

FY16 Integrated Training Management Process

Calendar Year 2015

Training Needs Assessment (TNA) For FY16	Complete By
Confirm organizations TPOC for TNA: Email to TPOCs requesting confirmation	April 6
Annual TNA kick-off: Memo sent from DOE's CLO, TNA tool sent to TPOC's	April 20
Organizations validate & complete TNA tool	April 20-June 5
ITM Team validate and complete TNA data reports and send to TPOCs	June 26
DOE TNA Roll-Up Report sent to DOE's CLO	July 17
Annual Training Plan (ATP) For FY16	Complete By
ATP template sent to TPOCs	July 20
Organizations complete and edit ATP with ITM Team consultation	August 20
Organization's management approve and sign training plan	September 25
ATP completed and available for reference on organization's FY16 training requirements and budget	October 1
DOE ATP Roll-Up Report sent to DOE's CLO	November 24
Annual Training Summary Report (ASR) For FY15	Complete By
ASR template sent to TPOCs w/ PATCO info & IDP completion info	December 7
Organizations add comments and make edits to report	December 18
Organization's management approve and sign report	December 31
DOE ASR Roll-Up Report sent to DOE's CLO	January 15, 2016