



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUL 7 1992

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

OSWER Directive #9202.1-05

MEMORANDUM

SUBJECT: Required Contracts Management Training
for Regional Superfund Personnel

FROM: Richard J. Guimond
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Deputy Assistant Administrator

TO: Deputy Regional Administrators
Regions I-X

PURPOSE

This memorandum establishes the required training regarding the management of contracts for all Regional Superfund program personnel.

Background

The Superfund program has been subjected to continuous scrutiny concerning its contract management by parties within and outside the Agency. Several studies and surveys of Superfund personnel have pointed to a need and a desire for Superfund-specific training of employees regarding contracts management. These studies identified a need for training in areas such as: cost proposal and invoice review procedures, evaluating contractor performance, controlling contractor costs and developing independent estimates of those costs.

In response to these needs and the identification by the Agency of the need for changing the culture of contracts management, I am establishing requirements for training of all Regional Superfund personnel managing contracts. In addition, I am holding sessions with Superfund management and supervisory personnel to clearly delineate their responsibilities vis a vis these contracts. These sessions will be held during the national meetings of Superfund Division Directors, Branch Chiefs and Section Chiefs.

Objective

A three tier approach to this training will be taken. All new Superfund personnel who attend the basic Superfund training at the CERCLA Education Center (CEC) will be required to attend a 1-2 hour contract management session.

Those employees required to attend the tier 2 program-specific area training (e.g., removal, remedial, enforcement) at the CEC will be required to attend a one-day training session which will provide detailed information on managing the contracts supporting those program areas.

As a third tier of Superfund contracts management training, all work assignment managers (WAMs), site assessment managers (SAMs), remedial project managers (RPMs), and On-Scene Coordinators (OSCs) will be required to attend a two day advanced Superfund contract management course. It will also be open to Project and Deputy Project Officers. This course will provide detailed instruction on cost control, cost estimation, invoice review and other detailed areas of contract management. All current personnel managing work performed by Superfund contractors will be required to attend this training by the end of Fiscal Year 1993.

Implementation

Special 4-8 hour sessions regarding contract management will also be held for Superfund Branch Chiefs and Section Chiefs in conjunction with their national meetings beginning in the fall of FY 93. A two hour session on contracts management will be delivered to the Division Directors on July 1 and sessions are also being planned for the Environmental Services Division Directors and Superfund Laboratory Branch Chiefs.

The third tier course in Advanced Superfund Contract Management will be offered through the CEC on a quarterly basis. In addition, courses will also be offered in conjunction with national meetings of Superfund personnel and in selected Regional locations to insure that personnel have numerous opportunities to obtain this training.

The contact for development of these training courses is Ulrike A. Joiner, Acting Acquisition Manager. Regional participation on the workgroups developing the materials and in developing the instruction will be necessary to the effective implementation of this directive.

cc: Environmental Services Directors, Regions I-X
Regional Waste Management Division Directors, Regions I-X
Regional Removal Managers, Regions 1-X
Regional Waste Management Branch Chiefs, Regions I-X
Assistant Regional Administrators for Planning
and Management, Regions I-X
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