



## Department of Energy

Washington, DC 20585

Form Approved OMB No. 3206-0047

MEMORANDUM FOR INGRID KOLB  
DIRECTOR  
OFFICE OF MANAGEMENT

THRU:   
CRAIG WISOOKER  
ACTING DIRECTOR  
OFFICE OF INFORMATION RESOURCES

FROM:   
EDWARD R. SIMPSON  
DIRECTOR  
OFFICE OF PROCUREMENT AND  
ASSISTANCE MANAGEMENT

SUBJECT: Notice of Intent to Revise DOE Order 361.1  
ACQUISITION CAREER DEVELOPMENT PROGRAM

PURPOSE: DOE O 361.1 is the overarching directing for acquisition career development programs governing training and career development for the acquisition workforce within the Department of Energy (DOE). It provides policies for each element of the Acquisition Career Management Program (ACMP) to ensure uniformity in the various programs.

JUSTIFICATION: Recent policy letters issued by the Office of Federal Procurement Policy (OFPP) require that the order be updated. Policies articulated in DOE O 361.1 ensure that the acquisition workforce has the skills needed to perform the Department's mission.

This directive is not scheduled for review and certification until April 2007. However, changes are required prior to then to ensure that the Department's policies are consistent with those established by OFPP. A processing schedule of 90 days is considered appropriate. A schedule for development is attached.

The proposed revision does not duplicate existing laws, regulations or national standards.



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IMPACT: No impact on other directives, technical standards, procedures or contracts is expected. This action is a revision to an existing order. The changes will improve management of the ACMP, which will ultimately improve management of the Department's acquisitions.

CONTACT: Mrs. Cynthia Yee of my staff may be contacted at 287-1666, regarding this action.

DECISION:

Concur: \_\_\_\_\_

Nonconcur: \_\_\_\_\_

Timeframe: \_\_\_ 30 days \_\_\_ 60 days \_\_\_ 90 days \_\_\_ 120 days

Date: \_\_\_\_\_

Attachment

DOE O 361.1  
Development Schedule

Draft revision to directive	November 1 – 30, 2006
Submit revisions to DMT	December 1, 2006
Review and Comment in REVCOM	December 15, 2006 – January 14, 2007
Comment Resolution	January 15 – February 15, 2007
Second Draft Review and Comment	February 16 – 26, 2007
Nonconcur/Impasse	February 27 – March 14, 2007
Administrative Processing	March 15 – 23, 2007