

## **“On Hold” Project Designation Process**

There is a very useful capital asset project designation we can use in PARS II when money becomes tight, missions change, or the Acquisition Executive simply has other priorities and the future of a current project is questionable. That designation is “On Hold”. On Hold is just that, the project remains in PARS II; however, no additional upkeep is required. Recently the Certification Review Board clarified the rules for placing a pre CD-2 project “On Hold”—these rules are:

- A formal memorandum signed by the Acquisition Executive (AE) must be submitted to DOE/Office of Acquisition and Project Management (APM) to place project “On Hold”. For major systems projects with the Deputy Secretary as the Secretarial Acquisition Executive (SAE), the applicable Under Secretary will sign the memorandum and notify the SAE of the On Hold status. On Hold only applies to pre CD-2 projects. Only DOE/APM will change the Project Activity Status in PARS II.
- A new Project Activity status “On Hold Pre CD-2” has been added in PARS II (i.e., only one field with all project status options will be enabled; the prior On Hold field has been deleted from PARS II).
- The Federal Project Director (FPD) key role designation in PARS II will be unassigned as of the date of the On Hold memo; as such, FPD credit cannot be earned.
- Monthly assessments will not be required for “On Hold Pre CD-2” projects.
- The Deputy Secretary monthly project status report has been modified to identify “On Hold Pre CD-2” projects.
- “On Hold Pre CD-2” projects will be excluded from the GAO “Certified FPD’s at CD-1” metric.
- A new report has been created in PARS II under Enterprise Reports (Portfolio) named “Projects On Hold” that lists all “On Hold Pre CD-2” projects.
- Once per year, the respective Project Management Support Office is required to re-confirm the project is still “On Hold.” These annual updates may be sent to the DOE/APM via e-mail, letter, or memorandum.
- A project “On Hold” more than four year should be cancelled. Formal cancellation memos must still be signed by the AE, or SAE for major system projects.
- A formal memorandum signed by the AE must be submitted to DOE-APM to change an “On Hold” project back to “Active”. For major systems projects with the Deputy Secretary as the SAE, the applicable Under Secretary will sign the memorandum and notify the SAE of the change back to “Active” status. Only DOE/APM will change the Project Activity Status in PARS II.
  - Monthly assessments will be required to be entered in PARS II as soon as the AE memo is signed.
  - An AE memo is required to designate an FPD on a newly reactivated project. The blank “FPD” key role in PARS II will be edited with the name and assigned date of the memo. This can be a separate memo or can be included in the above memo changing a projects activity status from “ON Hold” to “Active”. Note: An AE designated FPD is not required until CD-1.