

**FY14 Integrated Training Management Process
Calendar Year 2013**

Training Needs Assessment (TNA) For FY14	Complete By
Send email to TPOCs confirming TNA point-of-contact	March 27
Train designated LDTS/TNA Team	March 28
Annual TNA kick-off/Send directional email (TNA Tool)	April 9
Training Needs collection validated & completed by organizations	June 6
TNA data review and validation completed	June 28
DOE TNA Roll-Up Report – Send to LDTS Director and DOE's CLO	July 3
Annual Training Plan For FY14	Complete By
Send ATP template to TPOCs	July 8
ATP completed and edited by organizations/TNA Team consultation	July 15
Organization's management approve and sign training plan	August 23
ATP completed and available for reference concerning the organization's FY14 training requirements and budget	October 1
DOE ATP Roll-Up Report – Send to LDTS Director and DOE's CLO	November 29
Annual Training Summary Report For FY13	Complete By
Send ASR template w/ PATCO info & IDP completion info to TPOCs	December 2
Incorporate customer's comments/edits to report	December 14
Organization's management approve and sign report	December 31
DOE ASR Roll-Up Report – Send to LDTS Director and DOE's CLO	January 15, 2014