

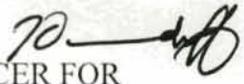


Department of Energy

Washington, DC 20585

September 2, 2008

MEMORANDUM FOR DISTRIBUTION

THROUGH: JAMES M. OWENDOFF 
CHIEF OPERATIONS OFFICER FOR
ENVIRONMENTAL MANAGEMENT

FROM: J.E. SURASH 
DEPUTY ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT: EM Federal Project Director Certification –
Requirement of Training in Hazardous Waste
Operations and Emergency Response

In response to the National Academy of Public Administration's recommendation A/PM-26, the Office of Environmental Management (EM) has completed a study of the appropriateness of DOE Project Management Career Development Program (PMCDP) Certification standards relative to the unique requirements of EM Cleanup projects.

As a result of this study, EM is requiring hazardous materials safety training for Level 1 PMCDP certification. This requirement is consistent with the requirements in DOE Order 361.1B, *Acquisition Career Development Program, Chapter IV (Project Management Career Development Program Module [PMCDP])*.

After October 1, 2008, all new EM candidates for Level 1 or higher certification candidates will be required to demonstrate a familiarity-level of knowledge with hazardous and radiological operations. Certified employees are "grandfathered" and not required to complete the mandatory 24 hours of formal training included in the DOE Hazardous Waste Operations and Emergency Response Training (HAZWOPER) course (or equivalent). Many, if not all, field sites currently mandate this training and its refresher. This requirement cannot be fulfilled through experience since the HAZWOPER training is taught in a "lessons learned" forum while serving as an introduction to the subject.

Completion of this requirement should be noted on PMCDP Certification applications. Please note that the EM HAZWOPER requirement does not have a specifically reserved section within the Employee Self Service PMCDP certification application module. Therefore it should be documented in the Supporting Information block, as described below.



- (1) Enter ESS, https://mis.doe.gov/ess/secure/pmcdp_start
- (2) Click on "PMCDP" to see a drop down menu.
- (3) Choose "Enter Supporting Information". A text box is provided in which you will place the information. You may type directly into the text box or "cut and paste" information from other documents.
- (4) Type in the name of the class, dates (start and end) and text stating that you have successfully completed this new core requirement.
- (5) Select "Save changes". This update will not require a line manager signature.

If you have any further questions, please contact John Neave at (301) 903-7678.

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