



**US Army Corps
of Engineers®
Headquarters**



COVE POLICY LETTER # 2020-02, Rev1

April 30, 2020

SUBJECT: Value Management Qualification Requirements

1. **Purpose:** This policy letter is issued to define the Value Management Apprenticeship levels and corresponding qualification requirements.
2. **Background:** Department of Defense Instruction (DoDI) 4245.14 DoD Value Engineering (VE) Program defines a Qualified VE Management Official as “The term used to define the minimum combination of education, training, experience, and certification specifically in the application of the value methodology.” Furthermore, ER 11-1-321, Change 1, Army Programs, Value Engineering requires a qualified, full-time staff member at each District, Division, and Engineering Center. There are 57 assigned Value Officer positions in USACE (42 District/10 MSC/4 OVx/1 HQ). Currently nineteen (19) of these positions are fully qualified as a Specialist in Value Management (SVM). This COVE defines the minimum combination of experience, training, and credentialing required to successfully become fully qualified to manage a USACE Value Program (District, Division, or Engineering Center).
3. **Value Qualification Record (VQR):** The VQR is how Value Program staff track their experience, training, and credentials to apply for qualification at the various Value Management Apprenticeship levels. The VQR form has been included as Attachment 1 and can also be found on the VE SharePoint site.
4. **Value Qualification Review Board (VQRB):** The VQRB is the reviewing body that recommends granting of qualifications for applicants meeting minimum criteria. This board shall consist of members of the Office of Value Expertise (OVx) and Value Community of Practice (V-CoP) personnel with minimum qualifications at the SVM level. The applicant shall submit their up-to-date VQR and all supporting documentation (designation letter, training certificates, certification certificates, complete CVS application workbook, etc.) to the VQRB through the MSC VPgM for review. Upon completion of the VQRB review, a recommendation will be made to the CVO, who has final approval authority.
5. **Value Management Apprenticeship Levels:** The following are minimum requirements to achieve the various Value Management Apprenticeship levels. In addition to these requirements, the Value Qualifications Review Board (VQRB) and Chief Value Officer (CVO) will review the status of the respective Value Program for each DVO, RVO, and MSC VPgM to determine if required roles and responsibilities are being met. This information in combination with the minimum requirements detailed below will be used to determine qualification approval.

a. Apprentice in Value Management (AVM): Requires successful completion of the USACE Value Management Course (VMC), Value Methodology Fundamentals 1 (VMF 1), passing the SAVE International Value Methodology Associate (VMA) exam, participating in two (2) Value Studies, and logging a minimum of 1,000 hours managing a Value Program to fully qualify at the AVM Level.



b. Specialist in Value Management (SVM): Requires successful completion of all Certified Value Specialist (CVS) Application workbook requirements and logging a minimum of 4,000 hours managing a Value Program to fully qualify at the SVM Level.

SUMMARY OF MINIMUM VALUE APPRENTICESHIP QUALIFICATION REQUIREMENTS¹

VALUE APPRENTICESHIP LEVEL	EXPERIENCE ²	TRAINING REQUIRED	CERTIFICATION ³
Apprentice in Value Management (AVM)	Minimum of 1,000 hours managing a Value Program and participate in 2 Value Studies	VMC; VMF 1	VMA
Specialist in Value Management (SVM)	Minimum of 4,000 hours managing a Value Program	VMF 2; Facilitation Training	Approved CVS Application workbook ⁴

¹As previously noted, review of DVO/RVO/MSV VPgM Value Program will also be considered in final approval decision.

²Applicants are encouraged to include any other relevant experience that may demonstrate the management skillset required for Value Program positions.

³Typical certification level – check with certifying agency for requirements.

⁴SVM Level does not require passing the CVS Exam, however a completed CVS application workbook and Value Qualification Record (VQR) must be submitted to the VQRB for review and approval.

6. **Implementation:** Effective immediately, the Value Management Apprenticeship levels shall be defined by the qualifications outlined in this COVE policy letter. Any questions should be directed to the undersigned through the OVx at CDL-All-OVx@usace.army.mil.

Jeffery T Hooghouse, RA, DBIA, CVS
 Chief Value Officer
 US Army Corps of Engineers, HQ

U.S. Army Corps of Engineers

Value Qualifications Record

Value Officers shall submit a completed VQR form with all supporting documentation to their MSC VPgM. MSC VPgM shall review, approve, and forward to the Value Qualifications Review Board (VQRB) for final review and approval by the CVO.

MSC VPgMs shall submit their completed VQR form directly to the VQRB for final review and approval by the CVO.

Individual VQRs should be reviewed (at least Annually) with MSC VPgM and VQRB to ensure accurate record of your Career/Qualifications, and ensure any needs are identified in the USACE Annual Plans/Reports.

Candidate Information:

Name: _____
 Job Title: _____
 District/Division: _____
 Mailing Address: _____
 City: _____ State: _____ Postal Code: _____
 Telephone: _____ Email: _____

MSC Value Program Manager:

Name: _____
 Job Title: _____
 Division: _____
 Telephone: _____ Email: _____

Supervisor Information:

Name: _____
 Job Title: _____
 District/Division: _____
 Telephone: _____ Email: _____

INITIAL PHASE:

Date started as Value Officer: _____

Commander Designation Letter: Yes No

Submitted for Review by: _____

Approved by Supervisor: _____

Approved by MSC VPgM: _____

*Please provide documentation as an attachment to this VQR form for any previous Value Program experience or additional qualifying management experience (A-DVO, COR, PM etc) obtained outside of current position.

Date: _____

Date: _____

Date: _____

*** Information below this line to be filled out by the VQRB ***

Reviewed by VQRB: _____

Approved by CVO: _____

Date: _____

Date: _____

VQR #: _____

APPRENTICESHIP YEAR 1

Percentage of Duties as Value Officer : _____

Hrs Managing Value Program for Year 1: _____

Cumulative Hrs Managing Value Program: _____

Year 1 Required Training:

USACE Value Management Course: Yes No

Value Methodology Fundamentals 1 (VMF1): Yes No

Other Training Completed:

Value Study Participation:

VMA Certification: Yes No

*** Year 1 information below this line to be filled out by the VQRB ***

Qualified for Apprentice in Value Management (AVM): Yes No Date Issued: _____

Notes by VQRB:

APPRENTICESHIP YEAR 2

Percentage of Duties as Value Officer: _____

Hrs Managing Value Program Year 2: _____

Cumulative Hrs Managing Value Program: _____

Training Completed:

Value Study Participation:

CVS Application Status: Not Started In Progress Submitted to VQRB

*** Year 2 information below this line to be filled out by the VQRB ***

Qualified for Apprentice in Value Management (AVM): Yes No Date Issued: _____

Qualified for Specialist in Value Management (SVM): Yes No Date Issued: _____

Notes by VQRB:

APPRENTICESHIP YEAR 3

Percentage of Duties as Value Officer: _____

Hrs Managing Value Program Year 3: _____

Cumulative Hrs Managing Value Program: _____

Training Completed:

Value Study Participation:

CVS Application Status: Not Started In Progress Submitted to VQRB

*** Year 3 information below this line to be filled out by the VQRB ***

Qualified for Apprentice in Value Management (AVM): Yes No Date Issued: _____

Qualified for Specialist in Value Management (SVM): Yes No Date Issued: _____

Notes by VQRB:

APPRENTICESHIP YEAR 4

Percentage of Duties as Value Officer: _____

Hrs Managing Value Program Year 4: _____

Cumulative Hrs Managing Value Program: _____

Training Completed:

Value Study Participation:

CVS Application Status: Not Started In Progress Submitted to VQRB

*** Year 4 information below this line to be filled out by the VQRB ***

Qualified for Apprentice in Value Management (AVM): Yes No Date Issued: _____

Qualified for Specialist in Value Management (SVM): Yes No Date Issued: _____

Notes by VQRB:

APPRENTICESHIP YEAR 5

Percentage of Duties as Value Officer: _____

Hrs Managing Value Program Year 5: _____

Cumulative Hrs Managing Value Program: _____

Training Completed:

Value Study Participation:

CVS Application Status: Not Started In Progress Submitted to VQRB

*** Year 5 information below this line to be filled out by the VQRB ***

Qualified for Apprentice in Value Management (AVM): Yes No Date Issued: _____

Qualified for Specialist in Value Management (SVM): Yes No Date Issued: _____

Notes by VQRB:

APPRENTICESHIP YEAR 6+

Avg Percentage of Duties as Value Officer: _____

Hrs Managing Value Program Year 6+: _____

Cumulative Hrs Managing Value Program: _____

Training Completed:

Value Study Participation:

Notes by Value Officer:

CVS Application Status: Not Started In Progress Submitted to VQRB

*** Year 6+ information below this line to be filled out by the VQRB ***

Qualified for Apprentice in Value Management (AVM): Yes No Date Issued: _____

Qualified for Specialist in Value Management (SVM): Yes No Date Issued: _____

Notes by VQRB: