Department of Defense education and training institutions and organizations providing DOE-/NNSA-prescribed acquisition courses for certification.
- v. Director, Acquisition Career Development Program. The Headquarters manager responsible for managing the ACD Program and acts as functional advisor for contracting, purchasing, financial assistance, contracting officer warrants, contracting officers representatives, and personal property managers (reports to the DOE ACM).
- w. Elective courses. Units of study that cover functional-specific initiatives or that provide more in-depth coverage than is offered in core courses. Electives are not required for progression to the next higher certification level.
- x. Equivalent course. One that has been determined by the ACM to contain the level of knowledge that would enable individuals who take the course to perform as if they had completed the comparable, designated, mandatory course.
- y. Federal Acquisition Certification (FAC). A program based on Defense Acquisition Workforce Improvement Act requirements for certification at the junior, intermediate, and senior levels that is accepted by all civilian executive agencies as evidence that an employee meets the core education, training and experience requirements, as applicable, for their career field. The FAC is distinct

from agency-specific certification programs that are not transferable to other agencies.

- z. Federal Acquisition Institute (FAI). A training institution that promotes development of a professional acquisition workforce into effective business leaders.
- aa. Federal project director. An individual responsible for planning, organizing, directing, controlling, and reporting on the status of a capital asset project.
- bb. Field element. DOE area, support, operations, field, and regional offices, or offices located at environmental restoration, construction, or termination sites. Field elements shall include the NNSA Service Center and NNSA Site Offices.
- cc. Field element manager. The DOE employee having overall responsibility for a field element.
- dd. Fulfillment. The process by which acquisition workforce members may satisfy mandatory training requirements based on previous experience, education, and/or alternative training successfully completed and documented based on course competency standards and procedure. Fulfillment may be granted by the FA of the career field upon application on a case-by-case basis.
- ee. Functional Advisor (FA). The Headquarters individual, appointed by the ACM, and delegated responsibility for an organization's career development program for acquisition related functions. For DOE, the FA for contracting, purchasing, financial assistance, Contracting Officers and Contracting Officer's Representatives is the Director, Acquisition Career Development Program, Office of Procurement and Assistance Management (OPAM). For personal property management, the Functional Advisor is the Director, Personal Property Management Division, Office of Resource Management, OPAM. For project management, the FA is the director, Office of Engineering and Construction Management. For NNSA, the FA for all acquisition functions except project management is the deputy director, Office of Acquisition and Supply Management, NNSA. For NNSA Project Management, the FA is the Associate Administrator for Infrastructure and Security, NNSA.
- ff. Functional area. Segments of the acquisition process responsible for a specific area of expertise, such as contracting and purchasing, personal property management, financial assistance, project management, program management, and contractor human resource management.
- gg. Grandfathering. The granting of a certification in a career field by virtue of incumbency. None of the certification programs covered under this Order provide for certification based on grandfathering.

- hh. Head of contracting activity. The official designated by the Senior Procurement Executive, with broad delegated authority regarding acquisition functions as required by the Federal Acquisition Regulation and overall responsibility for managing a DOE element.
- ii. Individual development plan. Documented planning for an employee's education, training, and experience needs. It should specify developmental needs as well as those required in support of the career field position. Developing the plan is a joint effort of the employee, supervisor, and possibly other knowledgeable persons in the training and/or acquisition fields.
- jj. Mandatory DOE acquisition course. An approved course of study that meets DOE/NNSA acquisition training requirements for a career level.
- kk. Other Project Costs. Other Project Costs include all project costs that are not identified as Total Estimated costs. Generally, Other Project Costs are costs incurred during the Initiation and Definition Phases for planning, conceptual design, research and development, and during the Execution Phase for startup and operation. Other Project Costs are always operating expense funded.
- ll. Personal property management. The development, implementation, and administration of policies, programs, and procedures for the effective and economical acquisition, receipt, control, storage, issue, use, physical protection, care and maintenance, determination of requirements and maintenance of related operating records, and disposal, as appropriate, for Government personal property exclusive of accounting records.
- mm. Program. An organized set of activities directed toward a common purpose or goal undertaken or proposed in support of an assigned mission area. It is characterized by a strategy for accomplishing definite objectives that identifies the means of accomplishment, particularly in qualitative terms, with respect to workforce, material, and facility requirements. Programs are typically made up of technology-based activities, projects, and supporting operations.
- nn. Project. In general, a unique effort that supports a program mission, having defined start and end points, undertaken to create a product, facility, or system, and containing interdependent activities planned to meet a common objective or mission. Project types include planning and execution of construction, renovation, modification, line items for maintenance and repair, environmental restoration, decontamination and decommissioning efforts, information technology, and large capital equipment or technology development activities. Tasks that do not include the above elements, such as basic research, grants, ordinary repairs, maintenance of facilities, and operations are not considered projects.
- oo. Senior Procurement Executive (SPE). The DOE senior official appointed under the Office of Federal Procurement Policy Act, who is responsible for managing the direction of the Department's procurement system, including implementation

of unique procurement policies, regulations, and standards. In DOE, this is the director of the Office of Procurement and Assistance Management. In NNSA, this is the Director of the Office of Acquisition and Supply Management, NNSA.

- pp. Subject matter expert (SME). The Headquarters individual, identified by a functional advisor who is knowledgeable about and competent in a particular functional area.
 - qq. Total estimated cost. Total estimated cost includes project costs incurred after CD-1 such as costs associated with the acquisition of land and land rights; engineering, design, and inspection; direct and indirect construction/fabrication; and the initial equipment necessary to place the plant or installation in operation. Total estimated cost may be funded as an operating or capital expense.
 - rr. Total project cost. DOE has traditionally identified project costs in two categories (1) total estimated cost, and (2) other project cost. The sum of the total estimated cost and other project costs make up the total project cost. Note: For non-line item projects longer than 5 years (e.g., EM cleanup projects), a “five-year project cost” can be used in lieu of the TPC for purposes of crediting experience, or for determining required certification levels thresholds.
 - ss. Waiver. A waiver is an approval to encumber an acquisition position or hold a warrant above the micro purchase threshold without meeting all of the ACMP requirements.
 - tt. Warrant. An official certificate of appointment issued to an individual as evidence of authorization to perform or act in accordance with specific written authorities.
8. NECESSITY FINDING STATEMENT. In compliance with Sec. 3174 of P.L. 104-201 (50 USC 2584 note), DOE hereby finds that this Order is necessary for the protection of human health and the environment or safety, fulfillment of current legal requirements, and conduct of critical administrative functions.
9. CONTACT. Questions concerning this directive should be addressed to the Acquisition Career Management Program Office at 202-287-1666.

BY ORDER OF THE SECRETARY OF ENERGY:



CLAY SELL
Deputy Secretary

CONTENTS

ACQUISITION CAREER MANAGEMENT PROGRAM	1
1. PURPOSE	1
2. CANCELLATION	1
3. APPLICABILITY	1
4. REQUIREMENTS	2
5. RESPONSIBILITIES	4
6. REFERENCES	8
7. DEFINITIONS	9
8. NECESSITY FINDING STATEMENT	14
9. CONTACT	14
CHAPTER I. CONTRACTING AND PURCHASING CAREER DEVELOPMENT PROGRAM MODULE	1-1
1. INTRODUCTION	1-1
2. ROLES AND RESPONSIBILITIES	1-1
3. CONTRACTING AND PURCHASING CERTIFICATION PROGRAM	1-1
4. CERTIFICATION REQUIREMENTS	1-2
5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE)	1-3
6. PROMOTIONS AND CONTRACTING OFFICER WARRANTS	1-4
7. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS	1-4
8. FEDERAL ACQUISITION CERTIFICATION—CONTRACTING	1-4
CHAPTER II. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM MODULE	II-1
1. INTRODUCTION	II-1
2. ROLES AND RESPONSIBILITIES	II-1
3. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM	II-1
4. PROPERTY MANAGEMENT APPOINTMENTS	II-1
5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE)	II-1
CHAPTER III. FINANCIAL ASSISTANCE CAREER DEVELOPMENT PROGRAM MODULE	III-1
1. INTRODUCTION	III-1
2. ROLES AND RESPONSIBILITIES	III-1
3. FINANCIAL ASSISTANCE CERTIFICATION PROGRAM	III-1
4. CAREER PATH CURRICULUM	III-2
5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE)	III-2
6. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS	III-2
CHAPTER IV. PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM MODULE	IV-1
1. INTRODUCTION	IV-1
2. CERTIFICATION REQUIREMENTS	IV-1
3. INCENTIVES	IV-2
4. ROLES AND RESPONSIBILITIES	IV-3

- 5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE).....IV-8
- 6. CAREER PATH CURRICULUM.....IV-9
- 7. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS 9

CHAPTER V. CONTRACTING OFFICER/CONTRACTING OFFICER REPRESENTATIVE TRAINING REQUIREMENTS V-1

- 1. INTRODUCTION V-1
- 2. ROLES AND RESPONSIBILITIES V-1
- 3. TYPES OF WARRANTS AND DELEGATIONS V-1
- 4. CERTIFICATION FOR CORS V-2
- 5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE)..... V-2
- 6. CONTRACTING OFFICER WARRANT REQUIREMENTS V-3

CHAPTER I. CONTRACTING AND PURCHASING CAREER DEVELOPMENT PROGRAM MODULE

1. **INTRODUCTION.** The intent of the Contracting and Purchasing Career Development (CPCD) Program under the Acquisition Career Management Program (ACMP) is to establish performance expectations to increase contracting/purchasing personnel efficiency and effectiveness on the job and potentially enhance personnel opportunities in the job market.
2. **ROLES AND RESPONSIBILITIES.** Within DOE, overall responsibility for the CPCD Program rests with the senior procurement executive (SPE). The day-to-day management, including design and content of the curriculum and administration of the program, has been delegated to the Director, Acquisition Career Development (ACD) Program. Within NNSA, that responsibility is assigned to the NNSA SPE and organizational management has been delegated to the Deputy Director, Office of Acquisition and Supply Management, who serves as the NNSA ACM.

Procurement professionals are responsible for their own career progression and development in conjunction with supervisory career guidance and opportunities presented for career growth. In planning their careers, individuals should actively seek training and growth opportunities. They should also consider requesting increasingly difficult and challenging assignments, entering mentoring relationships, becoming involved with professional societies, seeking education and training outside the CPCD curriculum, and taking other courses offered by DOE.

3. **CONTRACTING AND PURCHASING CERTIFICATION PROGRAM.** Established proficiency levels are defined below.

Certification Levels for Contracting (1102) and Purchasing (1105) Personnel

1102 Series Certification Levels	Grade
Level I—Entry	GS-05 through GS-07
Level II—Intermediate	GS-09 through GS-12
Level III—Advanced	GS-13 and above
1105 Series Certification Levels	Grade
Level I—Entry	GS-05
Level II—Intermediate	GS-06 through GS-08
Level III—Advanced	GS-09 and above

The following guidelines describe what is expected of contracting and purchasing personnel at each career level.

- a. **Level I—Entry** -level training requirements are designed to establish fundamental qualifications and expertise in an individual’s job series or career field. Development at the entry level lays the foundation for career progression and prepares qualified and motivated personnel for positions of increasing responsibility.

At the entry level, trainees should be exposed to fundamental procurement procedures and the roles of various support functions, such as pricing, property administration, quality assurance, etc. In addition to participation in education and training courses, it is extremely beneficial to rotate new trainees through structured, on-the-job assignments among a variety of functional offices.

- b. Level II—The intermediate level emphasizes specialization. Development continues, including on-the-job rotational assignments, but the length of time an individual spends in each position generally increases. While specialization is emphasized at the beginning of this level, the individual should later begin to broaden his/her background and gain more general expertise in the overall process of his/her career field. Development of the generalist normally involves establishing a good foundation of experience in the employee's primary specialty, followed by lateral movement to a related specialty to broaden the employee's overall expertise and value to the procuring organization and customer.
- c. Level III—The advanced senior level follows completion of mandatory training and education requirements (or equivalents) and advancement through a career that has required in-depth knowledge in his/her functional areas and across the entire acquisition process.

Advanced acquisition education and training become imperative for a more global perspective. The lower-level requirements and courses form the basis for the next progressively higher levels in the ACMP, and the requirements are cumulative.

- 4. CERTIFICATION REQUIREMENTS. The structured approach to training as articulated in the CPCD Program allows employees to demonstrate comprehension and ability to apply course knowledge and skills to analyze and resolve on-the-job performance issues, indicating the desired level of proficiency. The program comprises core (required courses as discussed in the ACMP Handbook) and desired/elective courses.
 - a. Core Curriculum provides the acquisition community with a knowledge base of the highest quality and provides the student with not only the requisite skills and knowledge but also the widest range of procurement thinking, approaches, and practices, the DOE core courses are necessary at each of the career levels in the CPCD Program. The ACMP Handbook provides a description of the courses.
 - b. Elective Courses. Some desired/elective courses have been identified that cover procurement initiatives or specific areas of procurement requiring more in-depth coverage than is offered in the core courses. Desired/elective courses are designed to improve the qualifications of the acquisition workforce and in many cases lead to accomplishing mandatory standards at a higher level.

Completion of desired/elective courses is not required to progress to the next higher career level. Individuals should choose whether to take desired/elective courses based on their specific interests, needs, and work assignments.

5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE).

a. GS-1102s.

- (1) To remain current in contracting knowledge, skills, and techniques, GS-1102s will obtain 80 hours of CL/CE every 2 years from the date of certification, using October 1 of the second year as the anniversary date of their certification. This may result in some GS-1102s having more than 2 years to obtain their 80 hours, depending on their initial or re-certification date, but in no event will a GS-1102 have less than 2 years to obtain their 80 hours of CL/CE. For example, an individual who was certified in January 2005 must obtain 80 hours of CL by October 1, 2007, while a GS-1102 certified in October 2005 will also have until October 1, 2007 to obtain 80 hours.
- (2) Failure to obtain the required CL/CE will result in expiration of the certification. Additionally, a contracting officer's (CO) warrant may be revoked and may result in reassignment to a position not requiring a CO warrant.
- (3) An individual hired from another agency with an FAC-C or DoD certificate will have 2 years from the date certified by the previous agency to obtain 80 hours of CL/CE. Failure to do so may result in revocation of the contracting officer's (CO) warrant and may result in reassignment to a position not requiring a CO warrant.
- (4) Failure of those not holding a CO warrant to obtain CL/CE hours may result in reassignment to a position not involving contract management. If an SPE chooses to revoke the warrant for failure to meet the CL/CE requirement, the SPE will direct the head of the contracting activity (HCA) to revoke the warrant.
 - (a) The HCA will notify the warrant holder in writing when the revocation is to be effective, providing enough time to ensure that no unauthorized obligations are made, and how the employee can correct the situation.
 - (b) The warrant holder must acknowledge this notification in writing. The ACMP Handbook provides guidance on what constitutes CL/CE. GS-1102s are required to obtain at least 40 of the 80 hours of CL/CE in one of the targeted tracks identified in the ACMP Handbook.

- b. GS-1105s will also obtain 80 hours of CL/CE every 2 years from the date of certification, using October 1 of the second year as the anniversary date of their certification. This may result in some GS-1105s having more than 2 years to

obtain their 80 hours, depending on their initial or re-certification date, but in no event will a GS-1105 have less than 2 years. Failure to do so will have the same consequences described in paragraph 5a above. GS-1105s certified to Level III are encouraged to take courses and pursue opportunities leading to certification in contracting to meet their CL/CE requirements. However, purchasing experience will not be counted as contracting experience required to meet the certification requirements for GS-1102s. Additionally, GS-1105s are not required to take courses in the targeted CL/CE tracks.

6. PROMOTIONS AND CONTRACTING OFFICER WARRANTS. Contracting and purchasing personnel must understand that promotions or issuances of CO warrants will be contingent upon their meeting certification requirements. Any requested waivers to this requirement must be submitted in writing by the field element manager to the contracting functional advisor for approval by the SPE.
7. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. Although the CPCD Program is directed primarily at the career contracting and purchasing employee, other members of the acquisition workforce require acquisition training. For example, DOE's extensive Government purchase card program has resulted in limited procurement authority being delegated to a number of individuals outside the contracting series. DOE's current Contracting Officer Warrant Program (DOE O 541.1B, *Appointment of Contracting Officers and Contracting Officer's Representatives*, dated 4-21-04) provides extensive coverage on the requirements for delegation of procurement authority, including Government purchase card holders. (Chapter V of this Order provides information on training requirements for COs and contracting officer representatives.)
8. FEDERAL ACQUISITION CERTIFICATION—CONTRACTING. An individual holding a DOE certification who wants to be issued a FAC-C must submit an application in accordance with the process described in the ACMP Handbook. The applications will be evaluated by the FA and a FAC-C will be issued if all training, education and experience requirements are met.

CHAPTER II. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM MODULE

1. INTRODUCTION. Consistent with the intent of Policy Letter 97-01, the Department of Energy (DOE) has identified personal property management as a critical acquisition-related career field. Accordingly, the DOE/National Nuclear Security Administration (NNSA) Personal Property Management Career Development (PPMCD) Program is a mandatory certification program.

2. ROLES AND RESPONSIBILITIES. The DOE procurement executive is responsible for implementing the DOE PPMCD Program. The Director, ACD Program, is the functional advisor with responsibility for organizational management of the PPMCD. The director, Personal Property Management Division, Office of Resource Management at DOE Headquarters is designated the subject matter expert for personal property management and is responsible for day-to-day administration and management of the certification program. The NNSA procurement executive is responsible for implementation of the NNSA PPMCD Program within NNSA by delegation from the NNSA Administrator. Functional management, including design and content of curriculum, has been delegated to the deputy director, Office of Acquisition and Supply Management, NNSA HQ, who serves as the NNSA personal property management functional advisor and is responsible for the day-to-day administration and management of the certification program.

3. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM. The PPMCD Program has established three levels of training, each with a core curriculum of personal property management courses. The program will provide the opportunity for employees to apply course knowledge and skills to analyze and resolve on-the-job issues. Completion of core courses in a logical sequence is necessary so that the appropriate level of knowledge is available for performance at a particular level and that later courses can build on the knowledge gained from earlier courses.

CERTIFICATION LEVELS

Level I – Entry	GS-05 through GS-07
Level II – Intermediate	GS-09 through GS-12
Level III - Advanced	GS-13 through GS-15

4. PROPERTY MANAGEMENT APPOINTMENTS. Employees should understand that opportunities for appointments in the career field are limited to employees with the requisite certification unless waived by the procurement executive.

5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE). To remain current in personal property management knowledge, skills, and techniques, personal property managers will obtain 80 hours of CL/CE every 2 years from the date of certification, using October 1 of the second year as the anniversary date of their certification. This may result in some individuals having more than 2 years to obtain their 80 hours, depending on their initial or re-certification date, but in no event will they have less than 2 years to obtain their 80 hours of CL/CE. For example, an individual who

was certified in January 2005 must obtain 80 hours of CL by October 1, 2007, while an individual certified in October 2005 will also have until October 1, 2007 to obtain 80 hours.

Employees who are in the GS-1102 series and perform a mix of contracting and personal property management should include both functional areas in their CL/CE. These requirements should be viewed as a complement to the contracting requirements and not a requirement to complete 80 hours of CL/CE both in contracting and in personal property management, rather a total of 80 hours of CL/CE in a combination of areas.

CHAPTER III. FINANCIAL ASSISTANCE CAREER DEVELOPMENT PROGRAM MODULE

1. INTRODUCTION. Contract specialists often award and administer financial assistance instruments in addition to acquisition contracts; however, the Federal standards do not address financial assistance careers or offer a training curriculum. To ensure that its workforce is as qualified in the award and administration of financial assistance as they are in contracting, DOE offers its employees training resources. The application of the Office of Federal Procurement Policy's policy letter concepts to financial assistance responsibilities will improve the effectiveness and efficiency of DOE's contracting workforce. Implementation of a DOE financial assistance training and career development certification program will help in meeting the career development objectives of Executive Order (E.O.) 12931, "Federal Procurement Reform," dated October 13, 1994. This program provides the information and guidelines to plan career development programs for procurement professionals performing financial assistance duties to enable them to become more competitive for higher-level positions in acquisition-related fields.

2. ROLES AND RESPONSIBILITIES. Each individual performing financial assistance work, in conjunction with his or her supervisor's career guidance and the opportunities presented for career growth, is ultimately responsible for his or her career progression and development in DOE/NNSA. However, overall responsibility for DOE/Financial Assistance Career Development (FACD) Program implementation rests with the DOE SPE. Organizational management has been delegated to the director, Acquisition Career Development Program, who will serve as the functional advisor. The director of the Office of Procurement and Assistance Policy, DOE Headquarters (HQ), serves as the financial assistance subject matter expert and is responsible for FACD policy, design and content of the recommended curriculum, identification of the critical financial assistance related duties, and tasks in which, at a minimum, employees in the financial assistance career path must be competent to perform at full performance grade levels. Within NNSA, overall responsibility for NNSA/FACD Program implementation rests with the NNSA SPE. Organizational management has been delegated to the deputy director, Office of Acquisition and Supply Management, NNSA HQ, who will serve as NNSA's functional advisor, and is responsible for the day-to-day administration and management of the program.

In planning their careers, individuals should pursue the training and growth opportunities offered them and request increasingly difficult and challenging assignments, enter a mentoring relationship, become involved with professional societies, and seek education and training outside the FACD curriculum and other DOE/NNSA course offerings.

3. FINANCIAL ASSISTANCE CERTIFICATION PROGRAM. Financial assistance award and administration in DOE is performed by contract specialists. The FACD Program is built upon the skills acquired by the contract specialists in the performance of their acquisition duties and the training provided by the Contracting/Purchasing career development program. This is possible because of the similar skills required for

contracting and financial assistance. These skills include planning, preparing solicitation documents, proposal analysis, cost analysis, negotiation, selection of award instrument type, financing performance, audits, preparing award documents, debriefing, administration, monitoring, terminations, and closeout.

Contracting activities are expected to ensure that personnel involved in the award and administration of financial assistance attain the training necessary for certification. Contract specialists who perform financial assistance work on an occasional basis are not required to pursue this supplemental training. Contracting officer warrants that include financial assistance will require the successful completion of the FACD courses, and subsequent certification under the FACD Program prior to appointment.

4. CAREER PATH CURRICULUM. The FACD Program will provide employees the opportunity to analyze and resolve on-the-job performance issues and methods or techniques to determine their levels of proficiency. The FACD Program curriculum is designed to provide students with the necessary financial assistance skills and with experience in a wide range of thinking, approaches, and practices. Detailed course descriptions are provided in the ACMP Handbook.
5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE). To remain current in financial assistance knowledge, skills, and techniques, financial assistance specialists will obtain 80 hours of CL/CE every 2 years from the date of certification, using October 1 of the second year as the anniversary date of their certification. This may result in some individuals having more than 2 years to obtain their 80 hours, depending on their initial or re-certification date, but in no event will they have less than 2 years to obtain their 80 hours of CL/CE. For example, an individual who was certified in January 2005 must obtain 80 hours of CL by October 1, 2007, while an individual certified in October 2005 will also have until October 1, 2007 to obtain 80 hours. If employees perform a mix of acquisition and financial assistance responsibilities, CL/CE should include both functional areas. These requirements should be viewed as a complement to the contracting requirements and, therefore, total training hours do not necessarily have to exceed 80 hours every 2 years.
6. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. The FACD Program complements the Contracting/Purchasing Career Development Program required of all GS-1102 Federal personnel. The FACD Program is directed primarily at contract specialist/financial assistance career employees; however, other members of the acquisition workforce may benefit from financial assistance training. For example, cost and price analysis personnel, contracting officer representatives, and sponsoring program personnel. Contracting activities are encouraged to tailor courses such as these for such employees. Cost/price analysts, for example, would benefit from the cost principles, and Federal funds management courses of this curriculum.

CHAPTER IV. PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM MODULE

1. INTRODUCTION. The Project Management Career Development Program (PMCDP) establishes requirements and responsibilities for all federal project directors (FPDs) with line management responsibility for capital assets. DOE O 413.3A, *Program and Project Management for the Acquisition of Capital Assets*, dated 7-28-06 updates requirements for managing DOE capital assets. The PMCDP has defined necessary project management knowledge, skills, and abilities; project management training requirements; a career development tracking system; and a project management certification program. Certification requirements and responsibilities must be applied as indicated in this module.

2. CERTIFICATION REQUIREMENTS.

a. The PMCDP module establishes requirements for four certification levels corresponding to progressively more project responsibility and experience. Persons planning to be certified under the PMCDP may attain certification levels with the following total project cost (TPC) limits.

- Level 4: TPC exceeding \$400 million (M)
- Level 3: TPC greater than \$100M and equal to or less than \$400M
- Level 2: TPC greater than \$20M and equal to or less than \$100M
- Level 1: TPC greater than \$5M and equal to or less than \$20M

If an FPD is managing a portfolio of projects, the required FPD certification level is determined by the project with the highest TPC dollar value.

Certification level requirements based on TPC should be evaluated based on the following four considerations and in concert with the requirements of this Order:

- (1) General plant projects (GPPs) or similar small, routine infrastructure improvement projects should not be included in the TPC consideration.
- (2) Projects to be included must have been in progress for 12 months or more.
- (3) The certification candidate¹ typically would have a broad spectrum of experience that spans all critical decisions (CD-0 through CD-4). The TPC utilized to show experience at a particular certification level may not be exclusively comprised of projects that have not reached Critical Decision-1.

¹ Certification candidate used in DOE O 361.1B, Chapter IV will mean those persons who have applied to the CRB for PMCDP certification.

- (4) For non-line item projects longer than five years (e.g., EM cleanup projects), a five-year project cost can be used in lieu of the TPC for purposes of crediting experience or for determining required certification levels relative to the above thresholds.
- b. DOE FPDs must be certified according to the requirements contained in this module and separately issued Certification and Equivalency Guidelines² (CEG) and Acquisition Career Management Program (ACMP) Handbook, and have their certifications approved by the PMCDP Certification Review Board (CRB) or the NNSA Administrator.
 - c. Field element managers (FEMs), including operations offices, site offices, area offices, project offices, and service centers, or headquarters operations/program office directors or their designees will approve the completion of individual competencies and requirements.
 - d. A CRB is co-chaired by the Director, Office of Engineering Construction Management (OECM) and the Administrator, NNSA, or their designees and will approve and issue all project management certifications. For NNSA employees, the CRB will make certification recommendations to the NNSA Administrator who will approve the certification actions. Co-chairs will perform the effective implementation of the certification guidelines described in the CEG and ACMP Handbook.
 - e. This module does not have a “grandfather” provision for project management certification, and the CRB will not issue a certification based solely on the candidate’s incumbency before the effective date of DOE O 361.1B.
 - f. To maintain certification, all persons certified under PMCDP must complete 60 hours of CE development biennially. (Guidance on CE is provided in the ACMP Handbook).
 - g. Persons who fail to maintain certification as in paragraph 2(h) above are subject to de-certification. De-certified FPDs who are not removed from project duties within 90-days of notification will be recommended by the CRB to the co-chairs for removal.
 - h. All candidates for PMCDP certification must have individual development plans (IDPs) that address planned training and course work, details, rotational assignments, mentoring agreements, and other developmental activities defined in this module.
3. INCENTIVES. Incentives will be paid either as lump sum amounts or as additions to base pay in keeping with 5 CFR (Code of Federal Regulations) Part 575 covering

² The Certification and Equivalency Guidelines are to be used for the PMCDP and contain the details of certification training and work development certification requirements and basis for equivalencies.

recruitment, relocation and retention incentives. The payment of such incentives is at the discretion of the head of each departmental element predicated on the availability of budgetary funds, as follows:

- a. PMCDP Level 1—up to 5 percent of basic pay;
- b. PMCDP Level 2—up to 7.5 percent of basic pay; and
- c. PMCDP Levels 3 and 4—up to 10 percent of basic pay.

4. ROLES AND RESPONSIBILITIES.

- a. Program Secretarial Officers or Their Formal Designees (Including Operations Offices, Site Offices, Area Offices, Project Offices, and Service Centers).
 - (1) Ensure that their FPDs are certified according to the requirements outlined in this module, CEG, ACMP Handbook, and the requirements in DOE O 413.3A, *Program and Project Management for the Acquisition of Capital Assets*.
 - (2) Refer all certification candidates to the Headquarters CRB for certification.
 - (3) Track the certification status of persons certified under PMCDP.
 - (4) Provide OECM with updates of project assignments, developmental assignments, and certification status of FPDs.
 - (5) Ensure that Federal employees whose certifications are canceled under this module are reassigned to duties other than serving as the FPD of DOE capital assets, and cancel any incentive pay provided under this module.
 - (6) Notify the Secretariat of the CRB of approved nominees for the industry rotation program sponsored by the Office of Management.
 - (7) Establish project management functions that—
 - (a) serve as “homerooms”³ for persons certified under PMCDP and
 - (b) provide forums for exchanging ideas, sharing lessons learned, and conducting technical presentations and workshops.

³ A centralized, informal project management support structure for the exchange of ideas, lessons-learned, networking, mentoring with other Federal Project Directors and subject matter experts. The “homeroom” is the place—either physical or electronic—for project management professionals (i.e. FPDs) to learn and socialize with colleagues sharing ideas about their professional and developmental interests with those who have similar interests.

- (8) Track and report PMCDP performance measures as identified and requested by OECM.
- (9) May provide incentives to high performing FPDs who attain the prerequisite level of certification and manage projects at the commensurate PMCDP level.

b. Field Element Managers or Their Formal Designees (Including Operations Offices, Site Offices, Area Offices, Project Offices, and Service Centers).

- (1) Direct approving officials (i.e., first line/site managers) to review fulfillments/equivalencies for certification candidates in accordance with program office protocol using guidelines established by the CRB.
- (2) As appropriate, ensure that PMCDP certification requirements are used as quality ranking factors in all FPD vacancy announcements.
- (3) Conduct panel interviews for Levels 1 and 2 certifications as deemed necessary and appropriate.
- (4) Use model project management position descriptions developed by the Office of Human Capital Management [paragraph 4f(7)] to the maximum extent practical.
- (5) As deemed necessary and appropriate, pay for Project Management Institute Project Management Professional testing fees.
- (6) Ensure that certification and CE hour data is loaded in the DOE Corporate Human Resource Information System (CHRIS)/Employee Self-Service (ESS).
- (7) Maintain auditable records of training for those persons certified under PMCDP.
- (8) Select certification candidates based on the qualification requirements in the PMCDP Module.
- (9) Submit applications for PMCDP certification to the PSO or designee for review and approval within 12 months of selection for new hires, reassignments, or promotions/advancements.
- (10) Direct supervisors of persons certified under PMCDP to identify training needs according to the requirements of this module and budget for these recurring project management training needs on an annual basis.
- (11) Ensure that persons certified under PMCDP are provided appropriate developmental assignments and experience needed to progress to higher levels of certification.

- (12) Ensure that persons certified under PMCDP develop and execute IDPs consistent with the training, experience, and development requirements defined in this module.
- (13) Ensure that appropriate training and CE requirements are satisfied in a timely manner to maintain certification.
- (14) Approve individual competency requirements as described in the CEG and ACMP Handbook.
- (15) Ensure that training and certification records for persons certified under PMCDP are maintained in the DOE CHRIS/ESS.
- (16) At the discretion of the field office manager/program offices and commensurate with contract management practices at the site/office, provide certified FPDs with formal contracting officer representative authority once FPDs have received the required training and their technical contract administration competency is verified.
- (17) Notify the Secretariat of the CRB of approved nominees as candidates for developmental assignments in the industry rotation program sponsored by the Office of Management.
- (18) Track FPDs' career paths to ensure that training, developmental activities, and experiences are being provided and used in a manner consistent with the PMCDP defined in this module.

c. Director, Office of Engineering and Construction Management.

- (1) Using program and field nominations, selects membership to and co-chairs the CRB. (The CRB co-chair responsibilities may be delegated one level.)
- (2) Ensures that all FPDs are certified according to the requirements of the PMCDP Module.
- (3) The Director or his designee approves all certification requirement waivers. Responsibility may be delegated per paragraph 4c(1) above.
- (4) Develops an annual complex-wide PMCDP needs assessment and statistics on retention of persons certified under the PMCDP.
- (5) Tracks the development of persons certified under the PMCDP.
- (6) Notifies persons certified under the PMCDP and their supervisors of training and developmental needs.
- (7) Tracks the assignments of FPDs through the DOE Project Assessment Reporting System and monitors the certification status.

- (8) Develops, issues, and maintains PMCDP requirements, CEG, and PMCDP chapter of the ACMP Handbook.
- (9) Provides written notification to program offices and the Secretariat of the CRB of persons certified under the PMCDP who either have failed to maintain certification as required or are de-certified.
- (10) Reviews quarterly reports on CE status and provides 90-day notification to persons certified under PMCDP and PSO of pending revocation of certification when CE requirements for maintaining certification are not met.
- (11) Establishes, in conjunction with the Office of Management, formal agreements between public and private sector organizations to provide certified project directors rotational assignments.
- (12) Reviews, approves, and tracks CE credits in accordance with this module, the CEG, and ACMP Handbook.
- (13) Annually evaluates project management training needs and ensures that appropriate training is available through the Office of Human Capital Management or other sources.
- (14) Establishes, tracks, and reports PMCDP performance measures to the Deputy Secretary on an annual basis.
- (15) Assists program offices and field elements in developing any required justifications for pay incentives.
- (16) Ensures that appropriate training that satisfies the training requirements defined in this module is available to DOE project directors.
- (17) Ensures that priority for placement in training courses and in developmental assignments is given to incumbent project directors.⁴

d. NNSA Administrator.

- (1) Using program and field nominations, selects membership to and co-chairs the CRB. (The CRB co-chair responsibilities may be delegated one level.)
- (2) Ensures that all FPDs are certified according to the requirements of the PMCDP Module.

⁴ “Incumbent” used in DOE O 361.1B, Chapter IV, will mean those FPDs who are the formally assigned FPD for a capital asset.

- (3) NNSA Administrator or his designee approves all certification requirement waivers. Responsibility may be delegated per paragraph 4d(1) above.

e. Certification Review Board.

- (1) Co-chaired by the Director, OECM and the Administrator, NNSA, or their designees.
- (2) Reviews the qualifications and documentation submitted on behalf of certification candidates by the PSOs in accordance with this module, the CEG, and ACMP Handbook.
- (3) Reviews and evaluates certification candidates' education, training, and competencies to ensure that they are commensurate with the certification level requested, and recommends certification approval to the co-chairs. The CRB must ensure that education, experience, grade, training, skills, and knowledge are commensurate with delegated project management authorities. OECM will issue guidelines for equivalencies (in the CEG and ACMP Handbook).
- (4) Issues PMCDP certifications (subject to the provisions of this module for NNSA employees) in accordance with the CEG and ACMP Handbook.
- (5) Conducts initial and follow up interviews, of all Level 3 and 4 certification candidates
- (6) Reviews and approves the CEG and ACMP Handbook and any major updates.
- (7) Reviews and issues certification policy, as appropriate.
- (8) Recommends to the co-chairs revocation of certification in event that the 90-day notification period has been exceeded without appropriate action.
- (9) Approves formerly certified project directors' applications for recertification after revocation of certification. Persons whose certifications are revoked must successfully complete 60 hours of continuing education in appropriate subjects before reapplying to the CRB.

f. Director, Office of Human Capital Management.

- (1) Supports the PMCDP through maintaining certification records, training and development needs, and project assignments on the DOE CHRIS.

- (2) Provides continuing support for the PMCDP by ensuring that appropriate training that satisfies the training requirements defined in this module are available to DOE project directors.
- (3) Ensures that priority for placement in training courses and in developmental assignments is given to incumbent project directors.
- (4) As appropriate, ensures that PMCDP certification requirements are used as a quality-ranking factor in all FPD vacancy announcements.
- (5) Ensures that appropriate pay incentives are awarded in accordance with this module.
- (6) Assists the Secretariat to the CRB, program offices, and field elements in developing any required justifications for pay incentives.
- (7) Assists in the development of position descriptions and maintains model project management position descriptions.

g. Certified Project Directors.

- (1) Maintains certifications according to requirements of the PMCDP Module.
- (2) Ensures that their IDPs reflect the training, CE, and work and development requirements defined in the CEG and ACMP Handbook.
- (3) Provides feedback on the effectiveness of the PMCDP certification program, identifying additional training and CE needs.
- (4) Assists with training, mentoring, and certification of other project directors.

5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE).

- a. Each person certified under the PMCDP is required to successfully complete 60 hours of CE biennially, as described in the CEG and ACMP Handbook, to maintain certification. Persons certified under PMCDP should fulfill the CE credit requirements necessary to progress to the next level of certification and project authority by completing the CE requirements listed in the CEG and ACMP Handbook.
- b. The Office of Human Capital Management will provide training as described in the PMCDP curriculum in the CEG and ACMP Handbook.
- c. Accumulation of CE hour credit will begin with the most recent FPD certification date.

- d. 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.
 - e. 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.
6. CAREER PATH CURRICULUM. The PMCDP provides the DOE project management community the opportunity to obtain both skills and experience commensurate with their certification levels and to enhance existing knowledge and capabilities for professional growth. The core curriculum provides the foundation for each of the PMCDP project management certification levels through training and developmental activities. A broad range of project management related elective courses further enhance the project director's knowledge, and allows him/her to tailor their requirements based upon their specific interests, needs, and work assignments.
7. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. The Department has developed a detailed set of knowledge, skills, and abilities (KSAs) that are necessary to effectively manage projects or groups of projects with specific TPC ranges. PMCDP training, experience, and development requirements enable project directors to gain these KSAs. DOE personnel from all other acquisition disciplines are encouraged to participate in training that will broaden their understanding of project management and its interface with their area of specialty.

CHAPTER V. CONTRACTING OFFICER/CONTRACTING OFFICER REPRESENTATIVE TRAINING REQUIREMENTS

1. INTRODUCTION. Contracts may be entered into and signed on behalf of the Government only by contracting officers (COs). The term “contract” includes all types of commitments that obligate the Government to expenditures, including those at or below the micropurchase threshold. “Financial assistance” means the transfer of money or property to a recipient or sub-recipient to accomplish a public purpose of support or stimulation authorized by Federal statute. The term includes grants, cooperative agreements and Technology Investment Agreements. This module provides specific training requirements for individuals who wish to be delegated CO or contracting officer representative (COR) authority in contracting, financial assistance, sales, micropurchase, and simplified acquisition. DOE O 541.1B, *Appointment of Contracting Officers and Contracting Officer’s Representatives*, dated 4-21-04, establishes procedures governing the selection, appointment and termination of COs and for the appointment of CORs.
2. ROLES AND RESPONSIBILITIES. The term “CO” refers to a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. This term includes certain authorized representatives of the CO, acting within the limits of their authority as delegated by the CO. These CORs perform certain technical functions in administering a contract. The COR is not authorized to perform any function that results in a change in the scope, price, terms, or conditions of the contract. Specific responsibilities for COs and CORs are detailed in DOE O 541.1B.
3. TYPES OF WARRANTS AND DELEGATIONS.
 - a. Contracting Officers. There are nine categories of warrants, categorized by functional areas are as follows.
 - (1) Procurement contracts, including inter-Agency acquisitions and sales contracts.
 - (2) Grants and cooperative agreements.
 - (3) Loans and loan guarantees.
 - (4) Government purchase card and DOE/C-Web Purchases between \$2,500 and \$25,000 for open market purchases and Federal Supply Schedule purchases.
 - (5) Simplified acquisitions and orders against Federal Supply Schedules between \$25,000 and \$100,000 using the Government purchase card, DOE/C-Web, purchase orders, or delivery orders.
 - (6) Non-acquisition personnel with unrestricted warrants.
 - (7) Non-1102, administrative only, warrants.

- (8) Resident engineer, administrative only, limited to—
 - (a) issuing change orders (see FAR 43.2), with an estimated amount not to exceed \$50,000, in accordance with the procedures at FAR subpart 43.2;
 - (b) specific contracts, with the authority expiring upon completion of the contracts; and
 - (c) no authority to issue modifications to contracts to definitize change orders.
- (9) Real property.

b. Contracting Officer Representatives.

- (1) COR designations are not required for financial assistance.
 - (2) CORs for management, operating/management, integration, and performance-based contract arrangements are subject to the same appointment requirements as other CORs.
 - (3) Under limited conditions, non-Government personnel may be appointed as CORs on an as-needed bases.
 - (a) The procurement executive's approval to appoint non-Government personnel as CORs must be obtained in advance of the designations.
 - (b) Such non-Government personnel—
 - 1 would be subject to the same training requirements as Government CORs and
 - 2 would not be allowed to perform inherently Governmental functions.
4. CERTIFICATION FOR CORs. The intent of the ACMP and the various chapters contained in it is to establish performance expectations to increase acquisition personnel efficiency and effectiveness on the job. This applies to all members of the acquisition workforce. Accordingly, before assuming the responsibilities of a COR, prospective CORs must be certified as a COR, in accordance with the core curriculum for COR certification program.
5. CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE). To remain current in acquisition knowledge, skills, and techniques, all members of the acquisition workforce as defined in this Order including COs and CORs must obtain CL/CE in

accordance with the requirement set forth in their career field. Alternate training may be used, with the concurrence of the head of the contracting unit, based on similarities in subject matter and course content.

6. CONTRACTING OFFICER WARRANT REQUIREMENTS. All individuals who hold CO warrants, irrespective of job series, are required to obtain CL/CE hours consistent with their career field certification requirements. That is, a non-1102 holding an administrative warrant must be certified to the Level indicated in the ACMP Handbook and must obtain the hours of CL/CE specified in the ACMP Handbook. Similarly, to remain certified and therefore maintain their delegation authority, CORs must obtain CL/CE as provided in the ACMP Handbook.