

TASK 01-02	Individual Training and/or Development Plans				
Performance Objective: Improve and maintain workforce competence					
Performance Measures: Percentage of DOE Federal that have approved annual individual training and/or development plans.					
Performance Expectation: 90% of Federal employees will have an approved annual individual training and/or development plan by 12/31/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Develop a format for a data call to establish the baseline number of federal employees who have an approved annual individual training and/or development plan. Includes: Defining employee base (Fed, contractor, full/part-time, employees on detail), defining an approved annual individual training and/or development plan is.	1/15/99	3/15/99	72	45	\$ 1,800
Send data call request to Program and Field Offices	3/17/99	3/17/99	8	8	\$ 320
Program and Field Offices collect data and send to MA-31	3/10/99	4/29/99	800	800	\$ 32,000
Process data	5/5/99	6/1/99	60	40	\$ 1,600
If less than 90% of federal employees have an approved annual individual training and/or development plan, form a small group of training professionals to determine what barriers exist that prevent employees from having an approved annual individual training and/or development plan and develop guidance for improvement.	6/15/99	7/1/99	72	20	\$ 800
Small group meets to discuss issue and develop guidance for improvement (estimate three times)	7/31/99	9/1/99	144		\$ 0
Guidance document made available to Program Elements and Field Offices	9/5/99	9/5/99	8	8	\$ 320
Repeat data call in FY- 00 and 01	4/15/00	8/15/00	800	800	\$ 32,000
Issue annual status report of performance results vs. performance expectation to the Management Council, Program Elements and Field Offices	10/15/00	11/1/00	72	20	\$ 800
Subtotals			2036	1741	\$ 69,640
				Travel	\$ 0
				Other direct costs	\$ 0
				TOTAL	\$ 69,640
Additional Comments: See Separate Sheet for 01-02					
Task Manager: ALBUQUERQUE OPERATIONS OFFICE, C. Thomen				Date: 12/3/98	
Executive Secretary Training and Development Management Council:				Date:	

TASK 01-04	Federal Technical Capability Program Support and Development				
Performance Objective: Effectively implement and support the Department's Federal Technical Capability Program (Program) in response to Defense Board Recommendation 93-3 including the Technical Qualification Program and the Senior Technical Safety Manager program.					
Performance Measures: Commitments in Implementation Plan 93-3 and Action Items established by the Federal Technical Capability Panel (FTCP) are completed in accordance with the directions of the FTCP chair.					
Performance Expectation: All of the initial commitments of the 93-3 Implementation Plan are completed by the end of CY99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Develop policies and procedures to enhance line management capabilities to preserve critical technical capabilities	4/98	9/98	240	100	\$ 5,500
Prepare and approve a Federal Technical Capability Program policy and Panel charter	4/98	12/98	100	120	\$ 6,600
Review and update the handbook entitled "Recruiting, Hiring , and Retaining High Quality Technical staff; A Manager's Guide to Administrative Flexibilities"	7/98	11/98	200	100	\$ 5,500
Conduct workshops to increase awareness of administrative flexibilities available to line management.	8/98	10/98	120	-----	\$ 0
Provide Panel input to the revision of DOE O 360.1 to reflect necessary changes in the TQP and technical training responsibilities	9/98	4/98	120	-----	\$ 0
Modify the Level I FRAM to reflect line management responsibilities for technical competence	10/98	4/99	120	-----	\$ 0
Conduct assessments of existing TQP programs and revise TQPs based on the results of those assessment and criteria provided by the Panel.	7/98	1/99	350	400	\$ 22,000
Conduct work force analyses that identify critical technical capabilities and positions which must be maintained to assure safe operations at defense nuclear facilities	9/98	2/99	160	200	\$ 11,000
Examine Technical Leadership Development Program (TLDP) and revise program guidance to overcome obstacles to an effective program	10/98	4/99	200	-----	\$ 0
Conduct assessments to determine the effectiveness of revised TQPs in demonstrating technical capabilities	8/99	11/99	160	400	\$ 22,000
Provide Semiannual reports to the Defense Board on the status of Implementation Plan 93-3 commitment completion	10/98	10/99	160	40	\$ 2,200
Provide report to the Deputy Secretary on the Department-wide technical hiring needs	1/99	3/99	120	40	\$ 2,200
Maintain and distribute periodic Senior Technical Safety Manager status reports	12/98	12/99	200	400	\$ 22,000
Support Panel presentations at public meetings of the Defense Board	1/99	2/99	160	200	\$ 11,000
Administer periodic (monthly) teleconference or in-person meetings of the Panel and maintain project management of action items resulting from those meetings	4/98	12/99	1000	2000	\$ 110,000

Subtotals	3410	4000	\$ 220,000
Travel			\$ 0
Other direct costs			\$ 0
TOTAL			\$ 220,000
<p>Additional Comments: Implementation Plan 93-3 is designed for completion in CY99. The Federal Technical Capability Panel has been institutionalized with responsibilities for the continued direction and oversight of technical qualification issues. Some additional items are expected to be added to this list of Performance Actions and completion of some commitments are likely to extend into CY00.</p>			
Task Manager: MA-31, D. Roth			Date:
Executive Secretary Training and Development Management Council:			Date:

TASK 01-05	Management And Supervisory Training				
Performance Objective: Improve and maintain workforce competence					
Performance Measures: Management and supervisory training framework document					
Performance Expectation: A framework document for management and supervisory training will be completed by 05/03/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Determine most effective way to implement a management and supervisory training program	10/5/98	11/13/98	160		\$ 0
Draft the framework (convene meeting with Departmental training and development personnel who have developed a framework document and/or have implemented a management and supervisory training program)	1/26/99	1/27/99	128		\$ 0
Distribute to the Coordinating Group for review and comment	1/28/99	2/12/99	40		\$ 0
Finalize framework document	3/1/99	3/12/99	80		\$ 0
Submit to the Management Council for approval	3/15/99	3/18/99	32		\$ 0
Submit to appropriate Departmental office for approval (i.e., Directives, Deputy Secretary, etc.)	4/5/99	4/8/99	32		\$ 0
Issue framework management and supervisory training	4/26/99	5/3/99	24		\$ 0
Subtotals			496	0	\$ 0
				Travel	
				Other direct costs	
				TOTAL	\$ 0
Additional Comments:					
Task Manager: OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (MA-31) W. Jones				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 01-06	Succession Planning
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Performance Objective: Improve and maintain workforce competence

Performance Measures: Succession Planning Management Plan

Performance Expectation: Management plan to address succession planning will be developed, approved and promulgated by ____.

Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
Subtotals			0	0	\$ 0
				Travel	\$ 0
				Other direct costs	\$ 0
				TOTAL	\$ 0

Additional Comments:

Task Manager:	Date:
Executive Secretary Training and Development Management Council:	Date:

TASK 02-01	Average Training Cost Per Employee				
Performance Objective: Provide training, education, and career development services in a cost-effective manner.					
Performance Measures: DOE training costs benchmarked against industry/govt. training costs.					
Performance Expectation: DOE's avg. training cost per employee is in alignment with similar federal agencies and the private sector by 12/31/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Determine parameters that will be used to calculate the avg. training cost per employee. (Review GAO reports and determine methods used in their calculations)	12/22/98	12/22/98	8		\$ 0
Conduct research to determine the avg. training cost per employee for agencies similar in size and scope to DOE. Determine how the other federal agencies calculate the avg. training cost per employee	1/8/99	1/15/99	48		\$ 0
Conduct research to determine the avg. training cost per employee for private companies similar in size and scope to DOE including DOE M&O contractors. Determine how the private sector companies calculate the avg. training cost per employee	1/19/99	1/29/99	88		\$ 0
Request FY98 Federal and contractor training cost data from MA-31. (Bob Sottile will provide copies of annual training updates.)	2/16/99	2/16/99	1		\$ 0
Review FY98 data collection forms, and compute average Federal and contractor training costs	2/22/99	2/22/99	8		\$ 0
Develop a comparative analysis of DOEs avg. training cost against other Federal agencies and the private sector	2/23/99	3/1/99	40		\$ 0
Send comparative analysis to MA-31 for distribution	3/2/99	3/2/99	2		\$ 0
Distribute comparative analysis to the Management Council, Program Elements and Field Offices	3/16/99	3/23/99	40		\$ 0
If DOE's avg. costs are not in alignment to other federal agencies and the private sector, form a small group of training professionals to determine why a discrepancy exists, and what can be done to improve DOE's costs	3/16/99	3/18/99	16		\$ 0
Small group meets to discuss issue and develop guidance for improvement (estimate three times)	4/1/99	4/9/99	48		\$ 0
Guidance made available to Program Elements and Field Offices	4/9/99	4/14/99	24		\$ 0
Repeat comparative analysis in FY- 01 and distribute results to Program Elements and Field Offices	1/8/01	2/6/01	131		\$ 0
Subtotals			454	0	\$ 0
Travel					\$ 0
Other direct costs					\$ 0
TOTAL					\$ 0
Additional Comments:					
Task Manager: CHICAGO OPERATIONS OFFICE , R. Griswold				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 02-02	Duplicate Training Courses				
Performance Objective: Provide training, education, and career development services in a cost-effective manner.					
Performance Measures: Funds expended on DOE-developed training courses that are duplicative.					
Performance Expectation: DOE does not fund development of duplicate training courses as of 12/31/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Determine the methods that will be used to identify courses (use of COEs, UNICAT, complex-wide data call, etc.)	01/04/99	01/08/99	20	10	\$ 600
Develop criteria that will be used to determine if a course is duplicative (similar course objectives, similar content, will a certain percentage of similar material qualify the course as duplicative?)	01/11/99	02/11/99	60	20	\$ 1,200
Establish a baseline number of duplicative courses, developed and funded by DOE, since FY-96. Identify courses and apply the criteria to the courses to determine if a course is duplicative.	01/25/99	02/26/99	80	80	\$ 4,800
Issue report to the Management Council, Program Elements and Field Offices on number and cost of duplicative training courses developed since FY-96.	03/01/99	03/26/99	120	40	\$ 2,400
Form small group of training professionals to develop policy and procedures to ensure that DOE does not fund development of duplicate training courses.	04/05/99	05/31/99	320	0	\$ 0
Small group meets to discuss issue and finalize guidance document (estimate three times - one face to face, two video conferences)	04/05/99	05/31/99	160	0	\$ 0
Guidance document issued to Program Elements and Field Offices.	07/30/99	07/30/99	0	8	\$ 480
Review DOE-funded course development activity on an annual basis			80	80	\$ 4,800
Issue report with results of annual reviews. Include cost savings/cost avoidance information as a result of the implementation of the guidance.				8	\$ 480
Subtotals			840	246	\$ 14,760
				Travel	\$ 1,476
				Other direct cost	\$ 738
				TOTAL	\$ 16,974
Additional Comments:					
Task Manager: OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (HR-31)				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 02-03	Training Centers of Excellence				
Performance Objective: Provide training, education, and career development services in a cost-effective manner.					
Performance Measures: Training Centers of Excellence established.					
Performance Expectation: 6 Training Centers of Excellence will be established by 12/31/00.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Form a review panel for the Training Centers of Excellence Program Panel will be responsible for assessing the COE application and criteria process, reviewing new applications for COE designation, recommending acceptable candidates to the Management Council for award designation, developing general guidance for COE operations, assisting in assessments of existing COEs, etc.	11/30/98	1/30/99	120	40	\$ 2,200
Develop lessons-learned from initial COE application review process, revise COE application and selection criteria accordingly.	2/1/99	3/30/99	240	40	\$ 2,200
Establish COE Board of Directors with responsibility for establishing Charter for Board of Directors, standardized COE operating philosophy, operating practices, cost tracking, and method of establishing return on investment. The COE Board, once established, will determine frequency of meetings to address critical COE issues.	2/1/99	3/30/99			
Review panel meets quarterly. The purpose of these meetings will be to address the performance actions listed above; i.e., assess application/criteria, review applications and discuss, develop the general guidance, develop the assessment process, etc.)	6/1/99	On-going	768	80	\$ 4,400
Issue call for applications for new Training Centers of Excellence	4/1/99	5/1/99	40	20	\$ 1,100
Review applications	6/1/99	7/1/99		0	\$ 0
Designate two Training Centers of Excellence in FY-99	2/1/99	12/30/99	40	20	\$ 1,100
Conduct assessments of existing COEs in FY-00	1/30/00	2/28/00	120	0	\$ 0
Issue quarterly reports to the Management Council on the group's activities	1/30/99	On-going	160	160	\$ 8,800
Subtotals			1488	360	\$ 19,800
Travel					\$4,000**
Other direct costs					\$ 1,000
TOTAL					\$ 24,800
Additional Comments: *Review of applications is included in Quarterly Panel Review process. **Travel cost exceeds 10% of labor estimate due to the expectation that travel to all four designated Training Centers of Excellence will be required.					
Task Manager: OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (HR-31)				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 02-04	On-The-Job Training Guides				
Performance Objective: Provide training, education, and career development services in a cost-effective manner.					
Performance Measures: Catalog of OJT training guides.					
Performance Expectation: OJT guides are cataloged and made available to all Program Elements and Field Offices by 12/31/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Develop a format for a data call to create a catalog of OJT training guides in use throughout the DOE Includes: Define on-the-job training guide, Determine which topical areas will be included in the data call, How will information be distributed to the program Elements and Field Offices.	09/04/98	10/01/98	44	0	\$ 0
Send data call request to Program Elements and Field Offices.	12/18/98	12/30/98	24	0	\$ 0
Program Elements and Field Offices collect data and send to HR-31.	3/15/99	4/19/99		0	\$ 0
Process data, develop and produce catalog of OJT guides	4/19/99	6/14/99	80	40	\$ 2,200
Make catalogs available to Program Elements and Field Offices.	8/31/99	12/31/99	8	0	\$ 0
Update catalog as needed every two years.	A/R	A/R	TBD	0	\$ 0
Subtotals			156	40	\$ 2,200
				Travel	\$ 0
				Other direct costs	\$ 0
				TOTAL	\$ 2,200
Additional Comments: The 40 hours of subcontractor time is an estimate of the costs for binding and producing the OJT catalog.					
Task Manager: SAVANNAH RIVER OPERATIONS OFFICE, A. Corbett				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 02-05	Career Development-Related Details and Rotational Assignments				
Performance Objective: Provide training, education, and career development services in a cost-effective manner.					
Performance Measures: Number of career development-related details and rotational assignments.					
Performance Expectation: Establish baseline and understand the process by July of 1999.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Develop a format for a data call to establish the baseline number of career development-related details and rotational assignments Includes: Defining career development-related details and rotational assignments.	1/99	2/99		80	\$ 4,400
Send data call (under MA-3 signature) request to Program Elements and Field Offices.(Test with Field AMAs first)	3/99	3/99		8	\$ 440
Program Elements and Field Offices collect data and send to HR-31.	4/99	5/99		80	\$ 4,400
Process and analyze data	5/99	6/99		80	\$ 4,400
Form small group of training and human resources professionals to develop baseline assessment of career development-related details and rotational assignments. (process analysis by process owners)	6/99	6/99		320	\$ 17,600
Baseline assessment made available to Program Elements and Field Offices.	7/99	7/99		8	\$ 440
					\$
Repeat data call annually. (FY00, 01)	1/00,01	3/00,01		80	\$ 4,400
Determine improvements. How well did you meet the objectives?	4/00,01	5/00,01		40	\$ 2,200
			Subtotals	696	\$ 38,280
				Travel	\$ 3,608
				Other direct costs	\$ 1,804
				TOTAL	\$ 43,692
Additional Comments: - Department-wide formal detailee assignment (New Leaders, Women's Executive Leadership, Executive Potential Program and Aspiring Leader) data will be collected through HR-3 - Rotational assignment data will be collected from Administrative Officers Department-wide					
Task Manager: Office of Performance Excellence (MA-6), J. Stark				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 02-06	Unfunded Training Mandates				
Performance Objective: Provide training, education, and career development services in a cost-effective manner.					
Performance Measures: Number and cost of DOE-wide unfunded training mandates.					
Performance Expectation: The Management Council identifies resources when training mandates are issued.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Develop an Assessment Model for the purpose of assessing new DOE Directives for training requirements, effect on other DOE directives and training impact on the DOE training budget, resources required to carry out the training requirement. Model will be provided to the HQ Directives organization. The Model would be used by the author(s) of new DOE Directives to assess training and resource impacts of the proposed directive.	04-05-99	04-16-99	40	0	\$ 0
Pilot Assessment Model (Assumption: 3 New Directives)	04-19-99	09-30-99	24	0	\$ 0
Issue a report with the results of pilot.	10-01-99	10-29-99	40	0	\$ 0
Management Council discusses results at the Spring FY-99 quarterly meeting. Determines effectiveness of Assessment Model and method of identifying resources when training mandates are issued.	11-01-99	11-05-99	20	0	\$ 0
Management Council addresses funding for training mandates - as needed. (Assume two a year for FY 99, 00, 01)	tbd	tbd	20	0	\$ 0
Subtotals			144	0	\$ 0
				Travel	\$ 0
				Other direct costs	\$ 0
				TOTAL	\$ 0
Additional Comments:					
Task Manager: OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (HR-31)				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 03-01	CHRIS Training Administration Module				
Performance Objective: Establish a corporate training management information system.					
Performance Measures: Implementation of the Corporate Human Resources Information System (CHRIS) Training Administration Module.					
Performance Expectation: Complete an implementation plan, pilot the Training Administration Module and implement complex-wide by 10/01/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Develop setup tables	09/01/98	09/30/98			
Issues/Modifications resolution meeting, including archiving	11/17/98	11/19/98			
Test "Administer Training"	01/11/99	01/15/99			
Development on development database	01/04/99	06/30/99			
Train "Administer Training" Prototype Users	03/01/99	03/31/99			
Prototype Office Use of "Administer Training"	04/01/99	06/30/99			
User Training	06/01/99	09/30/99			
Implement "Administer Training	07/01/99	07/01/99			
All offices on-line	10/01/99	10/01/99			
Subtotals				0	
				Travel	
				Other direct costs	
				TOTAL	
Additional Comments:					
Task Manager: MA3 / OFFICE TRAINING AND PROFESSIONAL DEVELOPMENT (MA31), E. Levine			Date:		
Executive Secretary Training and Development Management Council:			Date:		

TASK 04-01	Training Partnerships/Regional Training Councils				
Performance Objective: Partner with other Federal agencies, DOE contractors, State and local governments, academia, and non-profit organizations to share resources and provide cross-cutting training in a cost-effective manner.					
Performance Measures: Amount of cost savings (or cost avoidance) attributed to training partnerships/training councils.					
Performance Expectation: Cost savings (or cost avoidance) due to training partnerships and/or participation in training councils increases by 25% by the end of FY00.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Conduct research in existing training partnerships & training councils and develop database of existing training partnerships and training councils. Includes: contacting DOE staff involved in training partnerships/ training councils, determining how they got started, lessons learned, advice for anyone interested in forming a partnership or training council, cost-savings or cost-avoidance information as a result of forming training partnerships & training councils. May include some site visits.	1/99	4/99	416	60	\$2,400.00
Determine cost savings or cost avoidance benchmark attributed to training partnerships and/or training councils in FY-98.	1/99	4/99	208	40	\$1,600.00
Develop guidance on forming training partnerships & training councils.	4/99	8/99	416	70	\$2,800.00
Issue guidance to Program Elements and Field Offices	8/99	9/99	208	17	\$680.00
Revise cost savings/cost avoidance figures on an annual basis (FY00, 01)	10/00	12/00	312	80	*\$3,200.00
Issue annual status report of performance results vs. performance expectation to Program Elements and Field Offices (FY00,01)	12/00	1/01	312	80	*\$3,200.00
Subtotals			1872	347	FY-99 - \$7,480.00 FY-00 - \$6,400.00
Travel					\$2,000.00
Other direct costs					\$1,000.00
TOTAL					\$16,880.00
<p>Comments: This task was combined with Task 04-02, Regional Training Councils.</p> <p>* Assumptions: The Contractor will receive funding & the federal staff will remain at the same level in order to support these tasks in FY-00 and FY-01. DOE field offices and program elements will implement guidance and will commence tracking of cost avoidance and performance results in FY-00.</p> <p>--NOTE: This estimation does not factor in the Federal or Contractor hours that may be required from other DOE offices to support this Task.</p>					
Task Manager: ALBUQUERQUE OPERATIONS OFFICE				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 05-01	Technology-Supported Learning Program				
Performance Objective: Optimize the use of technology-supported learning.					
Performance Measures: Technology-Supported Learning Implementation Plan completed and TSL Pilot Project completed.					
Performance Expectation: An implementation plan for the Department's Technology Supported-Learning Program will be completed by 03/31/99. Pilot project demonstrating TSL-based training course completed by 1/31/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Implementation Team formed	10/1/98	12/18/98	20	20	\$ 1,100
Concepts for implementation for the Corporate TSL Program updated	10/1/98	1/15/99	40	100	\$ 5,500
Phases of implementation outlined	1/15/99	1/29/99	40	40	\$ 2,200
Initial Implementation Plan is drafted	2/1/99	2/28/99	100	100	\$ 5,500
Draft Implementation Plan reviewed and revised	3/1/99	3/31/99	100	100	\$ 5,500
Final Implementation Plan approved by TDMC	3/31/99	3/31/99	40	40	\$ 2,200
Objectives of Pilot Project outlined	8/19/98	10/1/98	20	40	\$ 2,200
Alternatives identified, evaluated and determined	10/1/98	12/18/98	30	100	\$ 5,500
Pilot detailed plan developed	12/20/98	1/12/99	60	200	\$ 11,000
Initial preparations completed	1/12/99	1/25/99	30	200	\$ 11,000
Pilot completed	1/27/99	1/27/99			\$ 0
Subtotals			480	940	\$ 51,700
Travel					\$ 0
Other direct costs					\$ 0
TOTAL					\$ 51,700
Additional Comments:					
Task Manager: OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (MA-31), T. Lockett				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 06-01	DOE Corporate Handbook of Training Standards, Criteria and Metrics				
Performance Objective: Adopt and apply relevant and established corporate training standards, criteria, and metrics for consistent development, delivery, and evaluation of training.					
Performance Measures: DOE handbook on corporate training standards, criteria and metrics developed, approved and promulgated..					
Performance Expectation: The Training and Development Coordinating Group (TDCG) meets, as needed, to review, revise, adopt and apply relevant and established corporate training standards, criteria and metrics. DOE Handbook on corporate training standards, criteria and metrics developed by 12/31/99.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Project plan drafted for development of a DOE Handbook on corporate training standards, criteria and metrics.	2-1-99	2-26-99	20	40	\$ 2,200
TDCG meets to reach consensus on a project plan for development of a DOE Handbook on corporate training standards, criteria and metrics. Members of the TDCG form subgroups to be responsible for deliverables outlined in the project plan.	3-2-99	3-4-99	24	24	\$ 1,320
Subgroups meet as needed (assume 1-2 face-to-face meetings)	3-8-99	6-11-99	48	48	\$ 2,640
Subgroups submit findings to production team	6-15-99	6-15-99	0	0	\$ 0
Draft handbook developed and submitted to TDCG for review	6-15-99	7-15-99	60	120	\$ 6,600
Analyze comments - produce comments matrix, reconcile issues	7-15-99	7-31-99	24	40	\$ 2,200
TDCG meets to discuss handbook and reach consensus on final draft for submittal to TDMC	8-3-99	8-5-99	24	24	\$ 1,320
Final draft handbook developed, submitted to the TDMC for review.	8-9-99	9-15-99	24	40	\$ 2,200
Analyze comments - produce comments matrix, reconcile issues	10-1-99	10-31-99	24	40	\$ 2,200
Complete and issue final handbook on DOE corporate training standards, criteria and metrics	11-1-99	12-1-99	40	80	\$ 4,400
Subtotals			288	456	\$ 25,080
Travel				\$ 0	
Other direct costs				\$ 0	
TOTAL				\$ 25,080	
Additional Comments:					
Task Manager: OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (HR-31)				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 06-02	Revised DOE Order 360.1				
Performance Objective: Adopt and apply relevant and established corporate training standards, criteria, and metrics for consistent development, delivery, and evaluation of training.					
Performance Measures: DOE O 360.1a and DOE M 360.1a Federal Employee Training issued					
Performance Expectation: Complete revisions to and issue in final DOE Order and Manual 360.1a by 6/30/99 and 11/30/99 (w/CHRIS)					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
Draft Order and Manual to Office of Directives	10-1-97	10-1-98	1200	0	\$ 0
Review Office of Directives edited version	10-15-98	10-30-98	16	0	\$ 0
Order and Manual issues by Office of Directives for DOE review	10-30-98	11-7-98	na	0	\$ 0
Departmental review period	11-7-98	12-3-98	1,000	0	\$ 0
Analyze comments - produce comments matrix	12-3-98	12-17-98	40	0	\$ 0
Development and testing of briefing on Order and Manual	12-3-09	2-1-99	80	0	\$ 0
(Optional - production of CD/disc version of briefing)	2-15-99	3-15-99			\$ 0
Reconciliation of issues	12-17-98	6-15-99	40	0	\$ 0
Final Order and Manual issued	6-15-99	6-30-99	na	0	\$ 0
HQ & Regional briefings on Order and Manual	2-15-99	8-30-99	100	0	\$ 0
Development/Completion of CHRIS appendix to Manual	6-1-99	9-1-99	80	0	\$ 0
Issuance of revised Manual for review and comment	9-30-99	9-30-99	na	0	\$ 0
Departmental review period	10-1-99	11-1-99	400	0	\$ 0
Review and reconciliation of comments	11-1-99	11-15-99	40	0	\$ 0
Issuance of final revised Manual with CHRIS appendix	11-15-99	11-30-99	8	0	\$ 0
(Est. \$150,000 in Federal hours)			Subtotals	3004	0
				Travel	\$ 4,000
				Other direct costs	\$ 100
				TOTAL	\$ 4,100
<p>Additional Comments:</p> <p>1. The CD/Disc briefing would be about 4 hours in length and probably use 1,000 hours of contractor time. The alternative is to purchase authorware software and develop "package" in-house. However, these means an investment of probably 2,000 Federal hours to master the software package and produce the "briefing."</p> <p>2. Return on investment is difficult to demonstrate in revision and issuance of directives. The tangible results from the directive should be three-fold: (a) normalization of Centers of Excellence under MOA process, (b) establishment and improvements in Departmental and Element workforce restructuring programs including succession planning, and (c) consolidation of HQ training into a jointly run confederation, thereby reducing administrative costs and increasing output/outcome relative to resources. If these actions take place and produce benefits, then the Order/Manual could be credited with five to 10 percent of the total benefits produced. However, any effects of the Order or Manual are supportive and secondary in nature to the initiative of the program/project managers.</p>					
Task Manager: OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (HR-31)				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 08-03	Customer Satisfaction				
Performance Objective: Implement and evaluate the corporate education, training and development program.					
Performance Measures: Completed survey report (results and recommendations)					
Performance Expectation: Conduct a survey of customer satisfaction with the corporate education, training and development program by _____.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
Subtotals			0	0	\$ 0
Travel					\$ 0
Other direct costs					\$ 0
TOTAL					\$ 0
Additional Comments:					
Task Manager:				Date:	
Executive Secretary Training and Development Management Council:				Date:	

TASK 09-01	Add Chapter to DOE Order 350.1
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Performance Objective: Implement steps to improve contractor employee training performance

Performance Measures: Chapter on contractor training added and promulgated

Performance Expectation: Issue new chapter to DOE Order 350.1 that covers contractor training performance by _____.

Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
Subtotals			0	0	\$ 0
				Travel	\$ 0
				Other direct costs	\$ 0
				TOTAL	\$ 0

Additional Comments:

Task Manager:	Date:
Executive Secretary Training and Development Management Council:	Date:

TASK 09-02	Contractor Training Performance Objectives				
Performance Objective: Implement steps to improve contractor employee training performance					
Performance Measures: Revised performance objectives memorandum includes training performance.					
Performance Expectation: Revise performance objectives memorandum to include objectives related to contractor employee training performance by _____.					
Performance Actions:	Start Date	End Date	Labor Estimate		
			Fed Hrs	Contr Hrs	Cost Contr hrs x avg
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
					\$ 0
Subtotals			0	0	\$ 0
Travel					\$ 0
Other direct costs					\$ 0
TOTAL					\$ 0
Additional Comments:					
Task Manager:				Date:	
Executive Secretary Training and Development Management Council:				Date:	