

December 29, 2008

MEMORANDUM TO: Office Directors (See attached list)

FROM: Timothy F. Hagan, Chief Acquisition Officer and Director
/RA Kathryn Greene for/
Office of Administration

SUBJECT: FEDERAL ACQUISITION CERTIFICATION REQUIREMENTS
FOR INFORMATION TECHNOLOGY PROGRAM AND PROJECT
MANAGERS

In a July 16, 2007, memorandum to Agency Project and Program Managers (P/PMs) for Exhibit 300 Information Technology (IT) investments, the NRC Acquisition Career Manager (ACM) implemented the requirements of the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM), as required by the Office of Management and Budget (OMB) Circular A-11, Part 7, Exhibit 300, Planning, Budgeting, Acquisition, and Management of Capital Assets. The FAC-P/PM establishes the general training and experience requirements required for P/PMs to manage Federal IT investments. This memorandum is to inform you of our progress in meeting these OMB requirements and to request your assistance identifying office Project Managers (PMs) for IT investments who will need to meet the new FAC-P/PM certification requirements.

Under the FAC-P/PM program, individuals assigned PM responsibilities for programs and projects considered to be major IT acquisitions that meet or exceed a life cycle cost threshold of \$1,500K must be certified at Tier 1 requirements. This requirement impacts 17 IT PMs currently assigned to Exhibit 300 investments at NRC. The Division of Contracts (DC) and Office of Information Services (OIS) have been working with the affected parties during the past year to implement the new certification requirements. DC has completed FAC-P/PM certification for each of these qualifying Exhibit 300 IT PMs.

The FAC-P/PM certification requirements for IT PMs at Tier 2 investments (life cycle cost of \$500K – \$1,499K) and Tier 3 investments (life cycle cost less than \$500K) are not mandatory. However, all NRC PMs for IT investments must complete the Project Manager Methodology Overview course module under NRC's Acquisition Training Program. OIS and ADM plan to augment this course with additional certification requirements for PMs of Tier 2 and Tier 3 IT investments. The new certification requirements will be based upon the common and essential knowledge, skills, and abilities identified by the Federal Acquisition Institute.

CONTACT: Carolyn A. Cooper, ADM/DC/PPT
(301)492-3605

For planning purposes, ADM requests that offices designate a point of contact (POC) for IT P/PM training and identify the names of IT P/PMs in FY 2010 and subsequent years who will be managing Tier 1, 2, and 3 IT investments. To facilitate this process, offices are requested to complete the enclosed Office Training Matrix and return it to Carolyn Cooper no later than January 30, 2009. Once your office training needs are identified, we will follow up with OIS, HR, and your designated POC to develop training plans to meet training certification requirements for each of your IT P/PMs.

Enclosure:
Office Training Matrix

For planning purposes, ADM requests that offices designate a point of contact (POC) for IT P/PM training and identify the names of IT P/PMs in FY 2010 and subsequent years who will be managing Tier 1, 2, and 3 IT investments. To facilitate this process, offices are requested to complete the enclosed Office Training Matrix and return it to Carolyn Cooper no later than January 30, 2009. Once your office training needs are identified, we will follow up with OIS, HR, and your designated POC to develop training plans to meet training certification requirements for each of your IT P/PMs.

Enclosure:
Office Training Matrix

DISTRIBUTION:

CACooper, ADM
NChamberlin, OIS
RidsOis

RMoy, ADM
SDaniels, OIS
RidsHrMailCenter

PBower, ADM
DC r/f
RidsAdmMailCenter

ASanchez, ADM
RidsOcoMailCenter

Adams Accession No.: ML081930975

OFFICE	ADM/DC/PPT	ADM/DC/DD/D	OIS/BPAID/BPPMB	OIS/BPAID	OIS
NAME	CACooper/RMoy	ASanchez/PBower	SDaniel	JCorbett	TBoyce
DATE	10/17/08	11/ 13 /08	11/ 13 /08	11/ 14 /08	11/ 20/08
OFFICE	HR	HR	CFO	CFO	ADM/DD/D
NAME	JMorris/KGibson	JMcDermott	RMitchell	JDyer	KOGreene/ TFHagan
DATE	10/9/08	10/10/08	10/7/08	10/8/08	12/ 29/08

OFFICIAL RECORD COPY

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: December 29, 2008

SUBJECT: FEDERAL ACQUISITION CERTIFICATION REQUIREMENTS FOR INFORMATION TECHNOLOGY PROGRAM AND PROJECT MANAGER.

Edwin M. Hackett, Executive Director, Advisory Committee
on Reactor Safeguards/Advisory Committee on Nuclear Waste
E. Roy Hawken, Chief Administrative Judge, Atomic Safety
and Licensing Board Panel
Karen D. Cyr, General Counsel
John F. Cordes, Jr., Director, Office of Commission Appellate Adjudication
James E. Dyer, Chief Financial Officer
Hubert T. Bell, Inspector General
Margaret M. Doane, Director, Office of International Programs
Rebecca L. Schmidt, Director, Office of Congressional Affairs
Eliot B. Brenner, Director, Office of Public Affairs
Annette Vietti-Cook, Secretary of the Commission

R. William Borchardt, Executive Director for Operations
Martin J. Virgilio, Deputy Executive Director for Materials, Waste,
Research, State, Tribal, and Compliance Programs, OEDO
Darren B. Ash, Deputy Executive Director
for Corporate Management, OEDO
Bruce S. Mallett, Deputy Executive Director for Reactor
and Preparedness Programs, OEDO
Vonna L. Ordaz, Assistant for Operations, OEDO
Peter J. Rabideau, Director, Strategic Organizational Planning
and Optimization, OEDO
Timothy F. Hagan, Director, Office of Administration
Patrick D. Howard, Computer Security Office
Cynthia A. Carpenter, Director, Office of Enforcement
Charles L. Miller, Director, Office of Federal and State Materials
and Environmental Management Programs
Guy P. Caputo, Director, Office of Investigations
Thomas M. Boyce, Director, Office of Information Services
James F. McDermott, Director, Office of Human Resources
Michael R. Johnson, Director, Office of New Reactors
Michael F. Weber, Director, Office of Nuclear Material Safety
and Safeguards
Eric J. Leeds, Director, Office of Nuclear Reactor Regulation
Brian W. Sheron, Director, Office of Nuclear Regulatory Research
Corenthis B. Kelley, Director, Office of Small Business and Civil Rights
Roy P. Zimmerman, Director, Office of Nuclear Security
and Incident Response
Samuel J. Collins, Regional Administrator, Region I
Luis A. Reyes, Regional Administrator, Region II
James L. Caldwell, Regional Administrator, Region III
Elmo E. Collins, Jr., Regional Administrator, Region IV

E-Mail Mail Stops

RidsAcrsAcnw_MailCTR Resource

RidsAslbpManagement Resource

RidsOgcMailCenter Resource
RidsOcaaMailCenter Resource
RidsOcofMailCenter Resource
RidsOigMailCenter Resource
RidsOipMailCenter Resource
RidsOcaMailCenter Resource
RidsOpaMail Resource
RidsSecyMailCenter Resource
RidsSecyCorrespondenceMCTR Resource
RidsEdoMailCenter Resource
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RidsEdoMailCenter Resource

RidsAdmMailCenter Resource
RidsCsoMailCenter Resource
RidsOeMailCenter Resource
RidsFsmeOd Resource

RidsOiMailCenter Resource
RidsOis Resource
RidsHrMailCenter Resource
RidsNroMailCenter Resource
RidsNmssOd Resource

RidsNrrMailCenter Resource
RidsResPmdaMail Resource
RidsSbcrMailCenter Resource
RidsNsirMailCenter Resource

RidsRgn1MailCenter Resource
RidsRgn2MailCenter Resource
RidsRgn3MailCenter Resource
RidsRgn4MailCenter Resource