

DATE: February 21, 2013

TO: Region Engineers
Region Associate Operations Engineers
Region Construction Engineers
TSC Construction Engineers
TSC Managers

FROM: Gregory C. Johnson, P.E.
Chief Operations Officer

Randel R. Van Portfliet, P.E.
Bureau Director of Field Services

SUBJECT: Bureau of Highway Instructional Memorandum 2013-03
Office Technician Certification Requirements

The purpose of this Bureau of Highway Instructional Memorandum (BOH IM) is to clarify the Office Technician certification requirements, as detailed in the following BOH IM's: 2006-13, 2009-06, 2011-04 and 2011-08.

The requirement to follow all applicable documentation and project administration oversight procedures for federal and state funded projects is of paramount importance. Failure to follow the procedures can result in loss of State and/or Federal-Aid funding for the projects.

All staff performing the role of Office Technician and handling the oversight of project documentation for state or Federal-Aid projects must have a current, non-expired, MDOT Office Technician Certification on file. These requirements apply to all State and Federal-Aid funded projects, MDOT, and/or local agency, including all projects overseen by the local agency, MDOT, and/or their consultant representative including maintenance projects that are let through the MDOT letting system. Certification expiration notices will not be sent out as it is the responsibility of each certified person to schedule their renewal and maintain current certification. All existing office technician certification or similarly titled certifications expire after four (4) years unless stated otherwise.

If you have any questions, please contact Mohammad Azam, Operations Review Engineer, at 517-636-0832 or AzamM1@michigan.gov.

Chief Operations Officer

Bureau Director of Field Services

FHWA Approval: 02/14/2013

BOFS:CFS:MA:mn

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