

How to Write your FPD Application Experience Statements

Applicable for CEG version 6 (all revisions)

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TABLE OF CONTENTS

How to Use This Guide:.....	3
How to Write Your Work Experience Statement for DOE Projects You are FPD:.....	4
How to Write Your Work Experience Statement for DOE Projects You are Deputy FPD:	6
How to Write Your Work Experience Statement for DOE Projects You are <i>Not</i> FPD:.....	8
How to Write Your Work Experience Statement for Non-DOE Experience:.....	10
Entry into the ESS PMCDP Application – History of Project Management Experience:	13
How to Format Your Experience Statement in ESS/PMCDP Using HTML	14
Entry into the ESS PMCDP Application – Example for Level II (WEL2.2).....	17
<i>Optional</i> – Experience Matrix.....	18
Key Things to Remember	19

How to Use This Guide:

The intent of this guide is to provide prospective FPDs with a framework for writing out their experience statements in support of their PMCDP FPD certification application.

The key is to be specific and provide the ‘right’ information to satisfy the requirements of the Certification Equivalency Guide (CEG). This will in turn allow the members of the Certification Review Board (CRB) to understand what your experience is, so that they may make an informed decision on your application.

You will be *more likely* to receive a favorable adjudication (of your application) if you follow this guide, but it is in no way *guaranteed* success. While conforming to the CEG requirements is compulsory, the CRB also considers a broader view of the applicant’s entire body of knowledge/work, especially for certification at higher levels (Level 3+).

Revisions:

Rev	Date	Updates
0	11/8/2023	
1	1/18/2024	New Chapter, Minor Changes

How to Write Your Work Experience Statement for DOE Projects You are FPD:

Start with your specific role on the project and a brief description of work. Example:

- Serving as the FPD since CD-1 (achieved 01/2020). The project achieved CD-2/3 on 12/01/2021 and is currently in construction. The project scope is to construct a laboratory facility and purchase/install scientific equipment.

You should then list specific things that you did on the project. This should be in bullet form for ease of reading. Start with an action verb followed by what you do/did.

Remember to use the correct tenses: for projects which you are currently on, use present tense; for projects that you are no longer on, use past tense. **BE SPECIFIC**. Below is a list of equivalent FPD experience for reference:

- Developing project funding documents
- Participating in the development of the project acquisition strategy and the acquisition plan
- Forming and effectively leading an IPT
- Using PDRI or similar methodology to assess project maturity and degree of success in achieving approval of CD-1/CD-2/CD-3 as part of front-end planning
- Constructing a work breakdown structure and developing a scope baseline
- Reviewing and managing project costs, schedules, and risks
- Developing and using the Analysis of Alternatives (AoA) in decision-making
- Monitoring, analyzing, and reporting on project performance
- Collecting and reporting on Lessons Learned in PARS,.
- Preparing NEPA, RCRA and other environmental documents, e.g., Environmental Impact Assessments, Environmental Impact Statements, Categorical Exclusions, permits
- Oversee writing the Project Execution Plan (PEP) and getting it approved
- Participating in the change management and control process
- Participating in Independent Project Reviews (IPRs).

Putting it together... see below example:

Serving as the FPD since CD-1 (achieved 02/2020). The project achieved CD-2/3 on 12/01/2021 and is currently in construction. The project scope is to construct a laboratory facility and purchase/install scientific equipment. My specific roles & responsibilities on this project include:

- Conducted 30/60/90% design reviews. Provided comments on design documents and followed-up on back-checking to ensure comments were incorporated into the design.
- Reviewed and approved all DOE O 413.3B required project documentation prior to CD-2/3 ESAAB.
- Presented to the PME and the ESAAB for CD-2/3 approval.
- Participated in the CD-2/3 IPR (09/2021) and two Status IPRs (08/2022 and 09/2023). Provided the FPD's Perspective Briefing at the Day 1 morning executive

session, attended all executive sessions thereafter, and interfaced with the Review Committee to ensure their questions were answered in a timely manner.

- Perform field construction inspections during construction. Document my findings and report any deficiencies to the Lab Project Manager and MIPD Director.
 - Review monthly EVMS reports, to include VARs, submitted by the Lab Project Manager to ensure that the project is tracking cost & schedule baseline.
 - Input FPD assessment into PARS on a monthly basis.
 - Approve change requests and contingency usage in accordance with the PEP.
-

How to Write Your Work Experience Statement for **DOE Projects** You are Deputy FPD:

Start with your specific role on the project and a brief description of work. Example:

Serving as the Deputy FPD since CD-1 (achieved 02/2021). The project achieved CD-2/3 on 07/01/2023. The project is currently in construction. The project scope is to construct a laboratory facility and purchase/install scientific equipment.

Then you need to state which WBS element(s) you are responsible for. This **must** be detailed in the signed PEP and/or FPD Appointment Memorandum (signed by the PME). You will need to list the WBS element #, title, and TPC for that element. If you do not include this information, your experience will **not** be considered creditable! The TPC for the element must be greater than the Minor Construction Threshold (currently \$30M). It is best if the TPC is commensurate with your current FPD certification level (If Level II certified, pick a WBS with a TPC greater than \$50M). Examples:

- I am responsible for WBS Element 1.1 “Building Construction” with a TPC of \$75M. The WBS element is completed at CD-4.
- I am responsible for WBS Element 1.1.1 “Site Preparation” with a TPC of \$35M. The WBS element is scheduled to be completed in March 2024.

You should then list specific things that you do on the project. This should be in bullet form for ease of reading. Start with an action verb followed by what you do/did. Remember to use the correct tenses: for projects which you are currently on, use present tense; for projects that you are no longer on, use past tense. **BE SPECIFIC**. Below is a list of equivalent FPD experience for reference:

- Developing project funding documents
- Participating in the development of the project acquisition strategy and the acquisition plan
- Forming and effectively leading an IPT
- Using PDRI or similar methodology to assess project maturity and degree of success in achieving approval of CD-1/CD-2/CD-3 as part of front-end planning
- Constructing a work breakdown structure and developing a scope baseline
- Reviewing and managing project costs, schedules, and risks
- Developing and using the Analysis of Alternatives (AoA) in decision-making
- Monitoring, analyzing, and reporting on project performance
- Collecting and reporting on Lessons Learned in PARS,.
- Preparing NEPA, RCRA and other environmental documents, e.g., Environmental Impact Assessments, Environmental Impact Statements, Categorical Exclusions, permits
- Oversee writing the Project Execution Plan (PEP) and getting it approved
- Participating in the change management and control process
- Participating in Independent Project Reviews (IPRs).

Putting it together... see below example:

Serving as the Deputy FPD since CD-1 (achieved 02/2021). The project achieved CD-2/3 on 07/01/2023. The project scope is to construct a laboratory facility and purchase/install scientific equipment. The project is currently in construction. I am responsible for WBS Element 1.1.1.2 “Building Construction” with a TPC of \$75M. The WBS element is completed at CD-4. My responsibility for this WBS is documented in the PEP. My specific roles & responsibilities on this project include:

- Conducted 30/60/90% design reviews for my assigned WBS. Provided comments on design documents and followed-up on back-checking to ensure comments were incorporated into the design.
- Reviewed and recommended approval (to the FPD) on all DOE O 413.3B required project documentation prior to CD-2/3 ESAAB.
- Participated in CD-2/3 IPR (04/2023). Interfaced with the Committee for all matters regarding my assigned WBS. Assisted the FPD throughout the entire IPR.
- Perform field construction inspections during construction. Document my findings and report any deficiencies to the FPD and Project Manager.
- Review monthly EVMS reports for my WBS Element, to include VARs, submitted by the Project Manager to ensure that the project is tracking cost & schedule baseline.
- Provide input on my assigned WBS element to the FPD for input into PARS on a monthly basis.
- For changes that affect my assigned WBS. I review and provide my recommendation to the FPD.

IMPORTANT: You can only seek experience credit for time you *actually served* the project and provided *tangible added value*.

Since as Deputy FPD you are assigned specific WBS elements, unless these elements span the entire execution schedule (to CD-4) there will be time where you are not providing tangible added value on the project, aside from miscellaneous tasks or filling in for the FPD when they are on leave. That “downtime” is not considered creditable. Be very mindful of this when working with the FPD and your Supervisor on assigning you a WBS element.

How to Write Your Work Experience Statement for **DOE Projects** You are *Not* FPD:

Note: This section is only relevant for **Level 1** certification. Non-FPD experience is *not* applicable for Level 2 (and beyond).

Start with your specific role on the project. Include a brief description of work. Example:

- Appointed by the Site Officer Manager to oversee the IGPP (or GPP) project. The project scope includes modernizing old laboratory spaces. I am a member of the IPT, serving as the Federal oversight and point of contact from equivalent CD-2 (achieved 08/2023).

You should then list specific things that you did on the project. This should be in bullet form for ease of reading. Start with an action verb followed by what you do/did. Remember to use the correct tenses: for projects which you are currently on, use present tense; for projects that you are no longer on, use past tense. **BE SPECIFIC**. Below is a list of equivalent project management experience for reference:

- Conducting design and project reviews
- Developing or approving engineering drawings
- Performing field construction inspections
- Performing contract administration functions
- Evaluating contractor construction deliverables
- Managing or approval of contingency funds
- Participating in the federal budget formulation and execution processes
- Defining project scope and the project WBS
- Writing or approving specifications
- Writing and/or approving decision memoranda and project reports
- Participating in National Environmental Policy Act (NEPA) related actions and other regulatory processes
- Participating in trade-off analyses, feasibility studies, and/or value engineering studies
- Developing and updating project schedules and cost estimates
- Developing and maintaining project and risk management plans
- Developing and using an earned value management system (EVMS) and performing earned value analyses

Putting it together... see below example:

Appointed by the Site Officer Manager to oversee the IGPP project. The project scope includes modernizing old laboratory spaces. I am a member of the IPT, currently serving as the Federal oversight and point of contact from equivalent CD-2 (achieved 2/2023) to CD-4 (forecasted 10/2024). My specific roles & responsibilities on this project include:

- Conducted 30/60/90% design reviews. Provided comments on design documents and followed-up on back-checking to ensure comments were incorporated into the design.
 - Perform bi-weekly field construction inspections. Document my findings and report any deficiencies to the Lab Project Manager and MIPD Director.
 - Review monthly EVMS reports submitted by the Lab Project Manager to ensure that the project is tracking cost & schedule baseline.
 - Participate in formal project reviews which are held quarterly to evaluate project's progress.
-

How to Write Your Work Experience Statement for **Non-DOE** Experience:

Start with your specific role on the project. Also include a brief description of the project scope. For Level 1 applications, the role can be in the field of project management. For Level 2+ applications, the role **must** be *equivalent* to an FPD or Deputy FPD. If known, use the specific dates for equivalent Critical Decisions; if date is not known, use approximation (Month/Year). Make sure you use *past tense* throughout.

Examples include:

- Only Level 1 examples:
 - Served as the Pre-Construction Manager since equivalent CD-1 (achieved 04/30/2020). The project scope was installing 3 miles of new water and sewer line. The project achieved equivalent CD-4 on 10/1/2023.
 - Served as the Project Controls Analyst since equivalent CD-2/3 (achieved 02/01/2022). The project scope was resurfacing 10 miles of Interstate highway to include on/off ramps. The project was under construction when I left to come to DOE
- All Levels examples:
 - Served as the Project Manager (FPD equivalent) since an equivalent CD-1 (achieved 01/2020). The project scope was renovating high-rise Class A office spaces. Prior to my departure (to come to DOE), the project was set to achieve an equivalent CD-2/3 by January 2024.
 - Served as the Resident Engineer (FPD equivalent) since an equivalent CD-2/3 (achieved 02/01/2021). The project scope was building a new Army barracks. The project was under construction when I left to come to DOE.
 - Served as the Project Engineer (Deputy FPD equivalent) since CD-2/3 (achieved 04/30/2020). The project scope was installing a new emergency generator at a VA Hospital. The project was under construction when I left to come to DOE.

You should then list specific things that you did on the project. This should be in bullet form for ease of reading. Start with an action verb followed by what you do/did. Remember to use the *past tense* throughout since all this experience was before you joined DOE. **BE SPECIFIC.**

Below is a list of equivalent FPD experience for reference:

- Developed project funding documents.
- Participated in the development of the project acquisition strategy and the acquisition plan.
- Formed and effectively leading an IPT.
- Used PDRI or similar methodology to assess project maturity and degree of success in achieving approval of equivalent CD-1/CD-2/CD-3 as part of front-end planning.
- Constructed a work breakdown structure and developing a scope baseline.
- Reviewed and managed project costs, schedules, and risks.

- Developed and used the equivalent of the DOE Analysis of Alternatives (AoA) in decision-making.
- Monitored, analyzed, and reported on project performance.
- Collected and reported on Lessons Learned.
- Prepared NEPA, RCRA and other environmental documents, e.g., Environmental Impact Assessments, Environmental Impact Statements, Categorical Exclusions, permits.
- Oversaw writing the Project Execution Plan (PEP) (or equivalent, such as Project Management Plan (PMP)) and getting it approved.
- Participated in the change management and control process.
- Participated in Project Reviews.

Below is a list of equivalent project management experience for reference (applicable for Level 1 applications/experience):

- Conducted design and project reviews.
- Developed or approved engineering drawings.
- Performed field construction inspections.
- Performed contract administration functions.
- Evaluated contractor construction deliverables.
- Managed or approved use contingency funds.
- Participated in the budget formulation and execution processes.
- Defined project scope and the project WBS.
- Wrote or approved specifications.
- Wrote and/or approved decision memoranda and project reports.
- Participated in National Environmental Policy Act (NEPA) related actions and other regulatory processes.
- Participated in trade-off analyses, feasibility studies, and/or value engineering studies.
- Developed and updated project schedules and cost estimates.
- Developed and maintained project and risk management plans.
- Developed and used an earned value management system (EVMS) and performing earned value analyses.

Putting it together... see below example:

Served as the Project Manager (FPD equivalent) since an equivalent CD-1 (achieved 01/2020). The project scope was renovating high-rise Class A office spaces. The project achieved CD-2/3 equivalent on 12/01/2022. Prior to my departure (to come to DOE), the project was in construction. My specific roles & responsibilities on this project include:

- Conducted 30/60/90% design reviews. Provided comments on design documents and followed-up on back-checking to ensure comments were incorporated into the design.

- Reviewed and approved all required project documentation to include the Project Management Plan (PMP), baseline schedule, baseline cost estimate, risk management plan prior to construction start (equivalent CD-2/3).
 - Performed routine field construction inspections during construction. Documented my findings and reported to the Construction Contractor and Resident Engineer.
 - Reviewed monthly EVMS reports, to include variance reports (VARs equivalents), submitted by the Construction Contractor to ensure that the project is tracking cost & schedule baseline.
 - Approved monthly pay applications. Audited contractor progress to verify pay applications were accurate.
 - Provided monthly assessments to Senior Management. Provided ad-hoc briefings as requested.
 - Approve change requests and contingency usage in accordance with the PMP.
-

Entry into the ESS PMCDP Application – History of Project Management Experience:

Project Name: Science User Support Center (SUSC)			
Project Cost (Millions): 86	CD Stage: 3	Position Title: FPD	Functional Role: Federal Project Director
Supervisor's Name: xxxxxx		Overall Project Start/End Dates: 12/12/2016 to TBD	Your Start/End Dates on Project: 03/31/2021 to TBD
Project Role(s)			
<p>Serve as the Federal Project Director (FPD) starting in March 2021. The project achieved CD-1 prior to my appointment. The project achieved CD-2/3 on 11/01/2022 and is currently in construction. The scope of the project is to build 60,000 SF of new office space. My specific roles & responsibilities on this project include:</p> <ul style="list-style-type: none"> - Conducted 30/60/90% design reviews. Provided comments on design documents and followed-up on back-checking to ensure comments were incorporated into the design. - Reviewed and approved all DOE O 413.3B required project documentation prior to CD-2/3 ESAAB. - Participated in the CD-2/3 IPR (08/2022) and Status IPR (08/2023). Provided the FPD’s Perspective Briefing at the Day 1 morning executive session, attended all executive sessions thereafter, and interfaced with the Review Committee to ensure their questions were answered in a timely manner. - Perform field construction inspections during construction. Document my findings and report any deficiencies to the Lab Project Manager and MIPD Director. - Review monthly EVMS reports, to include VARs, submitted by the Lab Project Manager to ensure that the project is tracking cost & schedule baseline. - Input FPD assessment into PARS on a monthly basis. - Approve change requests and contingency usage in accordance with the PEP. 			

Instructions:

1. Fill out all the **information fields**.
 - a. For projects that you do not know the Overall Project End Date (because you left the project before it finished), you can use TBD.
 - b. Very important to provide the project cost (TPC), even for non-DOE projects.
2. The **Project Role(s)** part is the most important.
3. State your **position/functional role** and when you started.
4. Confirm what **Critical Decision (CD)** the project achieved *before* you joined, include date if known.
5. State which **CDs** the project achieved *after* you joined, include date(s).
6. Describe the **current state of the project** (e.g., in construction, working towards CD-2/3, approaching CD-4, etc.).
7. Provide a **brief description** of the project.
8. If **Deputy FPD**, list your assigned WBS element(s) #, title, and TPC and state if the backup documentation provided is the signed PEP and/or FPD Appointment Memorandum (signed by the PME).
9. List out your **specific roles & responsibilities**. See previous parts of this Guide for how to write these. Remember to be specific.
10. *Pro Tip:* **Utilize HTML to get clear formatting** (like what is shown in the above example). See next chapter for instructions... its easy!

How to Format Your Experience Statement in ESS/PMCDP Using HTML

So, you are probably wondering why your Work Experience comes out as a ‘wall of text’ even though you formed paragraphs, used bullets, etc. when typing it into ESS? Why does the example statement in this Guide look so good?? The reason is: **HTML!**

Your text input (in the online ESS form) gets merged into an HTML script that is used to generate the PDF print-out of your application. For those unaware, HTML is the foundation of all websites. So, when you just type everything into the ESS form without any HTML script, the system assumes it is one blob of text. Without having to take a lesson in web design, we can use some simple HTML script to help ESS format the experience statement into a clear, easy-to-read format. Let’s go step by step:

Project Name: Science User Support Center (SUSC)			
Project Cost (Millions): 86	CD Stage: 3	Position Title: FPD	Functional Role: Federal Project Director
Supervisor's Name: xxxxxx		Overall Project Start/End Dates: 12/12/2016 to TBD	Your Start/End Dates on Project: 03/31/2021 to TBD
Project Role(s)			
<p>Serve as the Federal Project Director (FPD) starting in March 2021. The project achieved CD-1 prior to my appointment. The project achieved CD-2/3 on 11/01/2022 and is currently in construction. The scope of the project is to build 60,000 SF of new office space. My specific roles & responsibilities on this project include:</p> <ul style="list-style-type: none"> - Conducted 30/60/90% design reviews. Provided comments on design documents and followed-up on back-checking to ensure comments were incorporated into the design. - Reviewed and approved all DOE O 413.3B required project documentation prior to CD-2/3 ESAAB. - Participated in the CD-2/3 IPR (08/2022) and Status IPR (08/2023). Provided the FPD’s Perspective Briefing at the Day 1 morning executive session, attended all executive sessions thereafter, and interfaced with the Review Committee to ensure their questions were answered in a timely manner. - Perform field construction inspections during construction. Document my findings and report any deficiencies to the Lab Project Manager and MIPD Director. - Review monthly EVMS reports, to include VARs, submitted by the Lab Project Manager to ensure that the project is tracking cost & schedule baseline. - Input FPD assessment into PARS on a monthly basis. - Approve change requests and contingency usage in accordance with the PEP. 			

Instructions:

1. For the first part, since it is just a simple paragraph, you can type it into the form normally.
2. To force the list of roles & responsibilities to be on the next line, use “
” (without the quotes).
3. If you want to indent (to the right) the list, you can use the following:

<p style="margin-left: 30px">
4. To make it a list, make sure you use “
” at the end of every bullet point.
5. You can use the “-“ symbol or copy/paste a round bullet from Word.

See below version with the HTML script inserted (highlighted yellow). You will *not* see the HTML when the application is printed to PDF:

Project Name: Science User Support Center (SUSC)			
Project Cost (Millions): 86	CD Stage: 3	Position Title: FPD	Functional Role: Federal Project Director
Supervisor's Name: xxxxxx		Overall Project Start/End Dates: 12/12/2016 to TBD	Your Start/End Dates on Project: 03/31/2021 to TBD
Project Role(s)			
<p>Serve as the Federal Project Director (FPD) starting in March 2021. The project achieved CD-1 prior to my appointment. The project achieved CD-2/3 on 11/01/2022 and is currently in construction. The scope of the project is to build 60,000 SF of new office space. My specific roles & responsibilities on this project include:
<p style="margin-left: 30px"></p> <ul style="list-style-type: none"> - Conducted 30/60/90% design reviews. Provided comments on design documents and followed-up on back-checking to ensure comments were incorporated into the design.
 - Reviewed and approved all DOE O 413.3B required project documentation prior to CD-2/3 ESAAB.
 - Participated in the CD-2/3 IPR (08/2022) and Status IPR (08/2023). Provided the FPD’s Perspective Briefing at the Day 1 morning executive session, attended all executive sessions thereafter, and interfaced with the Review Committee to ensure their questions were answered in a timely manner.
 - Perform field construction inspections during construction. Document my findings and report any deficiencies to the Lab Project Manager and MIPD Director.
 - Review monthly EVMS reports, to include VARs, submitted by the Lab Project Manager to ensure that the project is tracking cost & schedule baseline.
 - Input FPD assessment into PARS on a monthly basis.
 - Approve change requests and contingency usage in accordance with the PEP.
 			

The graphic below sums up why using HTML in your Work Experience statements makes sense:

No HTML	With HTML
<p>The overall LBNF/DUNE-US project is a FPD Certification Level 4 project currently with a TPC at \$3.1B currently post CD-1. The project is divided into five subprojects as a tailoring strategy. The Near Site Detector Subproject (ND) Subproject (SP) of LBNF/DUNE-US is a FPD Certification Level 3 project with a current TPC at \$200 million. The project involves the design, engineering, procurement, construction, inspection, commissioning, and startup of the Near Detector and Near Site Cryogenic Infrastructure. The ND SP is expected to achieve CD-2 approval in 2024 and CD-3 approval in 2026. I have been a Deputy FPD on the ND SP since August 2, 2021. My responsibilities, in addition to general support to the FPD, as a Deputy FPD includes: • Evaluate and verify reported progress, makes projections of progress, and identifies trends. • Assess project performance and provides written reports, as needed, to be included in FPD assessments. • Participate in project reviews and observe project-chartered reviews for assigned WBS elements. • Conduct field inspections, documents findings, and tracks actions requiring resolution. • Ensure all aspects of the project for the assigned WBS elements comply with the FRA M&O contract, public law, regulations, and Executive Orders. • In coordination with the Contracting Officer and FPD, provide oversight of acquisition planning and procurement performance for the assigned WBS elements, and act as the Contracting Officer’s Technical Representative, as determined by the Contracting Officer. • Coordinate matrix support needed for the assigned WBS elements from the SC Consolidated Support Center (SC-CSC), the Fermi Site Office (FSO) or other DOE offices. • Review Tier 2 (or higher) change requests, advises FPD on impacts to the assigned WBS elements, and provides recommendations to the FPD for approval. The current DFPD assignments for this subproject are: • Intikhab Alam - Assigned WBS Elements: 131.ND.01 (ND Project Management and CCA), 131.ND.04 (ND Muon Spectrometer), 131.ND.05 (ND Beam Monitoring), 131.ND.07 (ND PRISM Movement System), 131.ND.08 (Near Site Cryogenics Infrastructure), 131.ND.09 (ND Facility, Services and Installation), 131.ND.10 (LBNF/DUNE Conceptual Design – ND)</p>	<p>The overall LBNF/DUNE-US project is a FPD Certification Level 4 project currently with a TPC at \$3.1B currently post CD-1. The project is divided into five subprojects as a tailoring strategy.</p> <p>The Near Site Detector Subproject (ND) Subproject (SP) of LBNF/DUNE-US is a FPD Certification Level 3 project with a current TPC at \$200 million. The project involves the design, engineering, procurement, construction, inspection, commissioning, and startup of the Near Detector and Near Site Cryogenic Infrastructure.</p> <p>The ND SP is expected to achieve CD-2 approval in 2024 and CD-3 approval in 2026.</p> <p>I have been a Deputy FPD on the ND SP since August 2, 2021. My responsibilities, in addition to general support to the FPD, as a Deputy FPD includes:</p> <ul style="list-style-type: none"> • Evaluate and verify reported progress, makes projections of progress, and identifies trends. • Assess project performance and provides written reports, as needed, to be included in FPD assessments. • Participate in project reviews and observe project-chartered reviews for assigned WBS elements. • Conduct field inspections, documents findings, and tracks actions requiring resolution. • Ensure all aspects of the project for the assigned WBS elements comply with the FRA M&O contract, public law, regulations, and Executive Orders. • In coordination with the Contracting Officer and FPD, provide oversight of acquisition planning and procurement performance for the assigned WBS elements, and act as the Contracting Officer’s Technical Representative, as determined by the Contracting Officer. • Coordinate matrix support needed for the assigned WBS elements from the SC Consolidated Support Center (SC-CSC), the Fermi Site Office (FSO) or other DOE offices. • Review Tier 2 (or higher) change requests, advises FPD on impacts to the assigned WBS elements, and provides recommendations to the FPD for approval. <p>The current DFPD assignments for this subproject are:</p> <ul style="list-style-type: none"> • Intikhab Alam - Assigned WBS Elements: 131.ND.01 (ND Project Management and CCA), 131.ND.04 (ND Muon Spectrometer), 131.ND.05 (ND Beam Monitoring), 131.ND.07 (ND PRISM Movement System), 131.ND.08 (Near Site Cryogenics Infrastructure), 131.ND.09 (ND Facility, Services and Installation), 131.ND.10 (LBNF/DUNE Conceptual Design – ND)

Remember: An easier to read application increases your chance of success!

Some other HTML styling tips:

- To **bolden** text, insert the text between “” and “”
- To *italicize* text, insert the text between “<i>” and “</i>”
- To underline text, insert the text between “<u>” and “</u>”
- For making paragraphs (i.e., insert a blank line), use two (2) “
” scripts at the end of your first paragraph, like so:

- If you want to end an indented list and then continue with paragraphs, use “</p>” after the last bullet to end indentation. Then use “

” to make a space after the last bullet. Then type away.

Special thanks to Inti Alam (FPD, Fermi Site Office)

Entry into the ESS PMCDP Application – Example for Level II (WEL2.2)

Experience Requirements	Experience Equivalencies
<p>A minimum of one year of documented FTE experience as a Level I FPD on an active post CD-3 project. The one FTE year of experience may overlap with the two years of FTE experience serving as a Level I FPD.</p>	<p>A minimum of one year of documented FTE experience as a Deputy FPD experience on an active post CD-3 project.</p> <p>OR</p> <p>A minimum of one year of documented FTE experience as a formally designated Project Manager with an Architect/Engineering firm or with a DOE Managing & Operating (M&O) or Managing and Integrating (M&I) contractor on an active post CD-3 project.</p> <p>OR</p> <p>A minimum of one year of documented FTE experience as a formally designated Project Manager in the private sector or another federal agency on a project equivalent to a post CD-3 capital asset project.</p>
Experience equivalency justification	
<p>I have over one (1) year of documented FTE experience as a Level I FPD on an active post CD-3 project, specifically the Science User Support Center (SUSC) project at BNL with a TPC of \$86M. The scope of the project is to build 60,000 SF of new office space. The project achieved CD-2/3 on 11/01/2022 and is currently in construction. I was appointed FPD on 03/31/2021. The Project Execution Plan (PEP) is provided as backup documentation. See History of Project Management Experience section for more information, to include my specific roles, duties, and responsibilities.</p>	

Instructions:

1. State you meet the **Experience Requirement** and which project(s) in your Project History will be used to meet the requirement.
 - a. If you are using an **Experience Equivalency**, state which **Equivalency** you are using.
 - b. Include the Project Name and Location.
2. Include the **TPC**.
3. Provide a **brief description** of the project.
4. If the Experience Requirement/Equivalency references a **Critical Decision (CD)**, provide the date(s) the project(s) achieved the CD.
5. Describe what is the **current status** of the project (e.g., in construction, working towards CD-2/3, approaching CD-4, etc.)
6. State the **date you were appointed** FPD, Deputy FPD, or equivalent-FPD (if using non-DOE experience to qualify).
7. State what is being provided as **backup documentation**, such as the PEP to confirm FPD (or Deputy FPD) status.
8. Include statement “See History of Project Management Experience section for more information, to include my specific roles, duties, and responsibilities” at end.

Optional – Experience Matrix

Project	Agency	Position	TPC	Start Date	End Date	Total Experience	Post CD-3 Experience
Renovate Barracks	USACE	Resident Engineer*	\$40M	01/2015	12/2018	4 years	4 years
New Reserve Center	USACE	Resident Engineer*	\$65M	01/2019	12/2021	3 years	3 years
Renovate Lab Space (GPP)	DOE	IPT Member	\$20M	01/2022	10/2022	10 months	None
New Utility Plant Building (MCA)	DOE	FPD	\$45M	11/2022	Present	12 months	6 months
					<u>TOTAL</u>	8 years 10 months	7 years 6 months

GPP = General Plant Project
MCA = Major Capital Asset Project
* = FPD Equivalent Role

The above experience matrix can be a supplement to your application as a separate document.

Key Things to Remember

1. Multiple projects can be used if each project spans **AT LEAST** six (6) months. If you are on a project for less than six (6) months at the time you apply, the project does **NOT** count.
2. **BE SPECIFIC!** Do not use general roles & responsibilities for all jobs. **Do not copy & paste from project to project.** You can use the examples provided to get started but then you must then expand the experience statement to elaborate on what *specifically* you did on the specific project.
3. The CEG requires you to document the experience in terms of full-time equivalent experience, that is, what percentage of a full year was allocated to that activity or responsibility.
 - a. If you are on multiple projects at the same time, indicate what percentage you were on each project. Example:
 - i. Serving as the FPD since CD-1 (achieved 01/2020). The project achieved CD-2/3 on 12/01/2021 and is currently in construction. I dedicate approximately 75% of my time to this project.
 - ii. Serving as the Deputy FPD since CD-2 (achieved 02/2021). The project is forecasted to achieve CD-3 by 10/2024. I dedicate approximately 25% of my time to this project.
4. You cannot use the same time period for more than one application. For example:
 - a. You served as an FPD (or Deputy FPD) from 1/2013 – 3/2020 on the same capital asset project:
 - i. You could claim the time from 1/2013 – 1/2015 for Level I certification,
 - ii. The time from 2/2015 -2/2017 to satisfy the experience requirement for Level II certification,
 - iii. The time from 3/2017-3/2020 to satisfy the experience requirement for Level III certification.
5. You cannot aggregate multiple projects within the same time period. For instance, serving as FPD for two projects over the course of one year does not equal two years of FPD experience.
6. If you wish to use experience serving as a project manager for another Federal agency or for the private sector to demonstrate equivalency, you must demonstrate how this experience and their responsibilities are similar to the requirements in DOE Order 413.3B.
 - a. Explain how your previous position was **EQUIVALENT** to that of an FPD. See list of FPD experience/responsibilities below:
 - Developing project funding documents
 - Participating in the development of the project acquisition strategy and the acquisition plan
 - Forming and effectively leading an IPT

- Using PDRI or similar methodology to assess project maturity and degree of success in achieving an equivalent approval to DOE's Critical Decision (CD) as part of front-end planning
 - Constructing a work breakdown structure and developing a scope baseline
 - Reviewing and managing project costs, schedules, and risks
 - Developing and using the equivalent to an Analysis of Alternatives (AoA) in decision-making
 - Monitoring, analyzing, and reporting on project performance
 - Collecting and reporting on Lessons Learned.
 - Preparing NEPA, RCRA and other environmental documents, e.g., Environmental Impact Assessments, Environmental Impact Statements, Categorical Exclusions, permits
 - Oversee writing the Project Execution Plan (PEP) and getting it approved
 - Participating in the change management and control process
 - Participating in quarterly project reviews
7. The role of the FPD or Deputy FPD must be formally designated in project documents (e.g., PME appointment memorandum, Critical Decision approval documents at CD-0 or beyond, etc.).
- a. A candidate may also submit a signed affidavit from his or her former or immediate supervisor, or site office manager confirming the role of the FPD, Deputy FPD, or Acting FPD if other validation is not available (this is a rare situation).
8. An affidavit from your past supervisor is **required** to validate your experience serving as a project manager for another Federal agency or for the private sector.
- a. The affidavit should be in email format and the email chain must include your project list, TPC, project start/end date, your specific dates on the project (start/end dates), your specific role/job title on the project, and your specific roles & responsibilities.
 - b. The email sent to your past supervisor should mirror your FPD application for that job.
 - c. Essentially, you are looking for your past supervisor to confirm the content of your application.
 - d. Do not attach a document and have them verify it. The CRB cannot verify what document is attached to the email.
9. For Levels 2/3/4, information provided should be **results-oriented** and highlight the *impact* the candidate had on the project and/or lessons learned. Tell the story about how you were a critical member of the project team... *convince* the CRB you were a critical to the success of the project.

10. Ensure projects you are using for credit meet the requirements of the CEG. One of the biggest issues seen is that the project TPC is *not* sufficient, especially when going for Level 3+.
 - a. For example, if the experience requirement states the experience must be a on a Level III (or higher) project, then then TPC must be greater than \$100M. Otherwise, the project cannot be used for that requirement.
11. For Levels 2 and 3, ensure you have sufficient experience on a post CD-3 project as required. Add up your # of days experience post CD-3 to verify.
12. If you are seeking credit for **projects less than \$50M** and other projects (i.e., **cooperative agreements and construction components of IT projects**) must provide a formal declaration of the intent to follow DOE Order 413.3B. The declaration shall be in writing and can be in a memo, in the Preliminary Project Execution Plan/Project Execution Plan and must be uploaded in PARS along with the Mission Need Statement (or equivalent). The project must be loaded and managed as an active project in PARS.
 - a. General plant projects (GPPs) or similar small, routine infrastructure improvement projects may be included in the TPC consideration. For the GPPs or small projects to be considered, the TPC of the project must be less than the threshold for minor construction and the project must be managed in accordance with DOE Order 413.3B as specified in Section 1.2 of the CEG.
 - b. Construction portion of IT projects may be given credit and can be included in the TPC consideration. For the IT construction portion to be considered, the project must be managed in accordance with DOE Order 413.3B as specified in Section 1.2 of the CEG.
 - c. Cooperative agreement projects may be given credit and can be included in the TPC consideration. For the cooperative agreement projects to be considered, the project must be \$10M or greater in TPC and managed in accordance with DOE Order 413.3B as specified in Section 1.2 of the CEG.
 - d. The certification candidate must serve on a project for at least six continuous months to receive appropriate experience credit.
13. For **Deputy FPD experience**, you **MUST** be assigned specific WBS element(s) that you will be responsible for. This shall be detailed in the signed PEP and/or FPD Appointment Memorandum (signed by the PME).
 - a. You will need to list the WBS element #, title, and TPC for that element. If you do not include this information, your experience will not be considered creditable!
 - b. The TPC for the element must be greater than the Minor Construction Threshold (currently \$30M). It is best if the TPC is commensurate with your current FPD certification level (If Level II certified, pick a WBS with a TPC greater than \$50M).