The attached Subject Area Procedure (SAP), entitled "Implementing Federal Project Director Certification" (Revision 1, dated May 2013), is in the process of being updated by the U.S. DOE, EM Consolidated Business Center.

Until such time the updated SAP is published (estimate April/May 2015 timeframe), the attached Rev. 1 SAP remains in effect.

Management System: Office of Human Resources

Subject Area: Employee Relations

Procedure: **Implementing Federal Project Director Certification**

Issue Date:	**Subject Matter Expert:**	**Management System Owner:**
May 2013, Revision 1	Lorie Howard	Kathleen Reck

1.0 Applicability

This procedure applies to Office of Environmental Management (EM) candidate and incumbent Federal Project Directors (FPDs), certified FPDs, supervisors, and EM Site Office Managers.

2.0 Required Procedure

The U.S. Department of Energy's (DOE) Project Management Career Development Program (PMCDP) requires initial and maintained certification of competence for Capital Asset Projects' Federal Project Directors (FPDs). The Federal Project Management certification requires the participation of the FPDs, supervisors, and EM Site Office Managers.

The Certification Review Board (CRB) reviews FPD applicants and incumbents, including staffing applicant review panels as needed. The DOE Office of Systems & Professional Development under the Office of Acquisition and Procurement Management (APM) administers PMCDP and the CRB.

The PMCDP Certification and Equivalency Guidelines (CEG) details the certification requirements for FPDs. It is available at the PMCDP Website.

The Corporate Human Resources Information System (CHRIS)/ Employee Self Service (ESS) system has a PMCDP module that generates FPD applicant Profiles and competency completion reports that document the applicant meets the requirements in the CEG. All the FPD credentials are collected and routed to the CRB via the ESS system.

The candidate must confirm that they have a "PMDCDP" dropdown menu on their ESS home page banner. If not, then contact the assigned HR Training Officer to correct the User's profile.

EM prepared custom Templates (available on the EM Portal) based on the CEG and the electronic forms in the ESS PMCDP module, including EM-specific requirement(s). EM uses the Template copies to review applications internally and provide prompt feedback to the Candidate, and so improve the quality of the final electronic copy submitted to the CRB and speed its approval. Candidates will need to fill out both the EM Template and the PMCDP electronic forms.

These following steps are based on the Department's processes and documentation for FPD maintaining certification established by the CRB and EM. See the CRB's PMCDP ESS Tutorial or EM's Navigating Your Way Through the PMCDP Application Process.

For Federal Project Management Certification, see Steps 1-11.

For Federal Project Management Maintaining Certification, see Steps 12-14.

The steps are shown as a flow chart in Figure 1 Overview of Federal Project Directors Certification Process

See also DOE Order 361.1B, *Acquisition Career Management Development Program* Chapter IV and DOE O 413.3B, *Program & Project Management for the Acquisition of Capital Assets* for further information.

The EMCBC Director will locally approve the FPD certification application for all staff and sites under his/her responsibility. Applications in ESS/PMCDP should be routed to the EMCBC Director either as the Site Manager or as HQ Program Official #1. See Step 6 below.

Federal Project Management Certification	
Step 1	The Candidate downloads the appropriate level Template from the EM Portal PMCDP Application Documents web page.
	NOTE: EMCBC Project Management Support staff can provide the Templates, if the Portal is not available.
	NOTE: Check the current version of the CEG (currently January 2013) at the PMCDP web site to confirm no changes have occurred versus the EM Templates (currently January 2012). Update the downloaded template if needed. As of January 2013, PMCDP also requires Level 1 candidates submit a self-assessment for historical expertise competency 1.12.2.

Federal Project Management Certification	
Step 2	The supervisor and employee complete both the Supervisor Review and Competency Status parts of the EM Template. Using the Template first will allow users to more easily assign classes to different separate competencies, draft narrative, and then quickly cut and paste the text into ESS (Step 5) **NOTE**: Candidates who hold a Professional Engineer (PE), Registered Architect (RA), or a Project Management Professional (PMP) registration or certification should enter a statement of that fact in every competency element that can be satisfied by holding that registration or certification. **NOTE**: Courses completed to satisfy competencies should include the CHRIS course code, course name, and session number (or month and year).
Step 3	The EM-53 staff reviews the completed Template and provides feedback directly to the candidate on suggested clarifications or improvements. **NOTE**: The purpose of the EM-53 review is to ensure completeness and adequacy of candidate responses in the Supervisor Review and Competency Status Form prior to submission to the CRB.
Step 4	The EM Site Office Manager conducts a peer review of a candidate's FPD profile Level 3 or 4 only. **NOTE**: A peer review is optional, but highly recommended. The peer review results in a more complete and comprehensive profile on the front-end, which can save time in eliminating Questions and Answers (Q&As) from the independent reviews by EM-53 and the CRB's independent reviewers, performed later in the certification process.
Step 5	The Candidate will finalize the Template, copy it into the PMCDP Module in ESS, and route his electronic package to his Supervisor. The final package will be three documents: the completed Template, the Supervisor/Site Review & PMCDP Profile Report (both in hard copy), and an electronic Supervisor/ Site Review Report with Competency Status Report. Plus for Level 1 Candidates, the Self-Assessment. NOTE: While EM reviews the MsWord Template(s) up front, the electronic ESS forms are what the CRB will act upon. The ESS Participant Profile is largely generated from User's information, so Candidates must electronically correct any inaccuracies in ESS (several places) and not hand-edit the Supervisor Report. NOTE: The ESS forms have defined line widths and will insert extra unprintable line characters into copied text blocks that will still count toward input field limits.
Step 6	Get final Supervisor and Site Manager signatures on the above documents, hard copy and electronic (in ESS). Route the application in ESS/PMCDP to EM HQ Program Officials for review and

	action. If the CBC Director has not already approved the application, then included him as a Program Official (currently Jack Craig). The EM-53 Training Coordinator (currently Mike Keane) will be the only <u>HQ</u> Program Official. He/she will appropriately route the application at HQ. Scan the two (or three) signed hard copy documents and e-mail them to the EM-53 Training Coordinator. File the hard copies as Office personnel records.
Step 7	Prior to formal submission of a candidate or incumbent FPD Nomination Package to the CRB, the EM HQ Program Manager will be asked to concur. **NOTE**: This step may NOT be necessary for candidates who are not currently assigned to capital asset projects.
Step 8	The Office of Project Assessment Director, EM-53, representing EM, presents EM candidate and incumbent FPDs to the CRB. In making this recommendation, the candidate's work experience and qualifications are summarized and highlighted. **NOTE**: Any additional questions the CRB may have are usually addressed during the presentation. Infrequently, the CRB may have concerns that are not readily addressed by documentation in hand or by the program's representative. In this instance, the Board may propose to certify the FPD at a lower level and/or request that additional information be developed and candidate reconsidered at a future CRB meeting. **NOTE**: It is important to note that while the CRB relies heavily on the pre-screening by the programs and findings and recommendations by the independent reviewers, the CRB reviews each candidate package thoroughly.
Step 9	In support of the CRB, OECM has retained the services of several senior project management experts with DOE project experience to serve as independent reviewers of the extensive documentation associated with a Candidate's Nomination Package. Upon completion of their review (typically multiple reviewers), a consolidated list of issues based on the independent reviewers' findings will be provided to the candidate by OECM's PMCDP support contractor. **NOTE**: Any issues must be satisfactorily addressed prior to presentation of the FPD to the CRB.
Step 10	The CRB process currently requires all non-incumbent Level 3 and 4 candidates to successfully complete an oral interview. Interviews focus on the behavioral competencies of FPDs within the context of their project experiences. **NOTE**: FPDs certified at Level 3 do NOT have to be interviewed when upgrading their certification to Level 4. FPDs at Level 1 and 2 do not require interviews. The interview is conducted via conference call or video conferencing at a time mutually convenient to both the candidate and CRB.

Federal Project Management Certification	
Step 11	The candidate, supervisor, and EM Site Office Manager are notified of the CRB's action on the Nomination Package and receive a certificate signed by the CRB Co-Chairs. **NOTE**: The certification does not expire, but is maintained contingent on completing **60 hours** of Continuing Education (CE) credits **every two years**.

Federal Project Management Maintaining Certification	
Step 12	Upon successful completion of the certification process the Director, Office of Environmental Management formally notifies the certification candidate in writing (currently a letter from the EM Director to the candidate transmitting the CRB certificate) of the CRB's decision. **NOTE**: The certificate signed by the CRB Co-Chairs establishes the effective date and level of the FPD's certification. This date "starts the clock" for re-certification requirements.
Step 13	Each certified FPD is required to successfully complete **80 hours** of training **biennially** to maintain certification. FPDs may fulfill the CE through various sources including colleges, universities, training vendors, short courses, workshops, participation in project reviews, etc. **NOTE**: The PMCDP CEG identifies the courses that can be credited.
Step 14	The FPD enters the CE activities into Employee Self Service (ESS) and routes them to his/her Supervisor/EM Line Manager for approval. **NOTE**: The documentation and verification of CE activities are the responsibility of the FPD.

3.0 References

- Corporate Human Resources Information System (CHRIS) Web site
  - Employee Self Service (ESS)
- DOE O 361.1B, *Acquisition Career Management Development Program*
- DOE O 413.3B, *Program & Project Management for the Acquisition of Capital Assets*
- PMCDP Website
  http://energy.gov/management/office-management/operational-management/certifications-and-professional-development-1
        The PMCDP Certification Equivalency Guidelines

- PMCDP Certification Application Templates:
  http://energy.gov/management/downloads/certification-application-templates

- EM's PMCDP Application Documents, available on the EM Portal
  https://idoe.doe.gov/portal/server.pt/directory/pmcdp_application_documents/6125
  Navigating Your Way Through the PMCDP Application Process
  Tips for Preparing your PMCDP Applications
  Level 1, 2, 3, 4 Microsoft Word Templates

- Project Management Career Development Program ESS Tutorial
 (available at the PMCDP website and in ESS's PMCDP module)

4. Records Generated

The handling requirements for records generated through implementation of this procedure are still being determined. They will be maintained by the originating Division (or Site) in accordance with the EMCBC Organization file Plan.

Records Category Code	Records Title	Responsible Organization	QA Classification
TBD	PMCDP	*Project Management Support*	TBD

Overview of Federal Project Directors' Certification Process

Figure 1. The general process flow for achieving Federal Project Director (FPD) certification, including Office of Environmental Management (EM) specific steps:
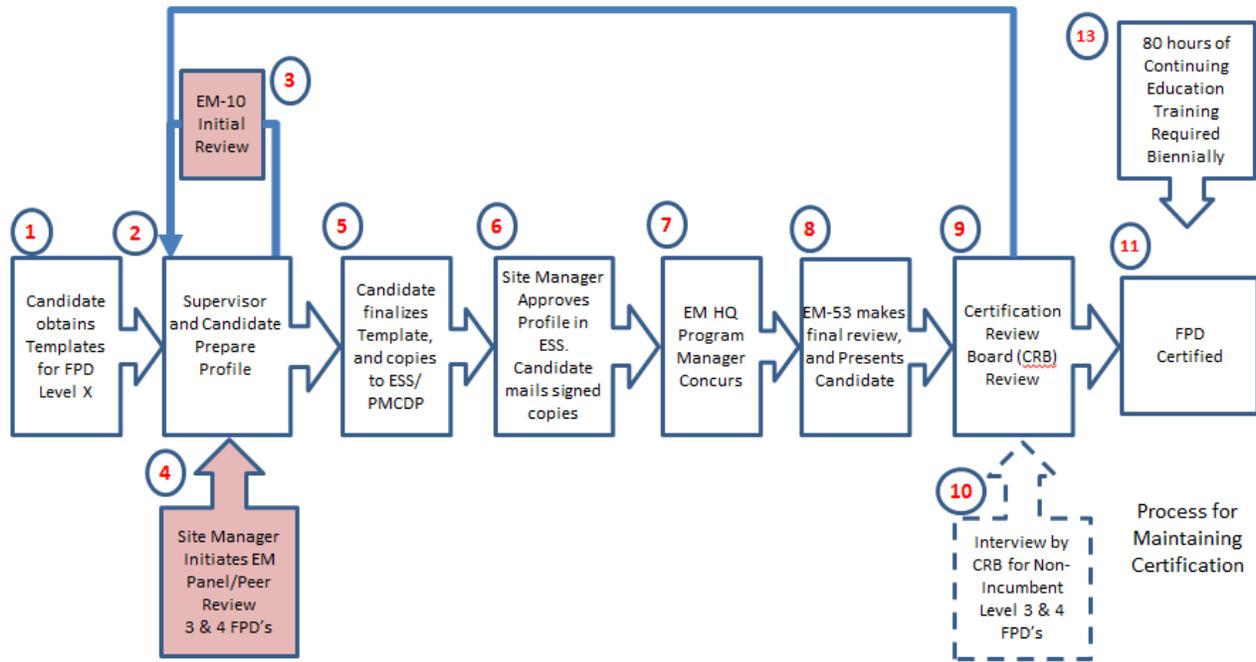
Process for initial Certification and upgrading an existing Certification