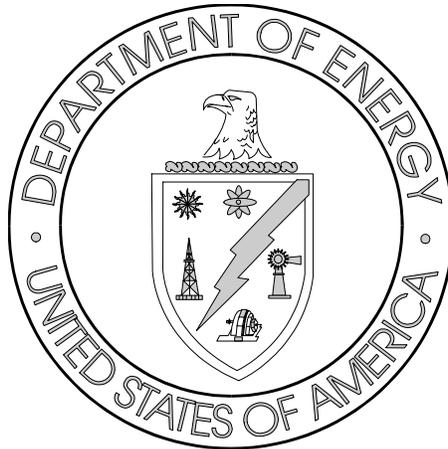


# Section 13

## Training Report for the Office of Safeguards and Security





## Section 13

### Training Report for the Office of Safeguards and Security

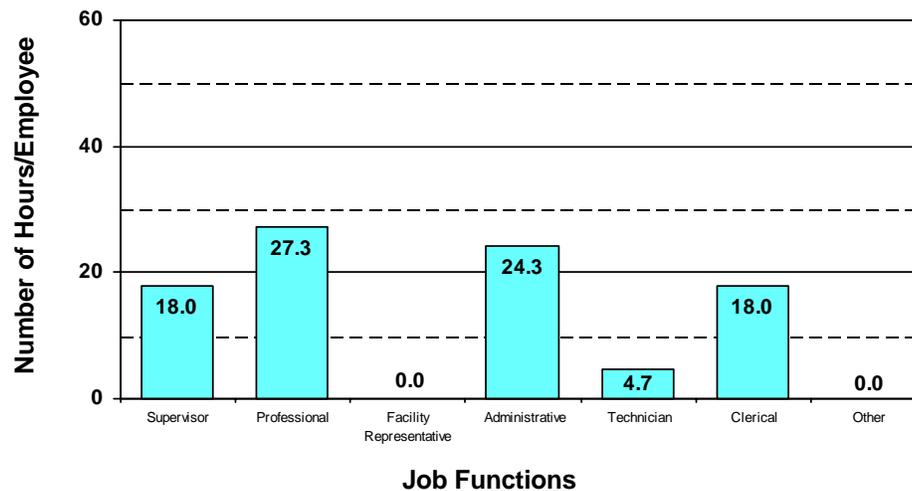
OSS Employee Training by  
Job Function: FY 2003

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 13.a Average Number of Training Hours by Job Function*



*Table 13.a Total Number of OSS 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	4	4	369	72
Professional	7	6	291	164
Facility Representative	0	0	0	0
Administrative	15	17	273	413
Technician	3	3	17	14
Clerical	2	2	43	36
Other	0	0	0	0
Totals	31	32	993	699
Average Hours/Employees			32.0	21.8



## Section 13

### *Training Report for the Office of Safeguards and Security*

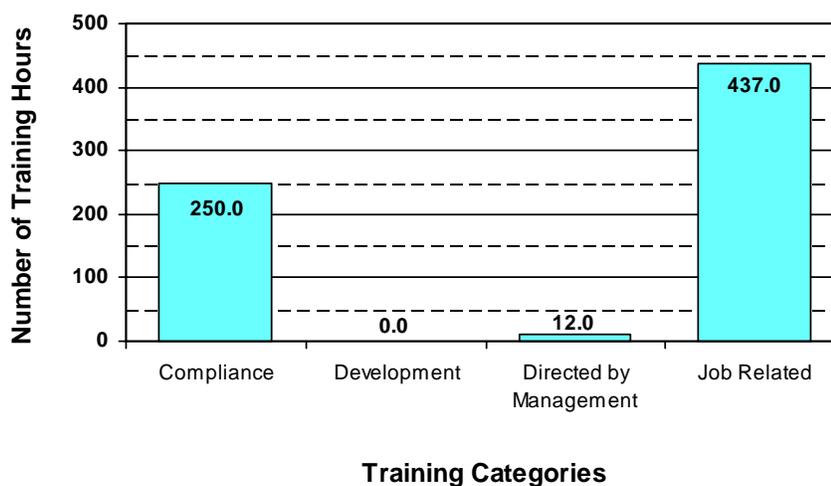
OSS Employee Training by  
Training Category:  
FY 2003

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 OSS are depicted in Figure 13.b.

*Figure 13.b OSS Employee Training Hours by Training Category*





## Section 13

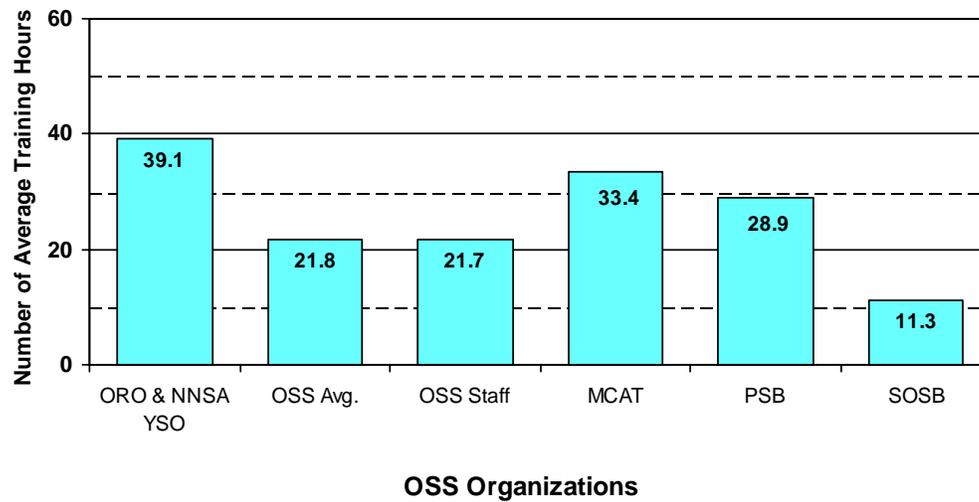
### *Training Report for the Office of Safeguards and Security*

Average Training Hours  
per Employee by  
Organization: FY 2003

The following organizations are represented in the graph below:

- Office of Safeguards and Security (OSS)
- Materials Control and Accountability Team (MCAT)
- Personnel Security Branch (PSB)
- Security Oversight and Support Branch (SOSB)

*Figure 13.c Average Training Hours per Employee by OSS Organization*





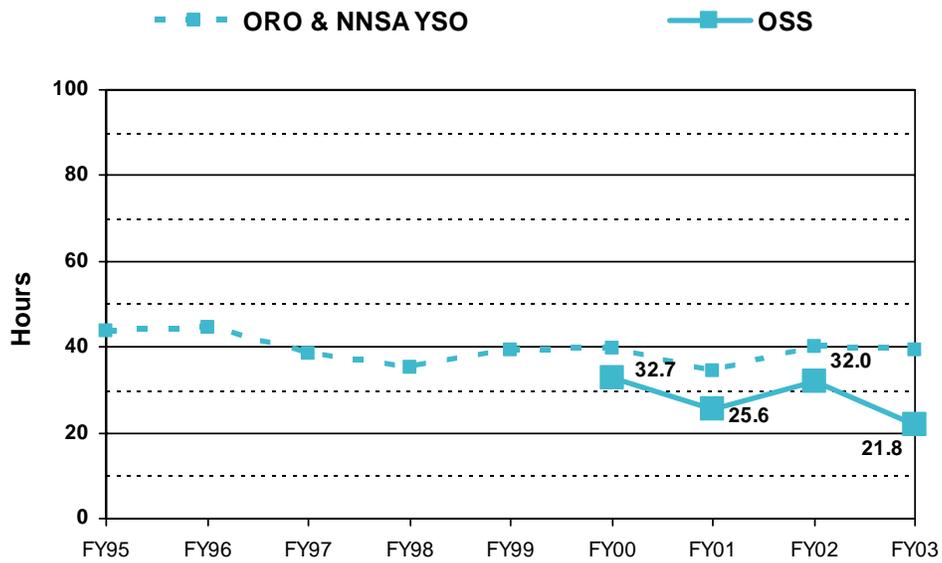
# Section 13

## Training Report for the Office of Safeguards and Security

Number of Training Hours per OSS Employee:  
Trending

Figure 13.d depicts the average annual training hours per OSS 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 13.d Average Annual Hours of Training per Employee\***



**\*OSS was formed in FY 2000 so there are no comparative data before then.**



## Section 13

### *Training Report for the Office of Safeguards and Security*

#### 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.

<b>OSS Employees Enrolled in Educational Institutions</b> (College [two- and four-year], university, and technical training school)		
	<b>FY 2002</b>	<b>FY 2003</b>
Total number of employees enrolled	1	1
Total number of classes attended or being attended	4	3
Total cost of education	\$6,244	\$4,728
Average cost per employee attending	\$6,244	\$4,728