Department of Energy
Washington, DC 20585

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MEMORANDUM FOR PROGRAM SECRETARIAL OFFICES

FROM: EDUARD DAILIDE
                  ACTING DIRECTOR, OFFICE OF ENGINEERING AND
                  CONSTRUCTION MANAGEMENT
                  CO-CHAIR, CERTIFICATION REVIEW BOARD

                  BRUCE B. SCOTT
                  ASSOCIATE ADMINISTRATOR, INFRASTRUCTURE
                  AND ENVIRONMENT
                  CO-CHAIR, CERTIFICATION REVIEW BOARD

SUBJECT: CHRIS/ESS Data Entry for PMCDP

The Corporate Human Resource Information System/ Employee Self Service (CHRIS/ESS) has established a Project Management Career Development Program (PMCDP) module that maintains PMCDP certification records, training and developmental needs and project history. Through this electronic system, PMCDP participants can access certification requirements, update individual competencies and developmental activities, maintain individual development and equivalency reports and apply for certification.

In their memorandum of November 30, 2005 regarding federal project director (FPD) training and certification, the Directors, Office of Human Capital Management and Office of Management, requested program secretarial offices (PSOs) to ensure that all certified FPDs, as well as others identified as PMCDP participants, upload their profile information into the CHRIS/ESS PMCDP module by April 1, 2006.

A review of CHRIS/ESS in August 2006 revealed that not all certified FPDs are associated with or have entered data in the PMCDP module. As a result, the Certification Review Board (CRB) has updated the CHRIS/ESS data entry requirements as shown below. More detailed information can be found in the attachment.

- As of November 1, 2006, all FPD applications that have not been received by their program offices must be submitted through CHRIS/ESS;
- As of December 31, 2006, all certified FPDs must be associated with the CHRIS/ESS PMCDP module; and
- FPDs certified prior to December 31, 2006 are not required to provide current or lower certification level competency information into CHRIS/ESS.

If you have questions or comments about this policy, please contact Dana Krupa at 202-586-3842 (dana.krupa@hq.doe.gov) or Wanda Chambers Steinberg at 202-586-8114 (wanda.chambers@hq.doe.gov).

Attachment

cc: Rose Jordan
       Dana Krupa
       Wanda Chambers Steinberg

CHRIS/ESS Data Entry Requirements
for the
Project Management Career Development Program
October 2006

❖ **FPD Association with CHRIS/ESS.** You are requested to ensure that all certified FPDs within your organizations are associated with the CHRIS/ESS PMCDP module by December 31, 2006. Association to the PMCDP module recognizes persons as PMCDP participants. Recognition as a PMCDP participant allows the Department to give priority placement in courses or developmental activities that are sponsored by the PMCDP.

  ▪ To be associated in CHRIS/ESS PMCDP module

    ● PSO must send a request to their Human Capital Management representative asking that the FPD be associated with the PMCDP training module, as well as assigning the applicable level of association (i.e., consistent with the portfolio TPC).

  ▪ Once associated to the PMCDP module, basic profile information that must be provided:

    ● Applicant priority category

    ● Program Secretarial Office (PSO)

    ● Staff office

    ● Overall site/office manager

    ● First line manager

    ● Years of project management experience in DOE

    ● Years of project management experience in other federal agencies

    ● Years of project management experience in private sector

    ● Project history

  ▪ Entering competency information is not required, unless the PMCDP participant plans to seek certification after December 31, 2006.

❖ **PMCDP Level Competencies.** FPDs certified prior to December 31, 2006 are not required to provide current or lower certification level competency information into CHRIS/ESS.

  ▪ In the event there is a need for an FPD to provide this data, the Office of Engineering and Construction Management will provide assistance, if needed or required.

    Example: A certified Level 3 FPD that seeks to attain a higher level certification after December 31, 2006 may wish to upload competency information from

current or lower levels provided for his/her prior certification(s). Level 3 or lower level competency information is not required, however, if the certified FPD wishes to load the information, assistance can be provided.

❖ **Exclusive Use of CHRIS/ESS For FPD Applications.** The final CRB meeting to review FPD certification applications for this year will be held in December. As such, the deadline for FPD applications to be considered at this meeting is November 1, 2006. All FPD applications that have not been received by their program offices after this deadline must be submitted through CHRIS/ESS, including persons previously certified that seek to attain higher levels of certification.

❖ **Level 1 Behavioral Competencies.** As of October 1, 2006, Behavioral Competencies for PMCDP Level 1 certification are no longer required.