

ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 360, Chapter III, PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts? No Yes
If yes, describe: This ORO Chapter is a new Chapter in the 360 Series.

5. **CONTACT POINT:** Les Price Spallation Neutron Source, LM-14 576-0730
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

| <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
|---------------|--------------|--------------------|--------------|
| NA | | ORO Control Form | 08/23/2004 |
| NA | | ORO O 360, Ch. III | 08/23/2004 |

ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 08/23/2004
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 06/14/2004

U.S. Department of Energy

Oak Ridge Operations

ORO O 360
Chapter III

DATE: 08/23/2004

SUBJECT: PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM

1. PURPOSE. This Chapter correlates with DOE O 361.1A, ACQUISITION CAREER DEVELOPMENT PROGRAM, Chapter IV, *Project Management Career Development Program Module*, dated April 19, 2004, which outlines requirements for Federal Project Directors responsible for execution of capital acquisition projects as defined in DOE M 413.3-1 PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated March 28, 2003. It's purpose is to set forth responsibilities of Oak Ridge Operations (ORO) organizations for implementing these requirements. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.

The Project Management Career Development Program (PMCDP) is an important element of the overall set of management actions to help ensure that projects are executed successfully; however, new management systems will not be required to implement the requirements. In general, PMCDP requirements can be met by Line Management, i.e. the Assistant Manager level in organizations with responsibility for capital acquisition projects as defined by DOE M 413.3-1, with key support from the Human Resources Division. Sufficient flexibility will be maintained to accommodate differing approaches that may be adopted by DOE Headquarters (HQ) program organizations for implementing PMCDP.

2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this Chapter apply to ORO organizations involved in project management as defined by DOE M 413.3-1. The National Nuclear Security Administration Y-12 Site Office (YSO) will be responsible to determine the applicability of this ORO Directive to their programs. This guidance does not assign responsibility or authority for the YSO to ORO.
4. RESPONSIBILITIES. Key responsibilities specific to PMCDP are given below:
 - a. Assistant Managers for Line Organizations.
 1. Assign individuals to duty as Federal Project Director (FPD) or duties that support FPDs.
 2. Identify FPD aspirants.
 3. Assure PMCDP assignments are made in accordance with Merit Systems principles.
 4. Assure that position descriptions appropriately include project management responsibilities.

5. Properly note PMCDP participation on position descriptions, identify required knowledge and skills, and amend performance appraisal plans to reflect expectations as appropriate for assignments.
 6. Recommend FPDs to DOE HQ program organizations as specific projects enter the critical decision process described in DOE M 413.3-1.
 7. Ensure that training and development take place, or equivalency information is provided, as necessary, to support certification process.
 8. Recommend candidates for certification to DOE HQ program organizations following its own verification that criteria have been met.
- b. Training and Development Group.
1. Maintain and distribute to ORO staff training information relating to project management skills.
 2. Review FPD Individual Development Plans and coordinate local PMCDP training where cost effective.
 3. Assist project management staff in using the Employee Self Service PMCDP Module.
- c. Personnel and Management Analysis Branch.
1. Concur in PMCDP assignments warranting incentive pay to assure consistency in application throughout ORO.
 2. Monitor implementing guidance received from DOE HQ program offices regarding PMCDP.
 3. Assure proper Corporate Human Resources Information System (CHRIS) coding of PMCDP participants to facilitate tracking of training requirements.
5. REQUIREMENTS AND PROCEDURES. There are no new requirements imposed by PMCDP that require new ORO procedures; however, ORO organizations may choose to develop and implement procedures that are specific to their organization.
 6. REFERENCES. None.
 7. DEFINITIONS. None.
 8. CONTRACTOR REQUIREMENTS DOCUMENT. None
 9. ATTACHMENTS. None.