



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

9100 (OR-959) P

January 5, 2007

EMS TRANSMISSION 01/11/2007

Instruction Memorandum No. OR-2007-017

Expires: 9/30/2008

To: All District Managers

From: State Director, Oregon/Washington

Subject: Guidelines for Certification of Construction Project Inspectors
(PIs) and Contracting Officer's Representatives (CORs)

Program Area: Guidelines for Certification of PIs/CORs, Bureau of Land Management (BLM) Manual 9103, Facility Construction.

Purpose: To provide clarification as to what experience, course work, and training is equivalent to a 2-Year Associates of Applied Sciences degree in Civil Engineering Technology as required in the subject guidelines for certification of PIs/CORs.

Policy/Action: Attached is the 2-Year Education Equivalency Document that indicates the training/course work or work experience that is considered equivalent to a 2-Year Associates of Applied Sciences degree in Civil Engineering Technology (CET). Also attached is a copy of the 2-Year Education Equivalency Justification Document (and completed example) that must be filled out and submitted to the State Engineer for approval when an employee is requesting that training/course work, and experience equivalent, be substituted for a 2-Year CET degree. This information will be incorporated into Part 7 of the subject guidelines for PIs/CORs.

Timeframe: Immediate upon release.

Budget Impact: None.

Background: In January 2003, a statewide team was chartered to develop procedures and a methodology to determine what experience, training, and course work is equivalent to a 2-Year Associates of Applied Sciences degree in Civil Engineering Technology required for all but certification Level 1 PIs/CORs. The team was also tasked to develop statewide hiring standards to assist managers in employing Civil Engineering Technicians (CETs) with proper credentials to

become certified as PIs/CORs. The State Office is now in the process of incorporating and distributing the policy developed by the team. The team consisted of representatives from State Office Branch of Engineering and Facilities, Branch of Human Resources, Engineering staff from the districts, and a management representative from Roseburg.

Manual/Handbook Sections Affected: None.

Coordination: This policy was coordinated statewide with Branch of Engineering and Facilities, Oregon State Office, District Managers, Associate District Managers, District Engineer Program leads, community colleges in Oregon, and other locations throughout the United States.

Contact: Dick Bergen, Facility Operations Specialist, Oregon State Office, 503-808-6100.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Kathy J. Eaton
Acting, Associate State Director

Authenticated by
Mary O'Leary
Records Section

3 Attachment(s)

- 1 - [2-yr Education Equivalency Document](#) (3 pp)
- 2 - [2-yr Education Equivalency Justification Document](#) (4 pp)
- 3 - [2-yr Education Equivalency Justification Document Example](#) (4 pp)

Distribution
District Engineers