

Section 14

Training Report for the Public Affairs Office





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PAO 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 14.a Average Number of Training Hours by Job Function

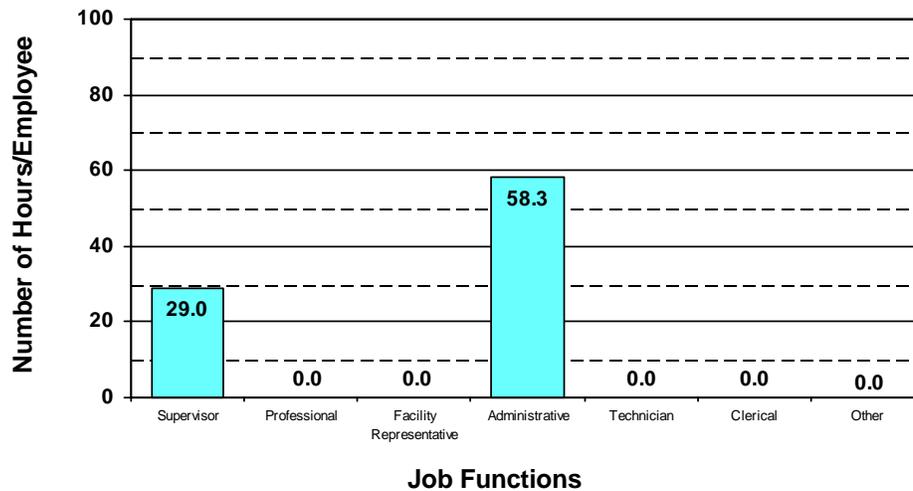


Table 14.a Total Number of PAO Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2002	FY 2003	FY 2002	FY 2003
Supervisor	1	1	30	29
Professional	0	0	0	0
Facility Representative	0	0	0	0
Administrative	2	3	114	175
Technician	0	0	0	0
Clerical	0	0	0	0
Other	0	0	0	0
Totals	3	4	144	204
Average Hours/Employees			48.0	51.0



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PAO 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 PAO are depicted in Figure 14.b.

Figure 14.b PAO Employee Training Hours by Training Category



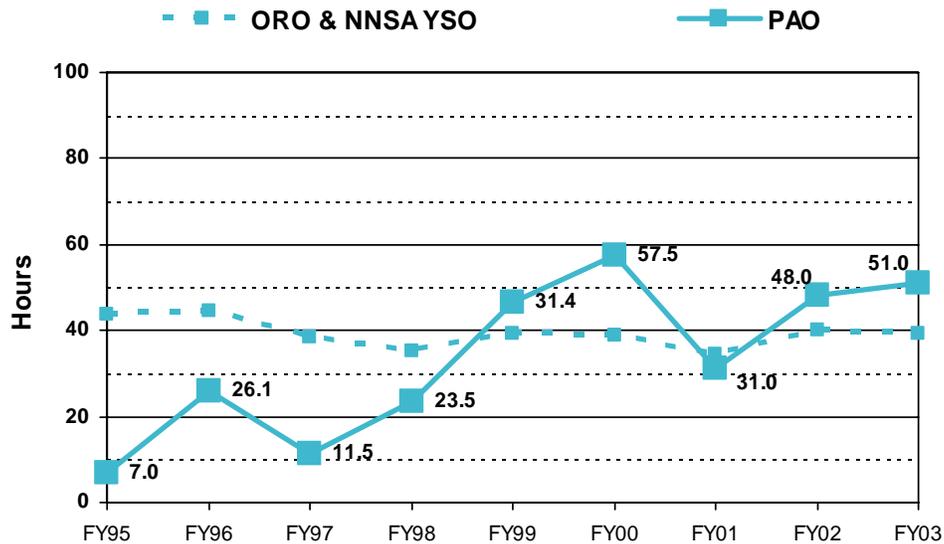


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Number of Training Hours
per PAO Employee:
Trending

Figure 14.c depicts the average annual training hours per PAO 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 14.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.

PAO Employees Enrolled in Educational Institutions (College [two- and four-year], university, and technical training school)		
	FY 2002	FY 2003
Total number of employees enrolled	1	1
Total number of classes attended or being attended	4	1
Total cost of education	\$1,169	\$270
Average cost per employee attending	\$1,169	\$270