

SUBJECT: LIMITED CHANGE TO DOE O 361.1C, *ACQUISITION CAREER MANAGEMENT PROGRAM*

1. EXPLANATION OF CHANGES. The changes address new policies, procedures, and roles and responsibilities for acquisition career management. It includes guidance by the Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP) and the Department of Energy. The changes:
 - a. Clearly define which certifications are supported by the Department’s Acquisition Career Manager.
 - b. Ensure alignment with 41 U.S.C. § 1704(e), Planning and Policy Making for the Acquisition Workforce; Departmental reorganizations; OMB directives; and OFPP policies and associated memoranda pertaining to the acquisition workforce.
 - c. Improve and update DOE administration of the Acquisition Career Management Program (ACMP).

2. LOCATIONS OF CHANGES:

Page	Paragraph	Changed	To
	Throughout	DOE O 360.1B, <i>Federal Employee Training Manual</i>	DOE O 360.1, <i>Federal Employee Training</i> , current version
	Throughout	DOE O 541.1B, <i>Appointment of Contracting Officers and Contracting Officer’s Representatives</i>	DOE O 541.1, <i>Appointment of Contracting Officers and Contracting Officer’s Representatives</i> , current version
	Throughout	Acquisition Certifications Program	DOE ACP
	Throughout	Continuous Learning	CL
	Throughout	Continuous Learning Point	CLP
	Throughout	Federal Project Manager	FPD
	Throughout	Knowledge, skills, and abilities (KSAs)	KSAs
	Throughout	Office of Human Capital Management	Office of the Chief Human Capital Officer
	Throughout	Office of Project Management Oversight and Assessments	Office of Project Management

Page	Paragraph	Changed	To
	Throughout	Personal Property Management Career Development (PPMCD) Program	Personal Property Management Career Development Program (PPMCDP)
	Throughout	Project Management Career Development Program	PMCDP
1	1.a.	To set forth requirements and responsibilities for the Department of Energy (DOE) Acquisition Career Management Program (ACMP). The ACMP implements career development in accordance with (IAW) career development objectives identified in Executive Order (E.O.) 12931 “Federal Procurement Reform,” the Federal Acquisition Regulation (FAR), the Office of Federal Procurement Policy (OFPP) requirements, and the Federal Acquisition Reform Act (FARA).	To set forth requirements and responsibilities for the Department of Energy (DOE) Acquisition Career Management Program (ACMP). The ACMP implements career development in accordance with (IAW) career development objectives identified in Executive Order (E.O.) 12931 “Federal Procurement Reform,” the Federal Acquisition Regulation (FAR), the Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP) requirements, and the Federal Acquisition Reform Act (FARA).
1	1.b.	Added.	To set forth requirements and responsibilities for the Department of Energy, Office of Asset Management Personal Property Management Career Development Program (PPMCDP).
1	1.c.	Added.	To set forth requirements and responsibilities for the Department of Energy, Office of Project Management Project Management Career Development Program (PMCDP).
1	1.b.-1.e.	Renumbered.	1.d.-1.g.
1	2.	<u>CANCELLATION</u> . Cancels DOE O 361.1B, <i>Acquisition Career Development Program</i> , dated 01-24-08.	CANCELS/SUPERSEDES. DOE O 361.1C, <i>Acquisition Career Management Program</i> , dated 05-14-15. Cancellation of a directive does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive.

Page	Paragraph	Changed	To
2	4.a.(1)	Certification requirements must be applied as indicated in the appropriate program module (See Chapters I through VIII).	Certification requirements must be applied as indicated in the appropriate program module described in Chapters I through VIII.
2	4.a.(2)	The DOE acquisition workforce must obtain training to attain and maintain certifications for appropriate levels or obtain waivers as specified in this Order and the Acquisition Certifications Program (ACP) Handbook.	The DOE acquisition workforce must successfully complete training to attain and maintain certifications for appropriate levels or obtain waivers as specified in this Order and the DOE Acquisition Certifications Program (ACP) Handbook.
2	4.a.(3)	With one exception, requests for waivers to maintain certification requirements must be submitted in writing to the Senior Procurement Executive (SPE) and must describe how disapproval would affect the organization and the course of action being taken to rectify the situation....	Pursuant to the DOE ACP Handbook, requests for Federal Acquisition Certification-Contracting (FAC-C) waivers to maintain certification requirements must be submitted in writing to the Senior Procurement Executive (SPE) through the Acquisition Career Manager (ACM) and must describe how disapproval would affect the organization and the course of action being taken to rectify the situation....
3	4.a.(6)	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 a specified amount of time or justify a waiver for them. (See Chapters I through VIII.)	If a potential assignee to a vacant position in the next higher level (GS-5 through GS-12) has not met the Office of Personnel Management (OPM) Qualification requirements for the Contracting Series, 1102, for certification at the specified level, the potential assignee must submit qualifying documents to the DOE Agency Human Resource Specialist to be considered for the position.
3	4.a.(7)	Ensure Program Elements provide sponsorship for any certifications. This process ensures acquisition workforce members requesting certification are sponsored by their respective offices.	Deleted.

Page	Paragraph	Changed	To
3	4.a.(8)	<p>An individual certified at a specific level by DOE or an individual certified at a specific-level who holds a FAC or DAWIA certification and subsequently transfers to DOE will retain that certification regardless of any new requirements made effective thereafter, unless:</p> <p>(a) Congress enacts a requirement for a new education or training standard and designates it as “continuing education and training,” in which case individuals must complete the new requirements of this kind within 36 months.</p> <p>(b) The individual has not maintained the certification through continuous learning.</p> <p>(c) Failure to complete new requirements or to request and justify a waiver will result in the certification being revoked.</p>	<p>Renumbered to 4.a.(7).</p> <p>An individual certified at a specific level by DOE or an individual certified at a specific level who holds a FAC or Defense Acquisition Workforce Improvement Act (DAWIA) certification and subsequently transfers to DOE will retain that certification regardless of any new requirements made effective thereafter, unless:</p> <p>(a) Congress enacts a requirement for a new education or training standard and designates it as “continuing education and training,” in which case individuals must complete the new requirements within 36 months.</p> <p>(b) The individual has not maintained the certification through CL.</p> <p>(c) Failure to complete new requirements or to obtain a waiver will result in the certification being revoked.</p>
4	4.c.(3)	Spaces must be allotted to employees for training that is (in priority order):	Time must be allotted to employees for training that is (in priority order):
4	4.d.(1)	Renumbered.	4.d.
4	4.d.(2)	Certified workforce members shall obtain and must report continuous learning points as specified in each program module. (For additional information on the application of continuous learning points, review the “Continuous Learning Point Guidance” located on Powerpedia.)	Deleted.
5	5.d.(5)	1170 – Real Property	Deleted.

Page	Paragraph	Changed	To
5	5.e.(1)	Federal Project Director/Project Management Career Development Program (PMCDP)	Federal Project Directors (FPDs). Chapter V, Project Management Career Development Program, of this Order addresses certification of FPDs.
5	5.e.(3)	Contracting Officer's Representatives/Contracting Officer's Technical Representatives.	Deleted.
6	6.b.(1)	The appropriate DOE and NNSA SPE provides oversight of and ensures members of the acquisition workforce under their cognizance are certified to the career-levels appropriate and grades they occupy or to their responsibilities, and approves requests for waiver in general IAW this Order.	The appropriate DOE SPE or NNSA SPE provides oversight of, and ensures, members of the acquisition workforce under their cognizance are certified to the career-levels appropriate with the grades they occupy or with their responsibilities, including approving requests for waivers if needed, as required IAW this Order.
6	6.c.	<u>Co-chairs of the Federal Project Director Certification Review Board (CRB).</u>	<u>Co-chairs of the Certification Review Board (CRB) for the Project Management Career Development Program.</u>
6	6.c.	Renumbered.	6.c.(1)
6	6.c.(2)	Added	Maintain certification supporting documentation for the DOE and NNSA program/project management workforce.
6	6.d.	<u>Acquisition Career Managers (ACMs)</u> . Provide oversight of DOE acquisition certification processes and provide guidance and assistance to meet career development and acquisition certification policy requirements to maintain certifications....	<u>Acquisition Career Managers (ACMs)</u> . Provide certification oversight of all Federal Acquisition Certifications and DOE acquisition certification processes (except PMCDP). ACMs provide certification guidance and assistance to the DOE Acquisition Workforce in meeting career development and acquisition certification goals in accordance with OFPP....
7	6.d.(8)	Coordinate with DOE Site Acquisition Career Managers (SACMs) and Points of Contacts (POCs) through regular conference calls or meetings to	Coordinate with DOE Site Acquisition Career Managers (SACMs) through regular conference calls and meetings to

Page	Paragraph	Changed	To
		assist in fulfillment of certification requirements.	assist in fulfillment of certification requirements.
7	6.d.(12)	Recommend, as appropriate, to the SPE waivers to FAC education and training requirements.	Recommend, as appropriate pursuant to OPM and the Office of Federal Procurement Policy (OFPP) policies on a case-by-case basis, to the SPE temporary waivers to Federal Acquisition Certification education and training requirements.
7	6.d.(15)	Approve the completion of requirements and attainment of competencies established in their respective career development modules (See Chapters I-VIII).	Approve the completion of requirements and attainment of competencies established in their respective career development modules described in Chapters I through IV and VI through VIII.
7	6.d.(17)	Certification and development information and guidance of the DOE acquisition workforce will be centralized and managed by the ACM.	Centralize and manage DOE acquisition workforce certification, and development information and guidance.
7	6.e.	<u>Heads of Contracting Activity (HCA)</u> . Promote technical excellence in assisting the SPE on career management issues in the various certifications. Except for PMCDP,	Heads of Contracting Activity (HCAs). Promote technical excellence by assisting the SPE with career management issues within various ACMP certifications.
8	6.f.(2)	Identify and assess training needs, provide funding for training, and create plans IAW DOE Order 360.1B, <i>Federal Employee Training</i> , so that acquisition workforce members' development is consistent with site mission needs, and submit workforce development plans to the ACM on an annual basis	Identify and assess training needs, provide funding for training, and create plans IAW DOE O 360.1, <i>Federal Employee Training</i> , current version.
8	6.f.(5)	Budget for and set aside appropriate funds for required training and payment of retention allowances to acquisition workforce members as required.	Budget for and set aside appropriate funds for required training.
9	6.g.(1)(a)	Provide guidance, oversight and assistance to certified acquisition workforce members to maintain required certification levels under	Provide guidance, oversight and assistance to acquisition workforce members to maintain required certification levels under

Page	Paragraph	Changed	To
		their respective career development modules.	their respective career development modules.
9	6.g.(1)(c)	Monitor individual progress and provide supervisor with results in each annual review.	Deleted.
9	6.g.(1)(d)- 6.g.(1)(e)	Renumbered.	6.g.(1)(c)- 6.g.(1)(d)
9	6.g.(2)(b)	Continuous Learning Point Guidance. (Can be found on Powerpedia.)	Deleted.
9	6.g.(2)(c)	Renumbered.	6.g.(2)(b)
10	6.g.(3)(d)	Review, verify and approve the number of CLPs consistent with the CLP Guidance Accreditation Table published on Powerpedia.	Review, verify and approve the number of CLPs.
10	6.g.(6)(d)	Serve as the Bureau/Site Certifications Manager (BCM) or appoint managers to monitor CL and certifications in FAITAS.	Monitor CL and certifications in FAITAS.
11	6.h.(1)	Create Individual Development Plans (IDPs) in Employee Self Service (ESS) IAW DOE Order 360.1B – Federal Employee Training Manual. IDP tools are available in ESS and FAITAS.	Create IDPs in the DOE’s Learning Management (LMS) in accordance with DOE Order 360.1C. IDP tools are available in LMS and FAITAS.
11	6.h.(6)	Approve the number of CLPs consistent with the CLP Guidance Accreditation Table published on Powerpedia.	Approve the number of CLPs.
12	7.	Added.	<u>INVOKED TECHNICAL STANDARDS</u> . This Order does not invoke any DOE technical standards or industry standards as required methods. DOE O 251.1D, Appendix J provides a definition for “invoked technical standard.”
12-21	7.-9.	Renumbered.	8.-10.
13	8.h.	Added.	OFPP Memo – May 7, 2014 – Revisions to the Federal Acquisition Certification in Contracting (FAC-C). Designed to strengthen the acquisition

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			workforce to improve program outcomes.
13-14	7.h.-7.z.	Renumbered.	8.i.-8.aa.
14	8.q.	FAR 1.603-1 – requires agency heads to establish and maintain a career management program and a system for the selection, appointment and termination of Contracting Officers. The selections and appointments must be consistent with OFPP standards of skill-based training for contracting and purchasing duties.	FAR 1.603-1 Selection, Appointment, and Termination of Appointment for Contracting Officers– requires agency heads to establish and maintain a procurement career management program and a system for the selection, appointment and termination of Contracting Officers. These selections and appointments shall be consistent with OFPP standards of skill-based training for contracting and purchasing duties as published in OFPP Policy Letter No. 05-01, Developing and Managing the Acquisition Workforce, April 15, 2005.
15	9.c.	<u>Acquisition Advisory Board</u> . Provides a forum for select Department Acquisition Executives to obtain advice and comment regarding potential changes in acquisition and financial assistance policies and procedures and other issues pertinent to acquisition and financial assistance operations. Advises on requirements for DOE Acquisition Workforce members in the GS-1102, GS-1109 series and contracting officers and warrant holders in other series.	Deleted.
15-17	8.d.-8.r.	Renumbered.	9.c.-9.q.
15	9.c.	<u>Acquisition Career Managers (ACM)</u> . The individuals appointed to lead the Acquisition Career Management Program. The ACM for DOE is the Deputy Associate Administrator, Office of Acquisition and Project Management, or their designee. For NNSA, the ACM is the	<u>Acquisition Career Managers (ACM)</u> . The individuals appointed to lead the Acquisition Career Management Program. The ACM for DOE is the Director, Office of Acquisition Management, or their designee. For NNSA, the ACM is the

Page	Paragraph	Changed	To
		Director, Office of Acquisition Management, or their designee	Director, Office of Acquisition Management, or their designee
16	9.i.	<u>Career Field</u> . One or more occupations that require similar knowledge and skills. There are seven acquisition career fields within DOE. The acquisition position category determines the acquisition workforce member's career field. The seven career fields are identified above in "Acquisition Position Categories."	<u>Career Field</u> . One or more occupations that require similar knowledge and skills. The acquisition function determines the acquisition workforce member's career field. The career fields are identified above in "Acquisition Workforce."
16	9.m.	<u>Certification and Equivalency Guidelines (CEG)</u> . The Certification and Equivalency Guidelines (CEG) document establishes the U.S. Department of Energy's (DOE) competency and certification requirements for DOE Federal Project Management personnel to be certified as DOE Federal Project Directors (FPDs).	<u>Certification and Equivalency Guidelines (CEG)</u> . The CEG document establishes DOE competency and certification requirements for DOE Federal Project Management personnel to be certified as DOE FPDs.
16	9.p.	<u>Certification Review Board</u> . The certifying body for the Project Management Career Development Program co-chaired by the Director of the Office of Project Management Oversight and Assessment and NNSA's Associate Administrator for Acquisition and Project Management or their designees.	<u>Certification Review Board</u> . The certifying body for the FPDs is co-chaired by the Director of the Office of Project Management and NNSA's Associate Administrator for Acquisition and Project Management or their designees.
17	9.r.	Added.	<u>Competency</u> . A Competency is a measurable pattern of knowledge, skills, abilities, (KSAs) behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully. Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully.
17	9.s.	<u>Continuous Learning Points (CLPs)</u> . Points awarded for qualifying education, training, and	<u>Continuous Learning Points (CLPs)</u> . Points awarded for qualifying education, training, and

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		opportunities to improve, maintain, or to learn new skills. Points may be earned for: rotational assignments, traditional classroom training, professional association meetings, conferences, seminars, and experiential learning, in accordance with the Continuous Learning Point Guidance on Powerpedia.	opportunities to improve, maintain, or to learn new skills. Points may be earned for: rotational assignments, traditional classroom training, professional association meetings, conferences, seminars, and experiential learning.
18	9.ff.	<u>Federal Technology Manager</u> . A Federal Technology Manager is an individual, independent of discipline, responsible for managing a technology or an element within a given technology, for Research, Development, Demonstration and Deployment (RDD&D) programs.	Deleted.
18-19	8.gg.-8.nn.	Renumbered.	9.ff.-9.mm.
19	9.mm.	<u>Individual Development Plan (IDP)</u> . 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.	<u>Individual Development Plan (IDP)</u> . An IDP is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short- and long-term career goals, as well as improve current job performance. An IDP is <u>not</u> a performance evaluation tool or a one-time activity. It should be looked at like a partnership between the employee and the supervisor. It involves preparation and continuous feedback.
19	9.nn.	Added.	<u>Learning Management System (LMS)</u> . The Department of Energy's Learning Management System supports employee development by providing access to an expansive catalog of online content, enabling training registration, and offering a variety of career development modules.
19	8.qq.	Renumbered.	Page 20, 9.uu.
19	9.qq.	Added.	<u>Procurement Director</u> . The Procurement Director is responsible for the direct

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			supervision, management and oversight of all procurement operations and personnel.
20		<p><u>Project Management Career Development Program (PMCDP).</u> Implements the development and certification of DOE federal project directors with responsibility for capital asset projects through training, experience, and development opportunities to enable federal project directors to gain a detailed set of knowledge, skills, and abilities (KSAs) necessary to effectively manage projects or project groups with specific total project cost range.</p>	<p><u>Project Management Career Development Program (PMCDP).</u> Established in 2001 by a Congressional mandate to ensure the Department has well qualified and experienced Federal Project Directors (FPDs) to oversee the agency's diverse portfolio of highly-technical construction, experimental equipment and environmental cleanup projects. PMCDP's primary goal is to provide FPDs with the tools and training necessary to deliver projects that meet pre-defined scope, schedule and budgetary requirements, while maintaining the safety and security of these capital assets through training, experience, and development.</p>
20-21	8.uu.-8.aaa.	Renumbered.	9.vv.-9.bbb.
21	9.zz.	<p><u>Technical Project Officer (TPO).</u> An individual designated by the Program Manager to coordinate DOE's substantial involvement in the award and administration of financial assistance agreements to ensure Federal technical presence and oversight. TPO responsibilities include developing the programmatic aspects of a proposed announcement, participating in the technical review and evaluation of applications, participating in the development of recommendations for selection, and monitoring the programmatic aspects of project performance.</p>	<p><u>Technical Project Officer (TPO).</u> An individual nominated by the Program Office and appointed by the CO to coordinate DOE's substantial involvement in the award and administration of financial assistance agreements to ensure Federal technical presence and oversight. TPO responsibilities include developing the programmatic aspects of a proposed announcement, participating in the technical review and evaluation of applications, participating in the development of recommendations for selection, and monitoring the programmatic aspects of project performance.</p>
21	10.	CONTACT. Questions concerning this directive should be addressed to the Acquisition	CONTACT. Questions concerning this directive should be addressed to the Acquisition

Page	Paragraph	Changed	To
		Career Management Program Office, 202-287-5310.	Career Management Program Office, 202-287-1420.
Chapter I			
I-1	2.a.(2)	The Federal Acquisition Certification is not mandatory for all GS-1102s. However, members of the acquisition workforce issued new CO warrants on or after January 1, 2007, regardless of GS series must be certified at an appropriate level to support their warrant obligations.	The FAC-C is mandatory for all GS-1102s, unless waived by the Senior Procurement Executive. However, members of the acquisition workforce issued new Contracting Officer (CO) warrants on or after January 1, 2007, regardless of GS series must be certified at an appropriate level to support their warrant obligations.
Chapter II			
II-1	1.	...The term includes grants, cooperative agreements and Technology Investment Agreements. The intent of the Contracting and Purchasing Career Development (CPCD) Program under the 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.	...The term includes grants, cooperative agreements and Technology Investment Agreements and sub-awards. The intent of the contracting and purchasing certification programs under the 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.
II-1	2.	<u>ROLES AND RESPONSIBILITIES.</u> Within DOE, overall responsibility for the CPCD Program rests with the SPE. The day-to-day management, including design and content of the curriculum and administration of the program, has been delegated to the Director, Contract Management. Within NNSA, that responsibility is assigned to the NNSA SPE and organizational management has been delegated to the Deputy Associate Administrator, Office of Acquisition and Project Management, who serves as the NNSA ACM.	<u>ROLES AND RESPONSIBILITIES.</u> Within DOE, overall responsibility for the contracting and purchasing certification programs rests with the SPE. The day-to-day management, including design and content of the curriculum and administration of the program, has been delegated to the Acquisition Career Manager. Within NNSA, that responsibility is assigned to the NNSA SPE and organizational management has been delegated to the Director, Office of Acquisition Management, or their designee.

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II-2	3.a.(3)	An individual hired from another agency with an FAC-C or DAWIA certification must meet DOE-specific requirements and will have two years from the date certified by the previous agency to obtain DOE required training. Continuous learning points must be met by the DOE required training before other continuous learning activities. Failure to do so may result in revocation of the CO's warrant and may result in reassignment to a position not requiring a CO warrant	An individual hired from another agency with a Federal Acquisition Certification in Contracting (FAC-C) or DAWIA certification will have up to 24 months from the date hired by DOE, to complete any mandatory DOE training. Mandatory training must be completed before any other continuous learning (CL) activities. Failure to do so may result in revocation of the CO's warrant and may result in reassignment to a position not requiring a CO warrant.
II-2	3.b.	<u>GS-1105s</u> . Personnel holding purchasing certifications must maintain certification through continuous learning. Those 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.	<u>PURCHASING CERTIFICATION</u> . Personnel holding purchasing certifications must maintain certification through CL. Those certified to Level II are encouraged to take courses and pursue opportunities leading to certification in contracting to meet their CLP 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 CLP tracks.
Chapter III			
III-1	2.	<u>ROLES AND RESPONSIBILITIES</u> . The DOE Senior Procurement Executive is responsible for implementing the DOE PMCD Program. The Chief, Personal Property Policy Division, Office of Asset 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 senior procurement	<u>ROLES AND RESPONSIBILITIES</u> . The Director, Office of Asset 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 PPMCDP. The NNSA Senior Procurement Executive is responsible for implementation of the NNSA PPMCD Program within NNSA.

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		executive is responsible for implementation of the NNSA PPMCD Program within NNSA. Functional management, including design and content of curriculum, has been delegated to the Deputy Associate Administrator, Office of Acquisition and Project Management.	
III-1	4.	<u>PROPERTY MANAGEMENT APPOINTMENTS</u> . Employees should understand that opportunities for appointments in the career field are limited to employees with the requisite certification unless waived by the Senior Procurement Executive.	<u>PROPERTY MANAGEMENT APPOINTMENTS</u> . Employees should understand that opportunities for appointments in the career field are limited to employees with the requisite certification.
Chapter IV			
IV-1	1.	<u>INTRODUCTION</u> . Contracting Officers 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 OFPP’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....	<u>INTRODUCTION</u> . Contracting Officers 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 instruments as they are in contracting, DOE offers its employees training resources. The application of OFPP’s policy letter concepts to financial assistance responsibilities improves the effectiveness and efficiency of DOE’s contracting workforce. Implementation of a DOE financial assistance training and career development certification program helps in meeting the career development objectives of E.O. 12931, “Federal Procurement Reform,” dated October 13, 1994....

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IV-1	2.	<p>...In DOE, the Director, Office of Policy, serves as the financial assistance subject matter expert and is responsible for CFA 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. Functional management has been delegated to the Deputy Associate Administrator, Office of Acquisition and Project Management.</p> <p>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.</p>	<p>...In DOE, the Director, Office of Policy, serves as the financial assistance subject matter expert, and is responsible for the following: CFA policy, design and content of the recommended curriculum, and identification of the critical financial assistance related duties and tasks. Employees in the financial assistance career path must be competent to perform at full performance grade levels. Within NNSA, overall responsibility for NNSA Financial Assistance Career Development Program (FACD) Program implementation rests with the NNSA SPE. Functional management has been delegated to the Director, Office of Acquisition Management, or their designee.</p> <p>In planning their careers, individuals should pursue the training and growth opportunities offered them, request increasingly difficult and challenging assignments, enter a mentoring relationship, become involved with professional societies, seek education and training outside the FACD curriculum, and other DOE/NNSA course offerings.</p>
IV-1	4.	<p><u>RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS.</u> The CFA Program complements the Contracting/Purchasing Career Development Program required of all GS-1102 Federal personnel. The CFA 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 analyst personnel, contracting</p>	<p><u>RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS.</u> The CFA Program complements the Contracting/Purchasing Career Development Program required of all GS-1102 Federal personnel. The CFA 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, a Cost/Price Analyst, would benefit from the</p>

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		<p>officer’s representatives, and sponsoring program personnel. Contracting Officers are encouraged to tailor courses to their employees. Cost and price analysts, for example, would benefit from the cost principles, and Federal funds management courses of this curriculum.</p>	<p>cost principles, and Federal funds management courses of this curriculum.</p>
Chapter V			
V-1	1.	<p><u>INTRODUCTION.</u> The Project Management Career Development Program (PMCDP) establishes requirements and responsibilities for all federal project directors with line management responsibility for capital asset projects. DOE O 413.3B, <i>Program and Project Management for the Acquisition of Capital Assets</i>, updates requirements for managing DOE capital asset projects. 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 IAW the Certification and Education Guidelines (CEG).</p>	<p><u>INTRODUCTION.</u> The Project Management Career Development Program implements the development and certification of DOE Federal Project Directors (FPDs) with responsibility and accountability for capital asset projects. IAW DOE O 413.3, <i>Program and Project Management for the Acquisition of Capital Assets</i>. FPDs are developed through a wide range of developmental, training, mentoring and rotational activities. PMCDP has defined the competency based KSAs project management requirements for FPD certification in the CEG. Certification requirements and responsibilities must be applied as indicated IAW the CEG.</p>
V-1	2.a. TPC Limits	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Level 2: TPC greater than \$50M and equal to or less than \$100M • Level 1: TPC greater than \$20M and equal to or less than \$50M
V-1	2.a. Paragraph 3	<p>Certification level requirements based on TPC should be evaluated based on the following four considerations and in concert with the requirements of this Order:</p>	<p>Certification level requirements based on TPC should be evaluated based on the following two considerations and in concert with the requirements of this Order:</p>

Page	Paragraph	Changed	To
V-1	2.a.(1)	General plant projects (GPPs) or similar small, routine infrastructure improvement projects should not be included in the TPC consideration.	Deleted.
V-1- V-2	2.a.(2)-(3)	Renumbered.	2.a.(1)-(2)
V-2	2.a.(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.	Deleted.
V-2	2.b.	FPDs must be certified according to the requirements contained in this module and separately issued Certification and Equivalency Guidelines (CEG) and Acquisition Certifications Program (ACP) Handbook, and have their certifications approved by the PMCDP Certification Review Board (CRB). FPD certification requirements are not directly related to FAC-P/PM certification requirements	FPDs must be certified according to the requirements contained in this module and separately issued CEG, and have their certifications approved by the PMCDP CRB. FPD certification requirements are not directly related to FAC-P/PM certification requirements
V-2	2.c.	...Co-chairs will perform the effective implementation of the certification guidelines described in the CEG and ACP Handbook.	...Co-chairs will perform the effective implementation of the certification guidelines described in the CEG.
V-2	2.e.	...(Guidance on Continuous Learning and Certification can be found on Powerpedia).	...(Guidance on Continuous Learning and Certification can be found on PM MAX).
V-3	2.g.	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	All candidates for FPD certification must have IDPs that address planned training and course work, details, rotational assignments, mentoring agreements, and other developmental activities defined in this module
V-3	4.a.(1)	Ensure that their FPDs are certified according to the	Ensure that their FPDs are certified according to the

Page	Paragraph	Changed	To
		requirements outlined in this module, CEG, ACP Handbook, and the requirements in DOE O 413.3B, <i>Program and Project Management for the Acquisition of Capital Assets</i>	requirements outlined in this module, CEG, and the requirements in DOE O 413.3, <i>Program and Project Management for the Acquisition of Capital Assets</i> , current version.
V-4	4.b.(2)	As appropriate, ensure that PMCDP certification requirements are used as quality ranking factors in all FPD vacancy announcements.	As appropriate, ensure that FPD certification requirements are used as quality ranking factors in all FPD vacancy announcements.
V-5	4.b.(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.	Submit applications for FPD certification to the PSO or designee for review and approval within 12 months of selection for new hires, reassignments, or promotions/advancements.
V-5	4.b.(14)	Approve individual competency requirements as described in the CEG and ACP Handbook.	Approve individual competency requirements as described in the CEG.
V-5	4.b.(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's representative authority once FPDs have received the required training and their technical contract administration competency is verified.	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 COR authority once FPDs have received the required training and their technical contract administration competency is verified.
V-6	4.b.(10)	Develop, issue, and maintain PMCDP requirements, CEG, and PMCDP chapter of the ACP Handbook.	Develop, issue, and maintain PMCDP requirements and the CEG.
V-6	4.b.(12)	Track the assignments of FPDs through the DOE Project Assessment Reporting System (PARS IIe) and monitor the certification status.	Track the assignments of FPDs through the DOE Project Assessment and Reporting System (PARS) and monitor the certification status.
V-7	4.d.(3)	Approves all certification requirement waivers. Responsibility may be delegated per paragraph 4.d.(1) above.	Moved to 4.e.(10)
V-7	4.e.(2)	Reviews the qualifications and documentation submitted on	Reviews the qualifications and documentation submitted on

Page	Paragraph	Changed	To
		behalf of certification candidates by the PSOs IAW PMCDP Module, as defined in the CEG, and ACP Handbook.	behalf of certification candidates by the PSOs IAW this module and the CEG.
V-7	4.e.(4)	Issues guidelines for equivalencies in the CEG and ACP Handbook.	Issues guidelines for equivalencies in the CEG.
V-7	4.e.(5)	Issues PMCDP certifications (subject to the provisions of this module) IAW the CEG and ACP Handbook.	Issues FPD certifications (subject to the provisions of this module) in the CEG.
V-7	4.e.(6)	Reviews and approves the CEG and ACP Handbook and any major updates.	Reviews and approves the CEG.
V-8	4.f.(1)	Supports the PMCDP through maintaining certification records, training and development needs, and project assignments on the DOE CHRIS.	Supports the PMCDP through maintaining certification records, training and development needs, and project assignments on the DOE Corporate Human Resource Information System (CHRIS).
V-8	4.f.(4)	As appropriate, ensures that PMCDP certification requirements are used as a quality-ranking factor in all FPD vacancy announcements.	As appropriate, ensures that FPD certification requirements are used as a quality-ranking factor in all FPD vacancy announcements.
V-8	4.g.(2)	Ensures that their IDPs reflect the training, continuous learning and development requirements defined in the CEG and ACP Handbook.	Ensures that their IDPs reflect the training, continuous learning and development requirements defined in the CEG.
V-8	4.g.(3)	Provides feedback on the effectiveness of the PMCDP certification program, identifying additional training and CE needs.	Provides feedback on the effectiveness of the FPD certification program, identifying additional training and CE needs.
V-9	5.a.	Each person certified under the PMCDP is required to successfully complete 80 hours of CL every two-years, as described in the CEG and ACP Handbook under Certification Requirements....	Each person certified under the PMCDP is required to successfully complete 80 hours of CL every two-years, as described in the CEG....
V-9	7.	...PMCDP manages certifications for FPDs, FAC-P/PM and specialty certifications associated with FAC-P/PM.	...The Office of Project Management manages certifications for FPDs.

Page	Paragraph	Changed	To
Chapter VI			
VI-1	1 Paragraph 2	Pursuant to OFPP Act 41 U.S.C. § 1101 and OFPP Policy Letters 05-01, and September, 2011, <i>Revisions to the Federal Acquisition Certification for Contracting Officer’s Representatives (FAC-COR)</i> , established general training, experience and development requirements for CORs in civilian agencies that reflect the various types of contracts they manage. The term “COR” refers not only to positions technically designated as CORs, but also to Contracting Officer’s Technical Representatives (COTRs), Technical or Task Monitors (TMs) and others who ensure proper development of requirements and assist Contracting Officers (COs) in managing their contracts. This does not apply to DOE and NNSA Technical and Task Monitors assigned to contracts. Only Contracting Officer’s Representative designated in writing by the Contracting Officer will utilize the universal term COR.	Pursuant to OFPP Act 41 U.S.C. § 1101 and OFPP Policy Letters 05-01, and September 6, 2011, <i>Revisions to the Federal Acquisition Certification for Contracting Officer’s Representatives (FAC-COR)</i> , established general training, experience and development requirements for CORs in civilian agencies that reflect the various types of contracts they manage. Only CORs designated in writing by the CO will utilize the universal term COR.
VI-2	4.	<u>RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS.</u>	<u>RELATION TO FEDERAL ACQUISITION CERTIFICATION FOR CONTRACTING OFFICER’S REPRESENTATIVES.</u>
Chapter VII			
VII-1	2.	The ACM is responsible for administering the agency certification and continuous learning/continuous education IAW 6. (d.) of this Order and any subsequent guidance provided by OFPP or FAI. Authority for overseeing the agency FAC-P/PM program, resolving disputes, and granting certifications is delegated	The ACM is responsible for administering the FAC-P/PM certification program and continuous learning/continuous education IAW 6. (c.) and any subsequent guidance provided by OFPP. Authority for overseeing the agency FAC-P/PM program, resolving disputes, and granting

Page	Paragraph	Changed	To
		to the PMCDP by the SPE or designee.	certifications will be at the CAO or designee level.
Chapter VIII			
V-III	2.c.	Supplemental training based upon alignment with program procedures, lessons learned, and feedback from annual reviews.	Deleted.