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# Department of Energy Technical Skills Training Program

- Program Management
- Project Management
- Procurement & Assistance

October 1989



**U.S. Department of Energy**  
Assistant Secretary, Management and Administration  
Office of Personnel and Career Development  
Employee Development and Training Division

**MASTER**

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# Introduction

The departmentally administered Technical Skills Training Program encompasses three functional areas: Program Management Skills, Project Management Skills and Procurement and Assistance Skills Training. Primary emphasis is directed at providing DOE employees the specific work related skills necessary to perform effectively and efficiently.

This directory contains descriptions of the courses available in the three program areas and general information for participation in the training programs. Separate sections have been reserved for the Current Year Schedule and listings of the Headquarters and Field Training Office Coordinators.

## **Course Design and Development Responsibilities:**

A joint effort between the Division of Employee Development and Training, MA-502, and Program, Project, and Procurement Technical Advisory Groups helps to ensure that all training is technically accurate, has practical applications and meets the needs of the Department.

In this effort the responsibilities of MA-502 are to:

- convene Technical Advisory Group meetings to determine the scope and content of the Technical Skills Training Program;
- manage course design and delivery;
- determine teaching methodology;
- evaluate instructor competence and platform skills;
- coordinate contractor/technical resource interaction;
- lead TAG and other technical resources in effort to develop an effective course design and delivery;
- lead technical team effort in prototype review and modification process;
- direct changes in course content, or delivery, based upon observations and/or participant evaluations.

The Technical Advisory Groups:

- determine overall scope and content of the technical training program
- provide technical input for course content and structure;
- provide technical guidance to MA-502 concerning program coverage;
- recommend changes in draft textbook content (technical coverage and philosophy);
- provide technical guidance to MA-502 in review of prototype delivery and identifying changes that are required to improve the course or its technical accuracy.

A list of all Technical Advisory Group Members follows the introduction.

## **Recommended Audience:**

Candidate experience and background for the Technical Skills Training courses may range from no previous exposure to journeyman level. Each course is organized and developed around consideration for the novice and provides background material that introduces the topic and develops the concepts underpinning the succeeding information. Drawing on the practical experience of the senior level participants reinforces these concepts and is an added dimension important to the adult learning experience.

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### **Course Prerequisites:**

While there are no mandatory course prerequisites for the Technical Skills Training courses, specific training or equivalent experience or knowledge is suggested for some courses. Lack of prior training does not preclude attendance at any of the technical training courses.

### **Course Evaluation:**

Courses are closely monitored by the program office to insure the best possible delivery. At the conclusion of each course, participants are asked to complete course evaluations. Evaluations are reviewed by the program staff to spot potential problems, consider recommendations and determine, generally, the overall effectiveness of the course, course materials and the instructor. We encourage you to participate in the evaluation process, be candid in your observations and feel free to contact the program office at any time you have suggestions or concerns about the program.

### **Registration Procedures:**

Registration in the Technical Skills Training courses is handled by completion of DOE form 3410.4, Request, Authorization, Agreement and Certification of Training. The form is prepared, approved and forwarded through the local training coordinator to the hosting training site. For the courses managed by MA-502, we will query the Training Information System to obtain a roster of the participants scheduled to attend courses. This will insure that employee training records are properly documented and eliminate maintaining duplicate records. Since we will rely on the information in the DTIS for participant nomination and confirmation, it is imperative that internal procedures for training requests be followed. To ensure space and prompt confirmation it is recommended that training forms be completed and telephone nominations be made at least one month in advance of the course starting date. For information on the internal procedures followed by your organization or field office, contact your headquarters or field Training Office Coordinator. A list of Training Coordinators is included in this directory.

Questions or requests for additional information should be directed to the Employee Development and Training Division, Technical Skills Training Program staff, MA-502 Rm. 4E-040, Forrestal Building, Washington, DC. (586-2024 or FTS-896-2024).

Helene S. Markoff, Director, Division of Employee Development and Training  
Paul Mink, Program Manager, Technical Skills Training Program  
Dottie Van Steinburg, Employee Development Specialist  
Gretel Pinkney, Employee Development Specialist  
Peggy McQueen, Program Assistant

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**Technical Advisory Groups**  
**Program Management**  
**Project Management**  
**Procurement and Assistance**

## Program Management Technical Advisory Group

Organization	Representative	Telephone	Mail/Routing Symbol
Conservation & Renewable Energy	Richard Haller	586-9263	CE-222, 6B113/FORS
Defense Programs	Thomas Shea	353-4382	DP-5.3, C-461/GTN
Energy Research	David Richman	353-4410	ER-11, G236/GTN
Energy Information Administration	Lynda Carlson	586-1112	EI-65, 1F-093/FOR
Energy Information Administration	John Weiner	586-6537	EI-23, 2H-087/FORS
Environment Safety & Health	Bob Keller	353-6136	EH-35, G-118/GTN
Fossil Energy	Jorgen Birkland George Sall (alt.)	353-2831 353-2604	FE-13, 3E-028/GTN FE-13, B-128/GTN
Inspector General	John Goggin	586-4134	IG-14, 5D-C31/FORS
Management & Administration	John Clark	586-6760	MA-212, 4D-025/FORS
Management & Administration	Frank Newman	586-4551	MA-233.3, 5C-042/FORS
Management & Administration	Brad Campbell	586-8414	MA-30.43, 4A-105/FORS
Management & Administration	Ed Simpson	586-8246	MA-421.1, 8H-033/FORS
Nuclear Energy	Alexander Lyman	353-4380	NE-13, D-407/GTN
Albuquerque Operations	Larry Kirkman	FTS-844-9351	P.O. Box 5400 Albuquerque, NM 87115
Bonneville Power Administration	Clifford Perigo	FTS-429-4519	P.O. Box 3621 Rte. E Portland, OR 97208



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<b>Organization</b>	<b>Representative</b>	<b>Telephone</b>	<b>Mail/Routing Symbol</b>
Brookhaven Area Office	Jerry Bellows	FTS-666-3424	Upton, New York 11973
Chicago Operations	David Dashevsky	FTS-972-2004	9800 South Cass Avenue Argonne, IL 60439
Idaho Operations	Debu Majumdar	FTS-583-1995	785 Doe Place Idaho Falls, ID 83402
Nevada Operations	Geri Babero	FTS-575-0977	P.O. Box 14100 Las Vegas, NV 89114
Oak Ridge Operations	Roger Jump	FTS-626-4869	P.O. Box E Oak Ridge, TN 37830
Richland Operations	John Anttonen	FTS-444-7591	P.O. Box 3402 Richland, WA 99352
San Francisco Operations	Robert LeChevalier	FTS-536-6362	1333 Broadway Oakland, CA 94612
Savannah River Operations	John Geiger	FTS-239-3909	P.O. Box A Aiken, SC 29802
Western Area Power Administration	Byron Nielson	FTS-327-7959	P.O. Box 3402 Golden, CO 80401

## Project Management Technical Advisory Group

Organization	Representative	Telephone	Mail/Routing Symbol
Conservation & Renewable Energy	Clifton Carwile	586-5584	CE-33, 5H-021/FORS
Defense Programs	Thomas Shea	353-4382	DP-5.5, C-461/GTN
Energy Research	Lewis Temple	353-4840	ER-65, F-241/GTN
Environment Safety & Health	Bob Keller	353-6136	EH-35, G-118/GTN
Fossil Energy	Jim White	353-2729	FE-33, D-127/GTN
Management & Administration	Bob Gallagher	586-9701	MA-224.2, 5C-032/FORS
Management & Administration	Joe Scarpignato	586-8226	MA-442, 1I-038/FORS
Nuclear Energy	Alexander Lyman	353-4380	NE-13, D-407/GTN
Albuquerque Operations	Larry Kirkman	FTS-844-9351	P.O. Box 5400 Albuquerque, NM 87115
Bonneville Power Administration	Bob Lieberman	FTS-425-2730	P.O. Box 3621 Portland, OR 97208
Chicago Operations	Bob Selby	FTS-972-2067	9800 South Cass Avenue Argonne, IL 60439
Idaho Operations	Robert Secondo	FTS-583-1637	785 Doe Place Idaho Falls, ID 83401
Nevada Operations	Joe Fiore	FTS-575-3424	P.O. Box 14100 Las Vegas, NV 89114
Oak Ridge Operations	Ken Dziedzic	FTS-626-7700	P.O. Box E Oak Ridge, TN 37830
Richland Operations	John Anttonen	FTS-444-7591	P.O. Box 550 Richland, WA 99352
San Francisco Operations	John Gonzales	FTS-536-4376	1333 Broadway Oakland, CA 94612
Savannah River Operations	Lewis Lewis	FTS-239-1385	P.O. Box A Aiken, SC 29802
Western Area Power Administration	Larry K. Bressler	FTS-327-1565	P.O. Box 3402 Golden, CO 80401

## Procurement and Assistance Technical Advisory Group

Organization	Representative	Telephone	Mail/Routing Symbol
Procurement & Assistance Policy	Steve Mournigham	586-8264	MA-421.2, 8H-073/FORS
Procurement & Assistance Review & Analysis	George Haymond	586-8228	MA-43, 1E-002/FORS
Procurement & Assistance Mgmt. Directorate	G. L. Allen	586-1069	MA-4, 5B-080/FORS
Procurement Operations	Dave Newman	586-1370	MA-45, 1I-066/FORS
Albuquerque Operations	James Hoyal Rose Argon (alt.)	FTS-844-7251 FTS-844-5776	P.O. Box 5400 Albuquerque, NM 87115
Bonneville Power Administration	Norman Linscott	FTS-429-4513	P.O. Box 3621 Portland, OR 97208
Chicago Operations	John Greenwood Bernie Russ (alt.)	FTS-972-2099 FTS-972-2546	9800 South Cass Avenue Argonne, IL 60439
Idaho Operations	Bill Drake	FTS-583-0775	P.O. Box 550 Idaho Falls, ID 83402
Nevada Operations	Joanne Bradbury	FTS-575-3206	P.O. Box 14100 Las Vegas, NV 89114
Oak Ridge Operations	P.D. Dayton Bob Lynch (alt.)	FTS-626-0795 FTS-626-0795	P.O. Box E Oak Ridge, TN 37830
Richland Operations	Robert D. Larson	FTS-444-7271	785 Doe Place Richland, WA 99352
San Francisco Operations	James Hirahara Joan McCrussy (alt.)	FTS-536-4370 FTS-536-6097	133 Broadway Oakland, CA 94612
Strategic Petroleum Reserve	Ted Williams	FTS-686-4215	900 Commerce Road, East US-492 New Orleans, LA 70123
Western Area Power Administration	Don Ray	FTS-327-1574	P.O. Box 3402 Golden, CO 80401

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## SECTION I

### **Program Management Skills Training Courses**

Program Management is the responsibility and authority for the direction of a set of activities directed toward a common purpose or goal. It includes planning, budgeting, execution and evaluation.

This series of one 5-day overview and four 5-day skills courses was designed to provide the necessary technical skills required by employees with program management responsibilities. Participants will gain a working knowledge of concepts, principles, techniques and issues of program management.

The program objectives are:

- to provide an overview of the essential elements of program management within the Department of Energy;
- to identify roles, responsibilities, authorities, as well as elements, critical to program planning in DOE;
- to provide the knowledge and skills in the area of procurement/acquisition, environment safety and health, quality assurance and safeguards and security necessary for effective program management; and
- to provide an understanding of the concepts, principles and techniques used to evaluate program performance.

Individual course descriptions follow.

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## Program Management Overview (PGM01)

<b>Audience:</b>	Professional, technical and managerial personnel with a need to have a working knowledge of the program management function.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with an overview examination of the essential elements of program management within the Department of Energy.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Public policy framework for program management</li><li>• Organizational/management structure of the Department</li><li>• Crucial elements required for establishing a program</li><li>• Program management elements - planning, budgeting, organizing, directing, and institutional reporting and review requirements.</li><li>• Program strategy and planning</li><li>• Program/project interrelationships</li><li>• Program execution and evaluation</li><li>• Environment safety, health, quality assurance, safeguards and security considerations</li><li>• Program manager role</li><li>• Management information systems and reporting</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PGM01 PROG MGMT OVERVIEW
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PGM01, Program Management Overview</i></b> should be submitted to the Training Coordinator of the field office hosting the program delivery or to MA-502, Room 4E-040, Forrestal Building for the Washington DC area delivery.

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## Program Planning (PGM02)

**Audience:** Professional, technical and managerial personnel with a need to have a working knowledge of the program planning function.

**Length:** 40 hours

**Source:** MA-502 Contract Instructor delivery

**Project Manager:** Paul Mink  
Dottie Van Steinburg/Gretel Pinkney (Alternates)

**Description:** This course will provide participants with an understanding of roles, responsibilities, authorities and elements of work critical to program planning in the Department of Energy.

**Content:**

- The program planning process and the interaction of key elements in the process
- Areas of responsibility and the interface of Headquarters outlay program offices and field offices in the planning process
- Strategic and long-range planning
- DOE Planning, Institutional Plans
- Program manager responsibilities for planning
- Program planning, operating plans
- Defense Programs planning

**Course Prerequisites:** Program Management Overview is recommended

**DTIS Title:** PGM02 PROG PLANNING

**Registration:** Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend **PGM02, Program Planning** should be submitted to the Training Coordinator of the field office hosting the program delivery or to MA-502, Room 4E-040, Forrestal Building for the Washington DC area delivery.

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## Resource Management (PGM03)

<b>Audience:</b>	Professional, technical and managerial personnel with a need to have a working knowledge of the program resource management function.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with a working knowledge of the program planning and resource management processes.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Relationships of program planning to resource management</li><li>• Interface of long-range planning to resource planning and budget formulation</li><li>• Resource management responsibility – Headquarters, field offices and national laboratories</li><li>• Resource planning, scheduling and allocation</li><li>• Budgetary process; Manpower Utilization System; Strategic Facilities Plan</li><li>• Budget formulation, review and presentation</li><li>• Budget execution</li><li>• Resource control</li></ul>
<b>Course Prerequisites:</b>	Attendance at Program Management Overview or equivalent level of knowledge of program management.
<b>DTIS Title:</b>	PGM03 PROG RESOURCE MGMT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PGM03, Resource Management</b> should be submitted to the Training Coordinator of the field office hosting the program delivery or to MA-203, Room 4E-040, Forrestal Building for the Washington DC area delivery.

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## Environment Safety & Health (PGM04)

**Audience:** Professional, technical and managerial personnel with a need to have a working knowledge of Environment Safety & Health issues.

**Length:** 40 hours

**Source:** MA-502 Contract Instructor delivery

**Project Manager:** Paul Mink  
Dottie Van Steinburg/Gretel Pinkney (Alternates)

**Description:** This course will provide participants with an understanding of how the Environment Safety and Health program crosscuts the outlay programs. These functions will be examined as critical elements in program management.

**Content:**

- ES&H issues and their impact on programs
- NEPA, CERCLA, SARA, and RCRA
- Occupational health and safety
- Safety Analysis Report System

**Course Prerequisites:** None

**DTIS Title:** PGM04 ES&H

**Registration:** Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend **PGM04, ES&H** should be submitted to the Training Coordinator of the field office hosting the program delivery or to MA-502, Room 4E-040, Forrestal Building for the Washington DC area delivery.



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## Program Execution and Evaluation (PGM05)

<b>Audience:</b>	Professional, technical and managerial personnel with a need to have a working knowledge of the program management function.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with an understanding of the spectrum of internal and external evaluation interfaces involved with program management, factors controlling program results and tools necessary to perform program evaluation.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Program evaluation environment</li><li>• Evaluation concepts and principles</li><li>• Evaluation tools and techniques</li><li>• Project validation and review</li><li>• External reviews and evaluations</li><li>• Internal DOE reviews and evaluations</li></ul>
<b>Course Prerequisites:</b>	Program Management Overview or equivalent experience is recommended
<b>DTIS Title:</b>	PGM05 PROG EXECUTION & EVAL
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PGM05, Program Execution and Evaluation</i></b> should be submitted to the Training Coordinator of the field office hosting the program delivery or to MA-502, Room 4E-040, Forrestal Building for the Washington DC area delivery.

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## SECTION II

### **Project Management Skills Training Courses**

Project Management Skills Training consists of a core program and, currently, twelve intensive skills development courses. The specific knowledge, skills, and abilities needed to provide or enhance the technical competence of employees engaged in project management are addressed in the Project Management series. Project managers, potential project managers and individuals whose positions require knowledge of project management policies and procedures will receive training in all facets of DOE acquisition and project management.

Program Objectives are:

- to identify the major elements of the DOE Acquisition and Project Management Policy;
- to provide an understanding of the DOE budgeting and financial management systems, cost accounting fundamentals, and financial performance measurements;
- to provide an understanding of the systems, techniques, procedures, and application of basic principles of cost estimating to fulfill DOE cost requirements;
- to provide a basic understanding of the environmental safety and health requirements applicable to DOE activities;
- to provide an overview of the management functions that must be performed in a project office;
- to provide a description of the technical management functions of a project office;
- to provide an understanding of the Cost Schedule Control Systems Criteria and planning and management of performance measurement and program control;
- to provide an understanding of systems, procedures and documentation related to DOE project management; and
- to increase awareness of the organization and interpersonal approaches associated with effective project management.

Individual course descriptions follow.

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## Project Planning and Management Core Overview Program (PMC10)

<b>Audience:</b>	Project manager, potential project managers and individuals whose positions require knowledge of project management.
<b>Length:</b>	80 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with a basic understanding of (1) project management, (2) the various stages of project planning and management (3) the working nature of the project management system, and (4) project management concepts and terminology.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Project definition</li><li>• OMB circular A-109/major systems acquisition</li><li>• DOE Project Management System</li><li>• Project organization &amp; staffing</li><li>• Work breakdown structure (WBS)</li><li>• Project scheduling</li><li>• Cost estimating</li><li>• Resource allocation</li><li>• Project planning</li><li>• Acquisition strategy and process</li><li>• Project reporting</li><li>• Cost schedule control system criteria/Uniform Reporting System</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PMC10 CORE PROJECT MGMT OVERVIEW
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PMC10, Project Planning and Management Core Program</b> should be submitted to the local Training Coordinator and forwarded to MA-502, Room 4E-040, Forrestal Building Washington DC.

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## Project Management Policy & Concepts (PMMS1)

<b>Audience:</b>	Project managers, potential project managers and individuals whose positions require knowledge of project management.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with an in-depth examination of DOE requirements, procedures, processes and techniques used in project management throughout the project cycle.
<b>Content:</b>	<ul style="list-style-type: none"><li>• OMB Circular A-109 and its relationship to DOE project management</li><li>• Project budgeting and funding concepts</li><li>• Development of an acquisition strategy</li><li>• Project cycles, review concepts and internal project reporting</li><li>• Financial information system and funds management within DOE</li><li>• Relationships between financial management and cost estimating</li><li>• The federal and DOE budget systems</li></ul>
<b>Course Prerequisites:</b>	Attendance at PMC10, Project Planning and Management Core Program or an equivalent working level knowledge of the DOE Project Management System.
<b>DTIS Title:</b>	PMMS1 POLICY AND CONCEPTS
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PMMS1, Project Management Policy and Concepts</b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## **Project Management Business Management (PMMS2)**

<b>Audience:</b>	Project managers, potential project managers and individuals whose positions require knowledge of project management.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with an understanding of (1) organizational and project structures and their relationship to internal management interfaces, (2) the relationships and differences between a project plan and a project management plan, (3) types of procurement, and its impact on project costs and the role of the COTR, (4) effective management of project staff and (5) team building.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Organization</li><li>• Project plan/project management plan</li><li>• Acquisition</li><li>• Contracting/Statement of Work/methods of procurement</li><li>• Source selection/negotiation/award</li><li>• Project staffing and organizational structure</li></ul>
<b>Course Prerequisites:</b>	Attendance at PMC10, Project Planning and Management Core Program or an equivalent working level knowledge of the DOE Project Management System.
<b>DTIS Title:</b>	PMMS2 PM BUSINESS MGMT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS2, Project Management Business Management</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## **Project Management Technical Management (PMMS3)**

<b>Audience:</b>	Project managers, potential project managers and individuals whose positions require knowledge of project management.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with an understanding of the critical technical management concepts of project management; e.g., systems engineering concepts, design review, configuration management, quality assurance, etc.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Technical management aspects of project</li><li>• Decisions and risk analysis techniques</li><li>• Principles of system engineering and systems management</li><li>• Configuration identification control and accounting</li><li>• Change control in a configured project</li><li>• Environmental statutes and regulations</li><li>• NEPA and environmental safety and health requirements</li></ul>
<b>Course Prerequisites:</b>	Attendance at PMC10, Project Planning & Management Core Program or an equivalent working level knowledge of the DOE Project Management System.
<b>DTIS Title:</b>	PMMS3 PM TECHNICAL MGMT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PMMS3, Project Management Technical Management</b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## Project Management Reporting & Control (PMMS4)

<b>Audience:</b>	Project managers, potential project managers and individuals whose positions require knowledge of project management.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with an understanding of (1) baseline management, (2) cost schedule control systems criteria planning and implementation, (3) contractor performance measurement, (4) networking and charting techniques for projects, and (5) status reviews.
<b>Content:</b>	<ul style="list-style-type: none"><li>• The management functions of project reporting</li><li>• Contractor performance measurement</li><li>• Cost and schedule control techniques</li><li>• Organization of work breakdown structure</li><li>• Structure of costs, data collection and analysis</li><li>• Scheduling techniques</li><li>• Project reporting</li><li>• Project status review and analysis</li></ul>
<b>Course Prerequisites:</b>	Attendance at PMC10, Project Planning & Management Core Program or an equivalent working level knowledge of the DOE Project Management System.
<b>DTIS Title:</b>	PMMS4 PM REPORTING & CONTROL
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS4, Project Management Reporting &amp; Control</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## **Project Management Computer Applications (PMMS5)**

<b>Audience:</b>	Project managers, potential project managers and individuals whose positions require knowledge of project management.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with hands-on microcomputer instruction concentrating on all of the common functions performed in a project office.
<b>Content:</b>	<ul style="list-style-type: none"><li>• DOE project management system</li><li>• Microcomputer applications common to the project management function</li><li>• Software packages for project management systems application</li><li>• Software application to current project management work activities</li><li>• DOE-wide microcomputer networking activities and data extraction for project reporting and control</li></ul>
<b>Course Prerequisites:</b>	Working level knowledge of the DOE Project Management System.
<b>DTIS Title:</b>	PMMS5 PM COMPUTER APPLICATIONS
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS5, Project Management Computer Applications</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.



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## Evaluation of Cost & Schedule Control Systems (PMMS6)

<b>Audience:</b>	Project managers, potential project managers and individuals whose positions may require knowledge of Cost and Schedule Control Systems Criteria sufficient to review contractor and/or serve as team member on future reviews.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide participants with a practical knowledge of the disciplines, procedures and techniques as well as the <b><i>development of skills necessary to conduct comprehensive management control systems demonstration reviews</i></b> on selected DOE contractors for the purpose of determining systems compliance with the Cost and Schedule Control Systems Criteria.
<b>Content:</b>	<ul style="list-style-type: none"><li>• The criteria concept</li><li>• DOE CSCSC policy and its relationship to the project management system</li><li>• Criteria Discussion<ul style="list-style-type: none"><li>— organization</li><li>— planning and budgeting</li><li>— accounting</li><li>— analysis</li><li>— revisions and access to data</li></ul></li><li>• Simulated CSCSC Review via a case study<ul style="list-style-type: none"><li>— DOE organizational relationship</li><li>— Review teams</li><li>— Review procedures</li><li>— Review reports</li></ul></li></ul>
<b>Course Prerequisites:</b>	Attendance at PMC10, Project Planning & Management Core Program, an equivalent working level knowledge of the DOE project management system or familiarity with CSCS criteria as identified in DOE/MA-0262, Checklist Handbook, dtd. Feb. 1987.
<b>DTIS Title:</b>	PMMS6 EVAL OF COST SCHED CONTROL
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS6, Evaluation of Cost &amp; Schedule Control Systems</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.
<b>Special Equipment:</b>	Participants should bring calculators

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## Performance Measurement Data Analysis (PMMS8)

<b>Audience:</b>	Professional, technical, and managerial personnel with the need to have a working knowledge of the performance measurement data analysis process.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course provides the skills necessary to effectively obtain, analyze, and use performance measurement data in the management of DOE projects. The Performance Measurement Analysis System, a microcomputer-based analysis tool, is utilized as the focus of this training.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Contractor reporting</li><li>• The Cost Performance Report</li><li>• The Performance Measurement Analysis System (Version 3.0)</li><li>• Preparing for analysis</li><li>• Cost Performance Report variances and validation</li><li>• Status analysis</li><li>• Trend analysis techniques</li><li>• Point projection</li><li>• Trend extrapolation</li></ul>
<b>Course Prerequisites:</b>	Attendance at PMC10, Project Planning & Management Core Program; PMMS4, Project Management Reporting and Control; PMMS6 Evaluation of Cost and Schedule Control Systems, or an equivalent working level knowledge of the DOE Project Management System.
<b>DTIS Title:</b>	PMMS8 PERFORMANCE DATA ANAL
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS8, Performance Measurement Data Analysis</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.
<b>Special Equipment:</b>	Participants should bring calculators

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## Technical Risk Management (PMMS9)

<b>Audience:</b>	Professional, technical, and managerial personnel with the need to have a working knowledge of technical risk management.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course provides training in technical risk management which identifies technical requirements placed on project and work breakdown structure elements; assesses the probability that project and work breakdown elements will meet technical requirements; indicates technical and resource areas of concern in meeting project objectives; tracks and reports on risk indicators; and controls and adjusts when management decisions are made to take corrective actions.
<b>Content:</b>	<ul style="list-style-type: none"><li>• DOE project management and technical risk management policy</li><li>• DOE risk management experience</li><li>• Technical performance</li><li>• Systems integration</li><li>• Life-cycle operations and maintenance</li><li>• Technical, schedule, and cost control integration</li><li>• Specifications</li><li>• Assessment</li><li>• Tracking and reporting</li><li>• Control and adjustment</li></ul>
<b>Course Prerequisites:</b>	Attendance at PMC10, Project Planning & Management Core Program or an equivalent working level knowledge of the DOE Project Management System.
<b>DTIS Title:</b>	PMMS9 TECHNICAL RISK MANAGEMENT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS9, Technical Risk Management</i></b> should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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# DOE Maintenance Management Policy and Oversight (PMMS10)

<b>Audience:</b>	Professional, technical, and managerial personnel with the need to have a working knowledge of the facilities management function.
<b>Length:</b>	24 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course provides an explanation of the major elements of the Department's rehabilitation of real property facilities; discusses the application of DOE Order 4330.4, Maintenance Management of Real Property, at the field office level; examines the elements of a responsive oversight program; the makeup of typical contractor maintenance management organizations; reporting requirements; and methodologies for evaluating the effectiveness of contractor efforts.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Alternative maintenance management philosophies in American industry and federal agencies</li><li>• The peculiarities of DOE's GOCO arrangements and its impact on maintenance of real property</li><li>• Requirements of DOE Order 4330.4; its impact on responsibilities and authorities of field office personnel</li><li>• Requirements for a strong field level oversight effort</li><li>• Elements of a contractor maintenance management program</li><li>• Contractor, field office, and Headquarters reports</li><li>• Annual work plans, long range work plans, and the crosscut budget</li><li>• Requirements of the annual crosscut maintenance budget</li><li>• Establishment of field office level performance indicators</li><li>• Requirements of effective on-site reviews and assessments</li></ul>
<b>Course Prerequisites:</b>	None.
<b>DTIS Title:</b>	PMMS10 MAINT MGMT POLICY
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS10, DOE Maintenance Management Policy &amp; Oversight</i></b> should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## Site Development Planning Management Overview (PMMS14)

<b>Audience:</b>	Managerial personnel with the need to have an overview of the site development planning and management process.
<b>Length:</b>	8 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course is a condensed version of the standard 4-day Site Development Planning Management course. It is intended for managers and those who interface with the site planning process. Subjects from the standard course are summarized with an emphasis on planning objectives, actions required, plan content, plan uses, and management implications of the Site Development Plan and the planning process.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Background, purpose, and objectives of DOE site development planning policy</li><li>• Terminology and definitions</li><li>• Scheduling-initial plans and updates</li><li>• Responsibilities, authorities, and management roles</li><li>• Submission and coordination procedures</li><li>• Relationships with other plans and management processes</li><li>• Planning, organizing and staffing for the task</li><li>• Directing the planning effort</li><li>• Planning implementation and controls</li><li>• Recommended development and review methodologies</li><li>• Document format and use</li><li>• Plan content</li></ul>
<b>Course Prerequisites:</b>	None.
<b>DTIS Title:</b>	PMMS14 SITE DEV PLNG MGMT I
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PMMS14, Site Development Planning Management Overview</b> should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## Site Development Planning Management (PMMS15)

<b>Audience:</b>	Professional, technical and managerial personnel with a need for an in-depth knowledge of site development planning (SDP).
<b>Length:</b>	32 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course discusses the policy related aspects of DOE site development planning including responsibilities, SDP preparation, submission procedures and required plan content, scheduling, updating, and management and coordination of the planning process. The requirements and optional methods for preparing and maintaining Site Development Maps will be examined.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Background, purpose, and objectives of DOE site development planning policy</li><li>• Terminology and definitions</li><li>• Scheduling for initial plans, changes and updates</li><li>• Responsibilities, authorities, and management roles</li><li>• Submission and coordination procedures</li><li>• Relationships with other plans and management processes</li><li>• Planning, organizing and staffing for the task</li><li>• Directing planning and necessary recordkeeping</li><li>• Planning implementation and controls</li><li>• Recommended development and review methodologies</li><li>• Document size and format</li><li>• Plan content and detail requirements</li><li>• Selected planning techniques</li><li>• Examples and sample planning problems</li><li>• Site Development Maps</li></ul>
<b>Course Prerequisites:</b>	None.
<b>DTIS Title:</b>	PMMS15 SITE DEV PLNG MGMT II
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PMMS15, Site Development Planning Management</b> should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## DOE Executive Quality Improvement Program (PMMS18)

<b>Audience:</b>	Managers with an interest in the development and implementation of a Quality Improvement Program
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course will provide an introduction to the philosophy, tools, and processes for quality improvement. It will also address the DOE manager's role in improving quality and the impact upon programs or projects.
<b>Content:</b>	<ul style="list-style-type: none"><li>• The need for a Quality Improvement Process (QIP)</li><li>• Improvement philosophy</li><li>• Steps in an improvement process</li><li>• Concepts of variability</li><li>• Tools for diagnosis</li><li>• Holding the gains</li></ul>
<b>Course Prerequisites:</b>	None.
<b>DTIS Title:</b>	PMMS18 EXEC QUALITY IMP PROG
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PMMS18 DOE Executive Quality Improvement Program</i></b> should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## SECTION III

### **Procurement and Assistance Skills Training Courses**

The Procurement and Assistance Skills Training program consists of a two-week Basic Procurement course and a series of skill building courses in specific areas of procurement and assistance. More than 500 DOE employees have procurement responsibility and 75 percent of DOE's appropriation is expended through contracts and assistance instruments. This training is appropriate for employees currently working in procurement and assistance areas and individuals whose duties require knowledge of procurement practices and procedures.

Program Objectives are:

- to provide detailed information about the contract administration process;
- to provide comprehensive information about contract administration and laws governing contracts;
- to provide information about all aspects of the negotiated procurement process;
- to provide a detailed discussion of the concept of contracting for construction and architect engineering services;
- to provide an understanding of the management of Government personal property;
- to provide a detailed examination of cost and price analysis;
- to provide an understanding of Federal financial assistance;
- to provide an understanding of procurement of ADP equipment and services; and
- to examine the various types of contract termination and their impacts on the government and the contractor.

Individual course descriptions follow.



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## Basic Procurement (PR10)

<b>Audience:</b>	GS-5 and above procurement personnel with limited experience and minimal formal training in contracting. Other attendees include more experienced personnel who desire a formal refresher and persons in functional areas outside the contracting field who want to enhance their knowledge of the acquisition process.
<b>Length:</b>	80 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	The Basic Procurement course will provide an overview of the acquisition function as it is practiced in DOE. It is a selective sampling and examination of the acquisition process and is intended to provide attendees with a basic core of knowledge in the area of government contracting.
<b>Content:</b>	<ul style="list-style-type: none"><li>• The legal, regulatory, policy and procedural framework of DOE acquisition.</li><li>• Methods of procurement, types of contracts and their appropriate use.</li><li>• The process, discrete steps, and roles of the participants in the and cost evaluation of offers leading to selection and contract award</li><li>• The processes of price and cost analysis</li><li>• The various elements of contract administration and the roles and relationships of the participants</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PR10 BASIC PROCUREMENT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PR10 Basic Procurement</b> should be submitted to MA-502, Room 4E-040, Forrestal Building, Washington, DC, through the local Training Coordinator.

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## Contract Administration I (PRS01)

<b>Audience:</b>	GS-5 and above contract specialists or individuals who are currently working in functional areas that require knowledge of the procedures for awarding and administering contracts.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	Contract administration begins at contract execution and continues through performance, delivery, acceptance, final payment and ends upon contract close-out. The functions of contract administration are addressed in detail in this course.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Objectives of contract administration</li><li>• Teamwork in contract administration</li><li>• Post-award conferences</li><li>• Interpretation problems of specifications and work statements</li><li>• Effective performance monitoring</li><li>• The major processes of contract administration, i.e., inspection, acceptance, warranties, funding and financial surveillance, subcontracting, Government property and close out</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS01 CONTRACT ADMIN I
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PRS01 Contract Administration I</b> should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Cost and Price Analysis I (PRS02)

<b>Audience:</b>	GS-5 and above contract specialists or individuals who are currently working in functional areas that require knowledge of cost and price analysis procedures.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	The agreement of an acceptable cost and/or price or an estimate for performance of a contract statement of work is the Contract Pricing Process. This procurement skills course is designed to introduce procurement personnel to contract pricing policy and methods for achieving realistic prices or estimated costs.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Cost and price analysis as it relates to the procurement framework</li><li>• Certified cost or pricing data</li><li>• Factors influencing pricing approach and outcome</li><li>• Price analysis techniques/cost analysis approaches</li></ul>
<b>Course Prerequisites:</b>	PR10, Basic Procurement and a strong math background.
<b>DTIS Title:</b>	PRS02 COST & PRICE ANALYSIS
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PRS02 Cost &amp; Price Analysis I</b> should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Negotiation I (PRS03)

**Audience:** GS-5 and above contract specialists or individuals who are currently working in functional areas that require knowledge of negotiation procedures.

**Length:** 40 hours

**Source:** MA-502 Contract Instructor delivery

**Project Manager:** Paul Mink  
Dottie Van Steinburg/Gretel Pinkney (Alternates)

**Description:** This course provides an in-depth examination of the contract negotiation process, with specific emphasis on the bargaining process.

**Content:**

- The bargaining process
- Conducting and documenting negotiations
- Negotiation tactics, strategies and techniques
- Mock negotiations

**Course Prerequisites:** None.

**DTIS Title:** PRS03 NEGOTIATION

**Registration:** Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend ***PRS03 Negotiation I*** should be submitted through the local Training Coordinator to the hosting site or MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## Contract Administration II (PRS04)

<b>Audience:</b>	Contract specialists or project personnel acting as Contracting Officers Technical Representatives (COTR'S) involved in awarding and administering contracts.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course provides further examination of the principles of contract administration developed in Contract Administration I. Participants will gain knowledge of the role of the contracting team and the major problem areas encountered in contract administration.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Contract management and administration in DOE</li><li>• Subcontract acquisition / M&amp;O and non-M&amp;O contracts</li><li>• Financial management considerations such as cost allowability, voucher processing, and quick close-out procedures</li><li>• Government property considerations</li><li>• Architectural and engineering contract administration consideration</li><li>• Support services administration problems</li></ul>
<b>Course Prerequisites:</b>	None.
<b>DTIS Title:</b>	PRS04 CONTRACT ADMINISTRATION II
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PRS04 Contract Administration II</b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## Contract Law (PRS05)

<b>Audience:</b>	GS-7 to GS-9 contract specialists or those individuals in the GS-7 to SES level who are currently working in program areas that require knowledge of the legal principles governing DOE contracts.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course acquaints participants with the legal principles governing Government contracts as evolved from common law, statutes, regulations and court and board decisions.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Review of basic legal principles and sources of procurement law</li><li>• Modifications</li><li>• Terminations</li><li>• Interpretation of contract language</li><li>• Patent and data law</li><li>• Selected court and board rulings of current interest</li><li>• Contractor/ Government interface</li></ul>
<b>Course Prerequisites:</b>	PR10, Basic Procurement or equivalent experience.
<b>DTIS Title:</b>	PRS05 CONTRACT LAW
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PRS05 Contract Law</b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## Construction/Architect and Engineering Services (PRS08)

**Audience:** Contract specialists or those individuals who are currently working in program areas that require knowledge of construction and architect & engineering contracting.

**Length:** 40 hours

**Source:** MA-502 Contract Instructor delivery

**Project Manager:** Paul Mink  
Dottie Van Steinburg/Gretel Pinkney (Alternates)

**Description:** This course provides participants with a working level knowledge of the peculiarities and special features of A&E contracting, the preparation of solicitations and the soliciting, awarding and administration of Government construction contracts.

**Content:**

- Public Law 95-582 (The Brooks Act)
- A&E evaluation, selection and documentation of the selection procedures
- Procurement request analysis
- Environmental impact considerations
- Labor standards and enforcement
- The Miller Act
- Formal advertising review
- Suspension of work
- Differing site conditions
- Termination for default
- Warranties
- Damages for delay
- Time extensions
- Inspection clauses
- Pertinent audit findings and Comptroller General and Board of Contract Appeals decisions

**Course Prerequisites:** None

**DTIS Title:** PRS08 CONST & ARCHT ENGR

**Registration:** Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend ***PRS08 Construction/Architect and Engineering Services*** should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## **Cost and Price Analysis II (PRS09)**

**Audience:** Contract specialists or those individuals who are currently working in program areas that require knowledge of cost and price analysis techniques.

**Length:** 40 hours

**Source:** MA-502 Contract Instructor delivery

**Project Manager:** Paul Mink  
Dottie Van Steinburg/Gretel Pinkney (Alternates)

**Description:** The working level skills acquired in Cost/Price Analysis I are enhanced and broadened to provide increased depth of knowledge in the methods of cost/price analysis and concepts affecting proposal evaluations. Students will enhance skills in use of mathematical and algebraic tools in analyzing cost and price projections.

**Content:** Exploring and developing analytical skills in evaluating cost proposals such as the learning curve, forecasting wage rates and indirect cost rates for negotiation (award and closeout) using scatter diagram.

**Course Prerequisites:** Working knowledge of algebra and equations is essential.

**DTIS Title:** PRS09 COST & PRICE ANALYSIS II

**Registration:** Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend ***PRS09 Cost/Price Analysis II*** should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

**Special Equipment:** Students should bring calculators.



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## Negotiation II (PRS10)

<b>Audience:</b>	Contract specialists or those individuals who are currently working in program areas that require knowledge of contract negotiation.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course provides participants with an in-depth analysis of topics relevant to the negotiated procurement process.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Enhancement of negotiation effectiveness during the bargaining process</li><li>• Application of principles necessary to negotiate prime contracts, contract modifications and terminations</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS10 NEGOTIATION II
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PRS10 Negotiation II</b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC for the Washington area delivery.

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## Federal Financial Assistance Administration I (PRS11)

<b>Audience:</b>	Contract specialists or project personnel involved in the awarding and administration of federal financial assistance instruments with a need for a working knowledge of this function.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course acquaints participants with the policies, procedures, and processes governing the area of federal financial assistance.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Basic assistance principles</li><li>• Comparison of assistance to procurement and selection of appropriate award instrument</li><li>• Authorities and responsibilities of Contracting Officer in relation to assistance process</li><li>• Regulatory requirements</li><li>• Initiation of assistance award</li><li>• Analysis of procurement request packages for financial assistance</li><li>• Receipt, review and evaluation of applications</li><li>• Negotiations and preparation of award package</li><li>• Monitoring performance</li><li>• Dispute resolution</li><li>• Terminations</li><li>• Remedies</li><li>• Close-out</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS11 FED FIN ASST ADMIN
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS11 Federal Financial Assistance Administration I</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Property Management/Real Estate (PRS12)

<b>Audience:</b>	Contract specialists or individuals who are currently working in or require knowledge of the area of property management.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	Participants will be provided with a working knowledge of the management of Government personal property and the specifics of applications to both on-site or M&O contracts and off-site contractors.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Legal basis and requirements established by federal statutes and parallel authorities and responsibilities</li><li>• The regulation system within the Federal Government and its implementation within DOE</li><li>• Accountability systems for control of real and personal property</li><li>• Classification of real and personal property and contract clauses</li><li>• Relationship of Contracting Officers and Property Administrators with contractors</li><li>• Physical-Fiscal interface</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS12 PROPERTY MGMT & REAL EST
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS12 Property Management/Real Estate</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## ADP & Telecommunications (PRS13)

<b>Audience:</b>	Contract specialists or individuals currently working or require knowledge in the area of buying ADP and Telecommunications resources.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course provides participants with a thorough knowledge of statutes, regulations, and DOE orders that govern the acquisition of these resources, the steps required for the acquisition of these resources from the initial stages of needs identification and requirements definition through each phase of the acquisition.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Specifics of the Federal Information Resources Management Regulation (FIRMR) and other applicable regulations</li><li>• The FIRMR's interplay with the Federal Acquisition Regulations (FAR) during the ADP/Telecommunications Acquisition process</li><li>• DOE ADP/Telecommunications Acquisition Management policies and procedures (DOE 1360.1A)</li><li>• Policies and regulations related to acquisition of special purpose and weapons systems-related ADP and telecommunications resources</li><li>• The role of GSA in ADP/Telecommunications Acquisition</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS13 ADP TELECOMMUNICATIONS
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PRS13 ADP &amp; Telecommunications</b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Closeout of Acquisition and Assistance Instruments (PRS15)

<b>Audience:</b>	Contract specialists or individuals involved in the contract closeout function.
<b>Length:</b>	24 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course identifies the regulations, policies, and procedures which constitute the closeout of DOE instruments. The closeout process and documentation requirements for various forms and types of contracts and assistance instruments will be examined.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Introduction to the closeout process</li><li>• Closeout procedures for acquisition instruments</li><li>• Closeout procedures for assistance instruments</li><li>• Potential problems and solutions</li><li>• Quick closeout of Cost reimbursement contracts (non-M&amp;O)</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS15 CONTRACT CLOSEOUT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS15 Closeout of Acquisition and Assistance Instruments</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Enhancing Competition in DOE Acquisition (PRS16)

<b>Audience:</b>	Project personnel involved in the federal contracting process.
<b>Length:</b>	24 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course explores the various provisions of the Small Business and Federal Competition Enhancement Act of 1984 and The Competition in Contracting Act of 1984. It is designed to introduce contracting and project personnel to key elements of the CICA program and the DOE implementation of the law.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Review of CICA and DOE's implementation</li><li>• DOE role and structure for the competition advocate</li><li>• Notice requirements for procurement actions</li><li>• Requirements for advance procurement planning; market research and market surveys</li><li>• Solicitation Strategies</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS16 ENHANCE COMPETITION
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS16 Enhancing Competition in DOE Acquisition</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Contract Administration for Technical Representatives (PRS17)

<b>Audience:</b>	Program or project personnel involved in the administration of contracts with a need for a working knowledge of the responsibilities of a COTR.
<b>Length:</b>	24 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course acquaints participants with the roles, responsibilities and authority of the contracting officer and technical personnel in the administration of contracts.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Review of DOE pre-award contract processes</li><li>• Introduction to contract administration</li><li>• Preparing for contract administration</li><li>• Quality and technical compliance</li><li>• Evaluating schedule compliance</li><li>• Contract modification</li><li>• Contract terminations</li><li>• Payment of contractors</li><li>• Contractual disputes</li><li>• Remedies for non-performance</li><li>• Close-out</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS17 TECH REPS CONTRACT ADMIN
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS17 Contract Administration for Technical Representatives</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Telecommunications Management (PRS18)

<b>Audience:</b>	Contract specialists or project personnel involved in acquiring and implementing new systems with a need for a working knowledge of telecommunications planning.
<b>Length:</b>	40 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course acquaints participants with the planning organization, implementation and management of telecommunications systems.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Deregulation update</li><li>• Definition of telecommunications management</li><li>• Planning for telecommunications</li><li>• Traffic management and network engineering</li><li>• Available systems, services, and new technologies</li><li>• Integrating voice and data</li><li>• Analyzing and selecting systems</li><li>• Contract management</li><li>• Organization/administration</li><li>• Planning</li><li>• Federal Information Resources Management Regulations (FIRMR)</li><li>• Radio handbook</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS18 TELECOMMUNICATIONS MGMT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS18 Telecommunications Management</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.



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## Personal Property Management for Contracting Offices and Staff (PRS19)

<b>Audience:</b>	Contract specialists or project personnel currently working in functional areas that require knowledge of personal property management.
<b>Length:</b>	24 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course provides an examination of personal property management policies, procedures and regulations; the scope of personal property management; applicable laws and regulations governing M&O contracts, offsite contracts; and financial assistance.
<b>Content:</b>	<ul style="list-style-type: none"><li>• Definitions</li><li>• Phases (acquisition, receiving, recording, utilization, maintenance, disposal)</li><li>• Applicable statutes and regulations</li><li>• Authorities and responsibilities</li><li>• Roles of the contractor, contracting officer and property administrator</li><li>• Offsite contracts</li><li>• Financial assistance</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS19 PERSONAL PROPERTY MGMT
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS19 Personal Property Management for Contracting Offices and Staff</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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## Small and Disadvantaged Business Utilization Program (PRS20)

<b>Audience:</b>	Project and staff personnel involved with the Federal contracting process and contract specialists that wish to supplement procurement skills with competition procedure emphasis.
<b>Length:</b>	24 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	This course describes the policies and procedures of the federal socioeconomic preference programs; the governing laws and regulations; and provides an overview of the roles of the key personnel in the implementation of the Small and Disadvantaged Business Utilization program in DOE.
<b>Content:</b>	<ul style="list-style-type: none"><li>• DOE personnel</li><li>• SBA personnel</li><li>• Role of technical and procurement personnel in implementation of the Small Business Program</li><li>• Public Laws and Executive Orders governing the program</li><li>• Determining small business status</li><li>• Small business set-asides</li><li>• Labor surplus area program and set-asides</li><li>• Small business in R&amp;D contracting</li><li>• Small Business Subcontracting Program</li><li>• The 8(a) program</li><li>• Women-owned business</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS20 SMALL & DISADV BUS UTIL
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b><i>PRS20 Small and Disadvantaged Business Utilization</i></b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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# Utility Services Acquisition and Management (PRS21)

<b>Audience:</b>	Procurement or project personnel currently working in functional areas that require knowledge of Utility Services Acquisition and Management.
<b>Length:</b>	24 hours
<b>Source:</b>	MA-502 Contract Instructor delivery
<b>Project Manager:</b>	Paul Mink Dottie Van Steinburg/Gretel Pinkney (Alternates)
<b>Description:</b>	<p>This course is intended for DOE personnel involved with planning, acquiring, and managing utility supplies and services at DOE's industrial, production and scientific sites. The course emphasizes acquisition authorities, regulations, policies and procedures which are peculiar to utility services acquisitions. The course stresses communication and coordination in all stages of utility service acquisitions.</p> <p>While emphasizing the fundamentals of utility planning service acquisition and management, the course will examine the pricing mechanisms and business practices of supply-demand pricing. This course will focus on the procedures which DOE personnel must follow to correctly conduct a utility acquisition, monitor and administer the utility contract in the best interest of the Department.</p>
<b>Content:</b>	<ul style="list-style-type: none"><li>• Utilities Acquisition: Overview</li><li>• Utilities Planning</li><li>• Utility Rates &amp; Rate Making Process</li><li>• Utilities Acquisition Process</li><li>• Contract Management &amp; Administration</li></ul>
<b>Course Prerequisites:</b>	None
<b>DTIS Title:</b>	PRS21 UTILITIES
<b>Registration:</b>	Applications (DOE form 3410.4, Request, Authorization, Agreement and Certification of Training) to attend <b>PRS21 Utilities</b> should be submitted through the local Training Coordinator to the hosting site or to MA-502, Room 4E-040, Forrestal Building, Washington, DC, for the Washington area delivery.

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**Section IV**  
**Reserved for the Current Program**  
**Delivery Schedule**

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**Section V**  
**Headquarters and Field**  
**Training Office Coordinators**

## Headquarters Training Contacts

Organization	Representative	Telephone	Mail/Routing Symbol
Secretary	Lewis J. Claytor	586-5717	MA-23 4A-191, FORSTL
MA	Mary Veit	586-5947	MA-5.2 4A-253, FORSTL
PE	Barbara Undercoffer	586-2431	PE-4, 7E-090, FORSTL
RW	Janet G. Arpia	586-8223	RW-14, GB-270, FORSTL
GC	Barbara Brown	586-2942	GC-50, 6E-050, FORSTL
CP	Thelma Twigg	586-5520	CP-10, 7B-118, FORSTL
IE	Celeste Harris	586-2464	IE-3, 4G-039, FORSTL
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CSTM	Mae Ling Born	353-4284	CSTM, A1-5020, GTN
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## Field Training Contacts

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Las Vegas, NV 89114

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Oak Ridge, TN 37831

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