# **U.S. Department of Energy**

# **[Insert organizations name]**

# Annual Training Plan

Fiscal Year 2014



Approved: <DATE>

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<Element Manager>, <Title>

I. Executive Summary

The Learning and Workforce Development which serves the Department of Energy (DOE) employees for the [Organization Name Here] has prepared its Fiscal Year 2014 (FY 2014) Annual Training Plan (ATP). This ATP is based on requirements delineated in DOE Order 360.1C *Federal Employee Training*:

“Each DOE element must have a training policy and procedures that establish an integrated cycle of organizational needs analysis, training planning, needs assessment, resource allocation, design and delivery, evaluation, and reporting processes consistent with the requirements and responsibilities of this Order.” (paragraph 4a(1))

The Department of Energy (DOE) has implemented the *DOE Competency-centric Learning and Development Framework* to proactively develop a “continuously high performing competent organization.” A key element of the competency-centric approach is the ability of DOE leaders to assess training needs and develop comprehensive training plans which strengthen the skills and effectiveness of their organizations.

The Annual Training Plan is a key component in the identification of crosscutting training needs. The information gathered during the needs assessment is critical to the development of each organization’s and the department’s training plan. A comprehensive training plan reduces redundancy, enhances collaboration across organizations, and makes most efficient use of the Department’s resources.

The Integrated Training Management (ITM) Program is an integrated approach to training and development planning that covers the following phases:

**Phase 1: The Training Needs Assessment (TNA)** helps organizations to identify critical needs through organizational analysis. Data-driven identification of an organization’s competency gaps and other training needs helps the organization identify and acquire learning and development solutions. This process improves the use of training resources and allocation of training funds, while providing critical input for the DOE Annual Training Plan.

**Phase 2: The Annual Training Plan (ATP)** is a management planning tool designed to establish the framework of competency-centric development activities. Training planning significantly improves leadership, communications, team-building, business, and technical competencies by directing solutions to human capital needs. Training planning should be a critical component of the effort to improve project and program management at DOE.

**Phase 3: The Annual Training Summary (ATS)** serves as a performance measurement tool, comparing planned versus actual training performance. The ATS identifies gaps between planned and actual training activity and serves as a corrective measurement tool.



Overall, DOE worker training and skills improvement will continue to receive increased focus over the next year. The establishment of competency-centric development activities will be a critical component of the effort to improve project and program management at DOE. Additionally, improvement in leadership, communications, team-building, business, and technical competencies is necessary to close the gap on mission critical functions (MCF). Technical and Non-technical certification programs need to be maintained to ensure that the requisite skills are obtained, sustained, and applied against the work.

# II. Training Goals, Objectives, Performance Measures, and Outcomes

## Goal 1: Support the mission of the organization by identifying critical skill gaps and training needs aligned with identified competencies.

### Objective 1.1: Identify critical skill gaps and training needs through organizational analysis which will improve organizational and workforce performance.

### Performance Measure: Critical training needs are effectively identified to close the critical skills gaps to increase organization and workforce performance.

### Outcomes: A prioritized list of training for critical training needs is identified, scheduled, and completed by Fourth Quarter 2014.

Improved resource allocation to support critical training and development needs.

## Goal 2: Maintain the organization’s training program.

**Objective 2.1:** Provide financial support for training program.

**Performance Measure:** Level of financial support provided for critical training needs.

**Outcome:** Funding is timely and adequate to support critical training activities set forth in the organizational training plan.

**Objective 2.2:** Execute training program per plan and track progress quarterly through plan execution tool.

**Performance Measure:** Percentage of training program that is executed.

**Outcome:** Training program execution is adequate to meet critical training needs.

**Objective 2.3:** Complete Annual Summary Report.

**Performance Measure:** Completion of an annual summary report.

**Outcome:** The organization’s Annual Summary Report is completed by December 31, 2013, which compares the planned versus the actual training completed for the prior Fiscal Year.

### Objective 2.4: Produce required training plans.

**Performance Measure:** The organization complies with the requirements of DOE Order 360.1C*.*

**Outcome:** The organization’s FY 2014 training plan is completed by September 30, 2013.

# III. Training Budget

##### The training budget is maintained within each Office or Assistant Manager (AM) organization for discretionary training costs and by the training staff in HC for training costs related to qualifications, higher education, professional licenses, and the Energy Online Learning Center 2 (OLC2). Each organization is responsible for tracking the status of its training expenditures.

The organization’s estimated training budget for FY 2014 is $XXX,XXX.

# IV. Federal Training Staff

In order to provide training support to the organizations it services, Learning and Development Training Services (LDTS) has assigned a training consultant, a dedicated human resource development specialist, to each organization to be the first point of contact for that organization. The organization has established a training point of contact to work with the LDTS training consultant; together the consultant and point of contact provide a communication network between the two organizations. This enhances communication and ensures quality training services. The training consultant and/or the training point of contact disseminate training information and training assistance to the organization. The training point of contact provides the organization’s perspective so that the LDTS can correctly address its training needs.

# VI. Critical Needs and Major Training Programs for 2014

The following mission critical training is planned for FY 2014:

* **Mission Critical Needs:** Element critical needs are those immediate training needs which, when met, will be effective in improving organizational and workforce performance.
* The following are focus areas for Mission Critical training:
* COTR
* Airline Pilot
* Approximately **XX** employees need the Mission Critical training
* Mission Critical training needs are identified in attachment 1.

The following major training delivery programs, projects, and other significant activities are planned for FY 2014:

* **Technical Qualification Program (TQP):** The Technical Qualification Program (TQP) establishes a process to objectively determine that individuals performing activities related to the technical support, management, oversight, or operation of defense nuclear facilities possess the necessary knowledge, skills, and abilities to perform their assigned duties and responsibilities.
* The TQP specifically applies to DOE technical employees whose duties and responsibilities require them to provide assistance, guidance, direction, oversight, or evaluation of contractor activities that could impact the safe operation of a defense nuclear facility.
* The following are focus areas of training for TQP staff:
* Senior Technical Safety Manager
* Safety System Oversight
* Facility Representative Training and Qualification Program
* Functional Area/Subject Matter Experts
* Approximately **XX** employees are part of the TQP Program.
* TQP training needs are identified in attachment 1.

{Delete if not applicable to your organization}

* **Project Management Career Development Program (PMCDP):** This program is designed to help all DOE employees understand key concepts about how DOE projects are managed. Participants receive basic education in DOE strategic planning, budgeting, execution, evaluation and control.
* Approximately **XX** employees are part of the PMCDP Program.
* PMCDP training needs are identified in attachment 1.

{Delete if not applicable to your organization}

* **Acquisition Career Management Program (ACMP):** The ACMP is a formal, structured approach to career development and a road map for acquisition employees to guide them through the training, education and experience needed to facilitate advancement to higher level positions.
* The ACMP provides specific certification requirements in several key areas of acquisition such as:
* Contracting and Purchasing
* Financial Assistance
* Personal Property Management
* Real Property Contracting Officer
* Contracting Officer/Contracting Officer Representative
* Approximately **XX** employees are part of the ACMP Program.
* ACMP training needs are identified in attachment 1.

{Delete if not applicable to your organization}

* **Career Development Programs:** DOE supports sending employees to the following programs that are offered via the Graduate School and other institutions: Executive Potential Program, Executive Leadership Program, New Leader Program, and Aspiring Leader Program. These and other opportunities for development are offered to employees on a case by case basis or as budget allows.
* Career Development Program training needs are identified in attachment 1.

{Delete if not applicable to your organization}

* **Financial Management Development Program (FMDP):**  The Department of Energy's Financial Management Development Program was adopted in June 1992 for the purpose of assuring the Department has managers and staff who can successfully address the current and future challenges necessary for strong and effective financial management.

{Delete if not applicable to your organization}

# VII. Attachment 1 Special Notes

Attachment 1 is a prioritized Training Needs Assessment Summary, which follows the construct of the TNA data collection tool. It consists of 3 needs areas, Mission Critical Needs, Developmental Programs, and the Universal, Management, and Leadership (UML) Competencies. Each section of the attachment is broken out by *Need Area, Course Priority, Total Need,* and *Total Estimated Costs.*

* Need Area: contains those courses or competencies identified and prioritized during TNA data collection.
* Course Priority: the established priority for the training identified by management.
* Total Need: the number of employees that require the training during FY 2014.
* Total Cost: the estimated cost of the course(s) identified. This estimate is based on historical records of courses completed by DOE organizations.

The following are the internet links for the Acquisition Career Management Program, Project Management Career Development Program (PMCDP) and the National Training Center (NTC) course schedules:

* ACMP - <http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/guidance-procureme-1>
* PMCDP - <http://energy.gov/management/downloads/pmcdp-course-schedule>
* NTC - <http://ntc.doe.gov/shared/schedule.aspx>

Attachments:

1. Training Needs Assessment Summary