
**U. S. Department of Energy
Training and Development Management
Council**

Departmental Training Action Plan

FY 2001



Rev. 1

Washington, D.C. 20585

December 5, 2000

INTRODUCTION

The Secretary of Energy chartered the Training and Development Management Council (TDMC) to oversee corporate policy, priorities and direction for the Department's training community. The TDMC is comprised of senior departmental managers and is chaired by the Director of Management and Administration (MA-1). The equivalent of a corporate Board of Directors, the TDMC acts on behalf of the Secretary of Energy, taking direction and reporting to the Deputy Secretary and the Secretary through the TDMC Chair. The Director of Training and Human Resource Development (MA-31) serves as Executive Secretary of the TDMC.

The Corporate Education, Training and Development Business Plan was approved in August of 1999. That Plan was designed to improve the quality, accessibility, and cost-effectiveness of critical training programs and activities. The majority of task elements from that Plan have been completed and the few ongoing training initiatives have been incorporated into this Action Plan.

The Departmental Training Action Plan for Fiscal Year 2001 is based on specific recommendations from the Training and Development Management Council meeting held in September 2000. This Plan sets forth the goals and action items to improve the quality of training in the Department - at a corporate level. Individual Offices and organizations shall implement their own Annual Training Plans in accordance with the requirements stipulated in DOE Order 360.1 "Federal Employee Training" and DOE M 360.1 "Federal Employee Training Manual."

Each of the seven initiatives identified in this Plan has a "Champion" from the TDMC. The role of the Champion is to provide senior management guidance and leadership for the initiative. The Champion receives periodic updates on the status of the initiative, provides guidance and direction, helps to overcome barriers, facilitates senior management support across the Department and represents the initiative at TDMC meetings.

GOALS AND ACTION ITEMS

GOAL 1 Consolidate and Focus the DOE Federal Training Committees

TDMC Champion: David Marks

MA-31 Manager: JoAnne Whitman

There are many active, and sometimes redundant, committees and groups within the DOE training community. These groups take a great deal of resources on the part of the training community and MA-31 to support. DOE will retain only the TDMC and Federal Technical Capability Panel. If working groups need to be established to support the initiatives of the TDMC or the Panel, they will be specifically chartered and established on an ad hoc basis to

accomplish specific goals or objectives. MA-31 will convene monthly conference calls with the Federal training community to discuss training issues, initiatives and systems. An Annual Federal Trainers Conference will be convened to ensure continued interaction among the Federal training community. The DFTSIG will remain in place as part of the TRADE organization.

Action 1.1 *Notify the Training and Development Coordinating Group (TDCG), Technical Personnel Coordinating Committee (TPCC) and other standing groups associated with training activities that they are being formally disbanded.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: October 2000

Action 1.2 *Review the previous standing working groups and committees (e.g. CHRIS Working Group) and provide a recommendation to the TDMC regarding the need for any ad hoc working groups.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: November 2000

Action 1.3 *Initiate the first monthly Federal training conference call and establish a fixed date/time for future calls.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: November 2000

Action 1.4 *Conduct the first annual DOE Federal Training Conference.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: April 2001

GOAL 2 Establish Additional Standardized Courses in the Department.

TDMC Champion: Patty Wagner

MA-31 Manager: Steve Young

MA-31 will identify a small cadre of courses that have applicability across the Department in order to establish a common curriculum. Areas to be considered include core supervisory training, core project management training, DOE Orientation training, diversity training, etc. The courses selected will have Department-wide applicability, with the flexibility that

individual Offices can add their own office-specific training to supplement them. To initiate this effort, MA-31 will coordinate the identification and standardization of two [common] courses for the Department. This does not imply that new courses will be developed. Stakeholders will be involved in selecting the two courses and subject matter experts will determine course content.

Action 2.1 *Based on input from the Department's training community, identify two potential courses and identify "sponsor" organizations that will be responsible for course content. Submit the courses and proposed sponsors to the TDMC for review and approval.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: December 2000

Action 2.2 *Work closely with the course sponsors and the training community to identify existing courses that may be standardized.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: January 2001 (course no. 1)
February 2001 (course no. 2)

Action 2.3 *Working closely with the course sponsors and the training community to review/revise existing courses as necessary to establish standardized courses. This includes ensuring adequate resources are available to accomplish this initiative.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: April 2001 (course no. 1)
June 2001 (course no. 2)

Action 2.4 *Submit courses to the TDMC for approval as standardized courses for the Department.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: June 2001 (course no. 1)
August 2001 (course no. 2)

Action 2.5 *Disseminate approved standardized courses for use throughout the Department.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: July 2001 (course no. 1)

September 2001 (course no. 2)

GOAL 3 Establish a Catalog of Validated Training Courses for Federal Employees.

TDMC Champion: Brent Armstrong

MA-31 Manager: Dave Roth

Line managers have indicated that they would like a small number of courses in a catalog that they know are valid and reliable. MA-31 will establish, and begin to populate, a catalog for training courses that meet agreed-upon standards. This process will be integrated with the crosscutting training forum (CCTF) tool as applicable, subject matter experts will review/validate course content, and training experts will evaluate courses to ensure they meet professional training standards (instructional quality, exam validity, etc.). The catalog will be used as a tool to assist DOE personnel; the courses in the catalog will not be mandated.

Action 3.1 *Work closely with the DOE training community to develop a draft process and standard for the review and approval of courses that will reside in the catalog.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: March 2001

Action 3.2 *Obtain TDMC review and approval of the process and standard.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: April 2001

Action 3.3 *Develop (or select) a web-based, database for the catalog.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: May 2001

Action 3.4 *Initiate a review and approval process to begin to populate the database. Integrate this process with the CrossCutting Training Forum (CCTF).*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: June 2001

Action 3.5 *Ensure that personnel throughout the Department are aware of the database, understand its purpose, and know how to use it.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: July 2001

GOAL 4 Provide Strong Leadership for Technology-Supported Learning (TSL) in the Department.

TDMC Champion: John Rodney Clark

MA-31 Manager: Dave Roth

There is a need for some level of standardization (i.e., the minimum requirements necessary to facilitate the sharing of courses and ensure quality) of Technology Supported Learning products in the Department. Additionally, there is a need to establish a common “repository” for crosscutting TSL courses; that is, one common web-site where personnel can find links for any applicable TSL courses. MA-31 will coordinate the development of standards and guidelines for Technology Supported Learning using an ad-hoc team of DOE training personnel. This will be accomplished in conjunction with the Chief Information Officer to ensure that compatibility issues are addressed.

Action 4.1 *Establish a specific charter for an ad hoc working group to develop Technology Supported Learning standards. Obtain approval from the TDMC. The charter will include membership, deliverables and dates.*

Lead Responsibility: Director, Office of Training and Human Resource Development

Completion Goal: November 2000 (approved by TDMC)

Action 4.2 *Develop a draft document that includes the minimum requirements for developing TSL products for Federal employees in the Department. Obtain concurrence from the Chief Information Officer.*

Lead Responsibility: TSL Ad Hoc Working Group

Completion Goal: March 2001

Action 4.3 *Submit the draft document to the TDMC for review and approval.*

Lead Responsibility: TDMC

Completion Goal: May 2001

Action 4.4 *Establish a web site that contains or links all related departmental TSL training activities that meet the prescribed standards.*

Lead Responsibility: Director, Office of Training and Human Resource Development

Completion Goal: August 2001

Action 4.5 *Initiate the institutionalization of the document using the Department's directive process.*

Lead Responsibility: Director, Office of Training and Human Resource Development

Completion Goal: August 2001

GOAL 5 Discontinue the Designation of Training Centers of Excellence (COE).

TDMC Champion: Jerome Butler

MA-31 Manager: Jerome Butler

The Department will not longer pursue the designation of these Centers. The two existing Centers may maintain their designation as Training Centers of Excellence. MA-31 will coordinate the identification of "best-in-class" training courses as indicated in Goal 3 of this Action Plan.

Action 5.1 *Notify the training community of the decision to no longer pursue Training Centers of Excellence and that existing Centers of Excellence will maintain their current designation.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: November 2000

GOAL 6 Provide Basic Procurement Training for DOE Employees.

TDMC Champion: James Hirahara

MA-31 Manager: Jerome Butler

A recommendation was made to provide procurement training for those DOE employees that are not in a procurement organization, but are involved in procurement activities in some manner. MA-31 will coordinate with the Office of Procurement and Assistance Management to determine if this training should be a requirement. If it is a requirement, then MA-31 will coordinate the development or identification of common curriculum for the Department.

Action 6.1 *Coordinate with the Office of Procurement and Assistance Management to determine if this training should be a requirement.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: November 2000

Action 6.2 *If the training is required, establish an ad hoc working group to establish training requirements and identify if existing training curriculum is available.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: January 2001

Action 6.3 *If an existing training curriculum is not available, or must be modified, coordinate with the Office of Procurement and Assistance Management to obtain resources and develop/modify the curriculum.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: June 2001

Action 6.4 *Disseminate training curriculum to DOE training organizations and commence delivery of training as appropriate.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: July 2001

GOAL 7 Continue To Pursue Improvements and Efficiency in the Area of Contractor Training.

TDMC Champion: Geoffrey Judge

MA-31 Manager: Dave Roth

A majority of Department's training funding is spent on programs for the contractors that manage and operate its facilities, not for the training and development of Federal employees. Although individual contracts with these organizations dictate the specifics under which they will operate, the TDMC will continue to work with the contractor training community to identify training improvements and efficiencies. To facilitate these improvements, the Department will develop performance standards for contractor training and establish a common approach to oversight of contractor training.

Action 7.1 *Establish an ad hoc working group of DOE field training managers and a representative from EH to develop draft performance measures for contractor training and standards to support a consistent approach to Federal oversight of contractor training.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: December 2000

Action 7.2 *Develop draft performance standards for contractor training and submit them to the TDMC for review and approval.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: May 2001 (TDMC approval)

Action 7.3 *Distribute the approved performance standards for contractor training.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: June 2001

Action 7.4 *Develop draft standards to support a consistent approach to Federal oversight of contractor training and submit them to the TDMC for approval.*

Lead Responsibility: Training and Development Management Council

Completion Goal: August 2001

Action 7.5 *Initiate the process to institutionalize the standards to support a consistent approach to Federal oversight of contractor training.*

Lead Responsibility: Director, Training and Human Resources Development (MA-31)

Completion Goal: September 2001

REPORTING REQUIREMENTS

The Director, Office of Training and Human Resource Development will provide a written bi-monthly status report to the Training and Development Management Council regarding progress, issues, barriers and accomplishments associated with this plan. These reports will commence in December 2000.