

May 4, 2011

MEMORANDUM TO: Those on the Attached List

FROM: Virginia A. Huth, Director */RA/*
Division of Contracts
Office of Administration

SUBJECT: UPDATE TO PROJECT MANAGER CERTIFICATION
REQUIREMENTS

The purpose of this memo is to notify you of an update to the training and certification requirements for project managers (PMs). In my memo dated November 30, 2010, you were advised that all inactive PMs had to be certified in accordance with the Federal Acquisition Certification of Contracting Officer Technical Representatives (FAC-COTR) no later than December 31, 2011. Given the large number of inactive PMs that remain to be certified and the high costs associated with the required training, we have decided to eliminate this requirement and are introducing an alternative solution.

While the deadline of June 30, 2011, for all active PMs to be certified remains unchanged, those PMs who are not currently assigned to monitor commercial contracts, orders, or agreements with other Federal agencies such as the Department of Energy, are no longer required to be FAC-COTR certified by December 31, 2011. An inactive PM who has not been FAC-COTR certified may be assigned to monitor a contract, order, or agreement; however, they must request a waiver from me, through the Acquisition Career Manager (ACM), prior to being assigned to a project and must complete the FAC-COTR training requirements within six months of assignment. The format for the waiver request memorandum is provided as an attachment to this memorandum.

Please encourage your PMs who have already received FAC-COTR certificates to maintain their FAC-COTR status by completing the 40 hours of continuous learning points (20 hours in a technical area and 20 hours acquisition-related) every two years. Therefore, if they are needed to assume PM responsibilities in the future, their certification status will be current and they will not need a waiver of the certification requirements to perform. On the other hand, because of the high cost to train and certify PMs, I appreciate your support in ensuring that only those individuals who are expected to be assigned to a contract in the foreseeable future attend the required PM classes.

Division of Contracts recently received a draft revision to the Office of Federal Procurement Policy's FAC-COTR program, which is currently out for comment by civilian agencies. We will

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(301) 492-3605

Those on the Attached List

-2-

advise you of those revisions as soon as they become final and will explain how they will impact the existing PM certification and training requirements.

If you have any questions concerning this memo, please contact Ms. Carolyn A. Cooper, ACM, at (301) 492-3605 or via e-mail carolyn.cooper@nrc.gov.

Enclosure:

Format for Memo to Request a Waiver of Certification Requirements

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If you have any questions concerning this memo, please contact Ms. Carolyn A. Cooper, ACM, at (301) 492-3605 or via e-mail carolyn.cooper@nrc.gov.

Enclosure:

Format for Memo to Request a Waiver of Certification Requirements

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MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: May 4, 2011

SUBJECT: UPDATE TO PROJECT MANAGER CERTIFICATION REQUIREMENTS

Jenny Gallo, Advisory Committee on Reactor Safeguards
Jack G. Whetstine, Atomic Safety and Licensing Board Panel
Mary Tenaglia, General Counsel
Brooke D. Poole, Director, Office of Commission
Appellate Adjudication
Richard Rough, Chief Financial Officer
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Joan McDevitt, Office of International Programs
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