

Section 12

Training Report for the Office of Partnerships and Program Development





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OP&PD Employee Training
by Job Function: FY 2003

For purposes of training management and reporting, the ORO has categorized Federal employees in the following seven job functions:

- Supervisor
- Professional
- Facility Representative
- Administrative
- Technician
- Clerical
- Other

See Appendix B for a complete description of each of these job functions.

Figure 12.a Average Number of Training Hours by Job Function

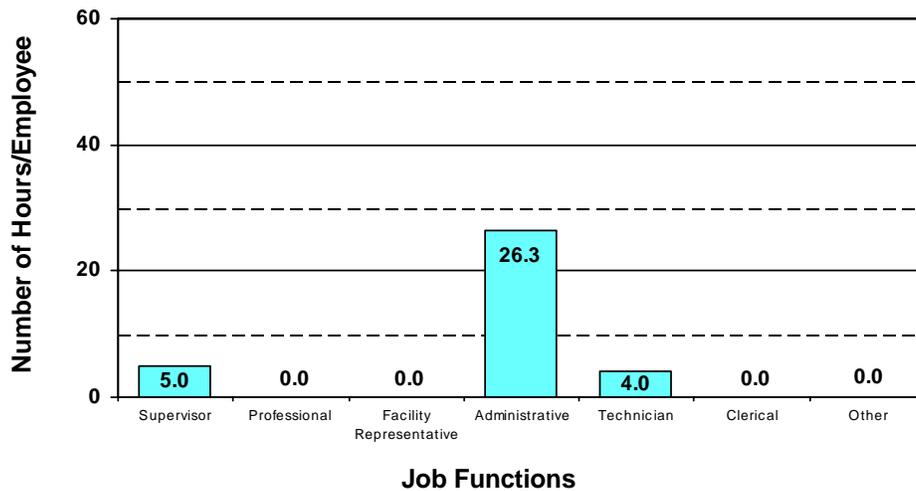


Table 12.a Total Number of OP&PD Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2002	FY 2003	FY 2002	FY 2003
Supervisor	1	1	54	5
Professional	0	0	0	0
Facility Representative	0	0	0	0
Administrative	3	3	16	79
Technician	1	2	6	8
Clerical	0	0	0	0
Other	0	0	0	0
Totals	5	6	76	92
Average Hours/Employees			15.2	15.3



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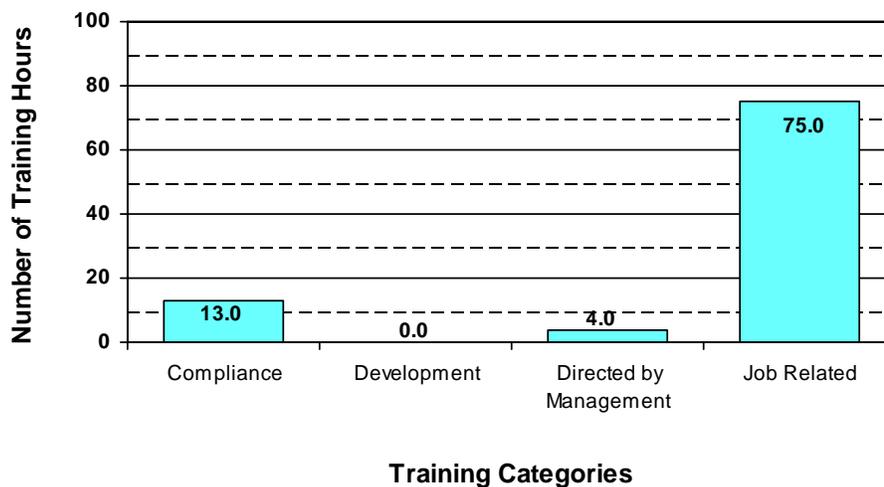
OP&PD Employee Training
by Training Category:
FY 2003

For management and reporting purposes, DOE has classified employee training into the following four major categories. See Appendix C for a complete description of each of these training categories.

- Compliance
- Development
- Directed by Management
- Job Related

The corresponding training hours for OP&PD are depicted in Figure 12.b.

Figure 12.b OP&PD Employee Training Hours by Training Category





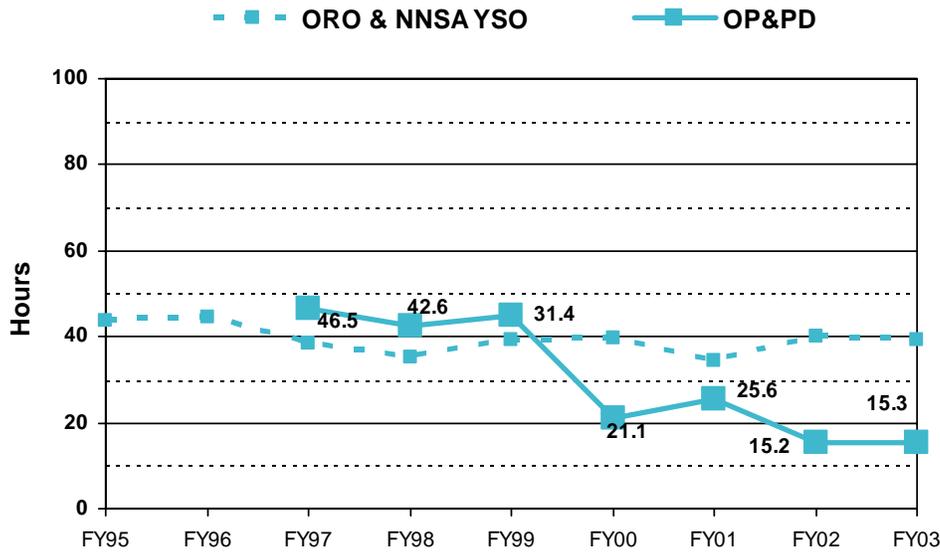
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Number of Training Hours per OP&PD Employee:
Trending

Figure 12.c depicts the average annual training hours per OP&PD employee as compared to the combined ORO and NNSA YSO annual average. All information available the CHRIS database is shown, beginning with FY 1995.

Figure 12.c Average Annual Hours of Training per Employee





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Continuing and Advanced Education

Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. TDG maintains a tracking database through CHRIS for attendance at classes provided by institutions of higher learning.

OP&PD Employees Enrolled in Educational Institutions		
(College [two- and four-year], university, and technical training school)		
	FY 2002	FY 2003
Total number of employees enrolled	0	0
Total number of classes attended or being attended	0	0
Total cost of education	0	0
Average cost per employee attending	0	0