



Department of Energy
Office of Science
Office of Project Assessment
Germantown MD, 20874

January 25, 2024

MEMORANDUM FOR FEDERAL PROJECT DIRECTOR CANDIDATES

FROM: KURT W. FISHER
DIRECTOR
OFFICE OF PROJECT ASSESSMENT

SUBJECT: Federal Project Director Certification—Contracting Officer Training
and Work Experience Requirements

The Office of Project Management (PM) Certification Review Board (CRB) at the July 19, 2023 meeting agreed to allow individual DOE Program Offices (i.e., SC, NNSA, EM, etc.) to address and administer Federal Acquisition Certification-Contracting Officer Representative (FAC-COR) appointments and certifications as required. Reference is made to Certification and Equivalency Guidance (CEG), Version 6.1 (February 2023).

The Office of Science will require all Federal Project Director (FPD) Level I candidates to have completed at least 40 hours of COR training to satisfy the requirements of CEG Requirement RL1.5.1 and be ready for FAC-COR certification, if required. The intent is that FPDs are trained to be aware of contracting requirements and the “rules of engagement” when dealing with contractors. Also, FPD certification should be portable between SC Program Offices and other DOE Program Offices that may require FPDs to serve as the COR/COTR.

Available training to meet the 40 hours of COR training includes:

- Federal Acquisition Institute (FAI) – FCR 110 (8 hours)
- Defense Acquisition University (DAU) – CLC 222 (32 hours)
- Federal Acquisition Institute (FAI) – FCR 201 (32 hours)
- Training that is equivalent to the above courses, such as training offered by third parties or other Federal agencies, may be acceptable on a case-by-case basis.

The Office of Science will not require FPD Level I candidates to present any COR work experience. Additionally, for FPD Level II and III candidates, the Office of Science will not require candidates to present any COR work experience (CEG Work Experience requirements WEL2.4 and WEL3.3).

This approach aligns FPD certification requirements for Office of Science FPD candidates with the M&O contracting approach employed by Office of Science, wherein CORs are not widely used. Requiring that FPD candidates have COR experience was difficult and not practical.

If you have any questions or need more information, please contact Alex Bachowski, DOE/SC/OPA.