



Environmental Management Consolidated Business Center (EMCBC)

Subject: Program and Project Management for the Acquisition of Capital Assets

POLICY STATEMENT

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: OFFICE OF FINANCIAL MANAGEMENT

1.0 PURPOSE

This policy describes the Office of Environmental Management Consolidated Business Center (EMCBC) requirements under DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, dated November 29, 2010, for the acquisition of capital assets that are delivered on schedule, within budget, and meet mission performance and environmental, safety and health standards.

2.0 APPLICABILITY

This policy applies to the EMCBC and all projects managed by the Office of Small Site Completion (EM-52).

3.0 REQUIREMENTS

- 3.1 DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, dated November 29, 2010.
- 3.2 Memo, Dae Y. Chung to Distribution, Subject: "Designation of Environmental Management Federal Project Directors", dated May 26, 2011
- 3.3 DOE Order 361.1B, *Acquisition Career Management Program*, dated January 24, 2008.

4.0 IMPLEMENTATION REQUIREMENTS

The requirements of the DOE Order are necessary for successful project execution. The fundamental project management principles described in the DOE Order are supported by the following elements of this policy.

- 4.1 The EMCBC shall establish and maintain an Environmental Management Acquisition Advisory Board (EMAAB) equivalent management system for the review and approval of Critical Decisions (CDs) and Baseline Change Proposals (BCPs).
- 4.2 The EMCBC will assign Federal Project Directors (FPD) who are certified under the DOE Project Management Career Development Program outlined in DOE O 361.1B to all managed projects. In addition, Deputy FPDs will be assigned to

projects, as appropriate, in order to gain experience needed for FPD certification and to satisfy future resource needs.

- 4.3 EMCBC will assign FPDs with appropriate level of certification to Operations Activities in order to execute these activities with the same discipline as Capital Asset Projects.
- 4.4 The EMCBC shall support the HQ Monthly Project Review process to provide a platform for the exchange of information between the EMCBC Director, Office of Site Support and Small Projects Director, EMCBC Assistant Directors, and Site Managers/Federal Project Directors which focuses on current project status, concerns, and proposed changes in the project scope, cost, and/or schedule.
- 4.5 The EMCBC shall integrate sound risk management, project execution, project planning, integrated business team processes, performance measurement and reporting processes, baseline management, acquisition, conceptual design, performance baseline, value engineering, cost estimating, and Integrated Safety Management into the initiation, definition, execution, and transition/closeout phases of project management.
- 4.6 The EMCBC shall implement a Project Management Career Development Program (PMCDP).
- 4.7 The EMCBC shall ensure that site contractors meet the requirements of DOE Order 413.3B, Attachment 1, Contractor Requirements Document.

EMCBC RECORD OF REVISION

DOCUMENT: PS-413.3A Rev. 2 Program and Project Management for the Acquisition of
Capital Assets

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Policy Statement	All	08/16/07
2	Changes to address DOE O 413.3B and AE Authority Delegation to CBC Director	All	06/15/11