



## Department of Energy

Washington, DC 20585

February 11, 2025

MEMORANDUM FOR JULIA C. SHENK  
HEADQUARTERS CERTIFYING OFFICIAL  
DIRECTOR  
OFFICE OF PACKAGING AND TRANSPORTATION

FROM: CHRISTOPHER CABLE  
MANAGER  
DOE PACKAGING CERTIFICATION PROGRAM  
OFFICE OF PACKAGING AND TRANSPORTATION

CHRISTOPHER CABLE

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CHRISTOPHER CABLE  
Date: 2025.02.11  
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SUBJECT: FY25 DOE Packaging Certification Program Courses Exempt from  
Conference Management Tool

On October 15, 2018, the Conference Management Program and Dr. James Shuler (retired) established that college courses (accredited or developed for accreditation) for the DOE Packaging Certification Program (PCP) are exempt from the requirement to enter events in the Conference Management Tool (CMT). At that time, they recommended DOE PCP revisit the subject every year using a self-determination tool that they provide and document this self-determination with an internal memo.

Based on the current Standing Operating Policies and Procedures (SOPP), *Conference Management*, SOPP# 65, Revision #2, Appendix D, *Event Determination Template*, Item 9(d), DOE PCP courses posted on RAMPAC in FY25 at <https://rampac.energy.gov/home/education/packaging-university-courses> fall under the exemption category of "Formal classroom training which does not exhibit indicia of a formal conference as outlined above" and are therefore exempt training events and therefore are not subject to the conference management approval and reporting process.

I will update this memorandum annually.

If you have any questions, please contact me at (240) 315-4901.

Attachment: none