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

# **[Insert organization’s name]**

# Annual Summary Report

Fiscal Year 2014



This Annual Summary Report (ASR) provides an overview of training and education activities of Federal personnel at Department of Energy <Organization Name> from October 01, 2013, through September 30, 2014. As such, this report fulfills the requirements of DOE Order 360.1C, Federal Employee Training; and the DOE Federal Employee Training Desk Reference.

1. FY 2014 Training Expenses, Budget, and FY2014 IDP information
2. FY 2014 Training Budget versus dollars spent

|  |  |
| --- | --- |
| FY14 Training Budget | FY14 Dollars Spent |
| $XXXXXXX **OR** Beginning balance not provided by organization | $XXXXXXXX |

**Note:** The amount of training funds expended does not include the training paid via Working Capital Funds or group training. Group training may have been paid using another funding string.

b) FY 2015 Individual Development Plan (IDP) Progress

INSERT IDP ORGANIZATIONAL TABLE TOTALS HERE

1. Training Summary: contains detailed reports for training incidences by occupational category, training hours by office, training hours per employee by office and employee training by priority.

**\*\*Description of Attachment 1 (*Attachment 1 on next page*)**

a) Training by Occupational Categories: Professional, Administrative, Technical, Clerical, and Other, referred to as PATCO, defined as follows:

* Professional: Occupations that require knowledge in a field of science or learning typically acquired through education or training pertinent to the specialized field, as distinguished from general education.
* Administrative: Occupations that involve the exercise of analytical ability, judgment, discretion, personal responsibility, and the application of a strong body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management.
* Technical: Such occupations involve extensive practical knowledge gained through on-the-job experience, or specific training less than that represented by college graduation.
* Clerical: Occupations that involve structured work in support of office, business, field, or fiscal operations.
* Other: Miscellaneous white-collar occupations that do not fall into the above Professional, Administrative, Technical, or Clerical categories.
1. Total Number of Employees
2. Total Training Hours and Average Training Hours
3. Total Number of Training Hours by Office
4. Training Instances/Total Training Hours/Duty Hours/Non-Duty Hours
5. Employee Training Hours by Priority