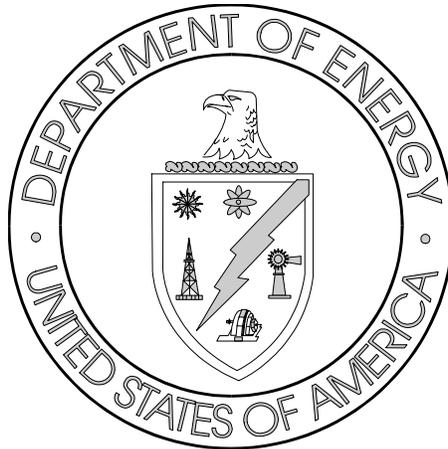


Section 15
Training Report for the
National Nuclear Security Administration (NNSA)
Y-12 Site Office (YSO)





Section 15
Training Report for the NNSA YSO

In accordance with DOE M 360.1-1B, NNSA YSO statistics are listed as a separate component of this report.

NNSA YSO 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 15.a Average Number of Training Hours by Job Function

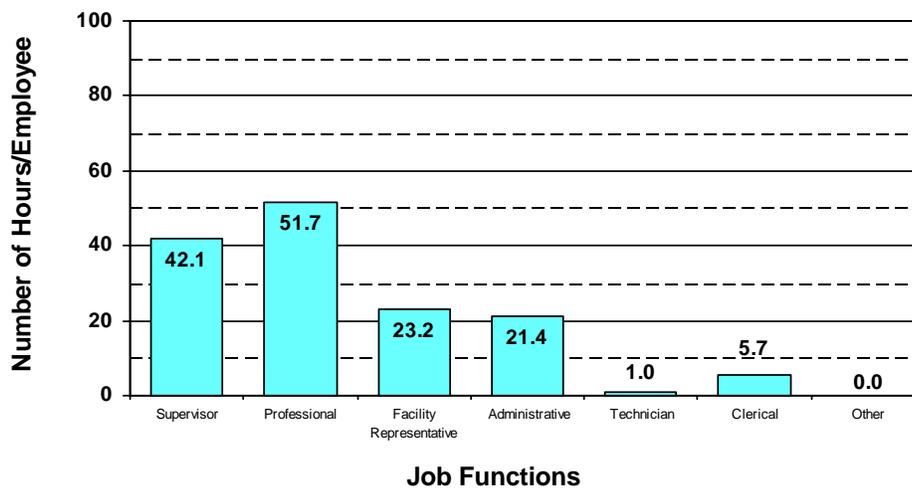


Table 15.a Total Number of NNSA YSO Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2002	FY 2003	FY 2002	FY 2003
Supervisor	7	7	211	295
Professional	43	39	2,313	2,016
Facility Representative	9	9	433	209
Administrative	13	16	476	343
Technician	1	1	39	1
Clerical	3	3	89	17
Other	0	0	0	0
Totals	76	75	3,561	2,881
Average Hours/Employees Trained			46.9	38.4



Section 15

Training Report for the NNSA YSO

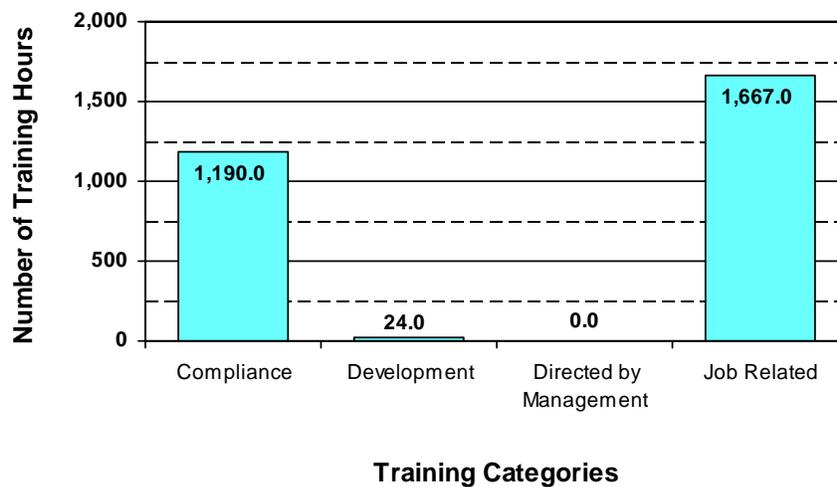
NNSA YSO Employee Training by Training Category: FY 2003

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 NNSA YSO are depicted in Figure 15.b.

Figure 15.b NNSA YSO Employee Training Hours by Training Category





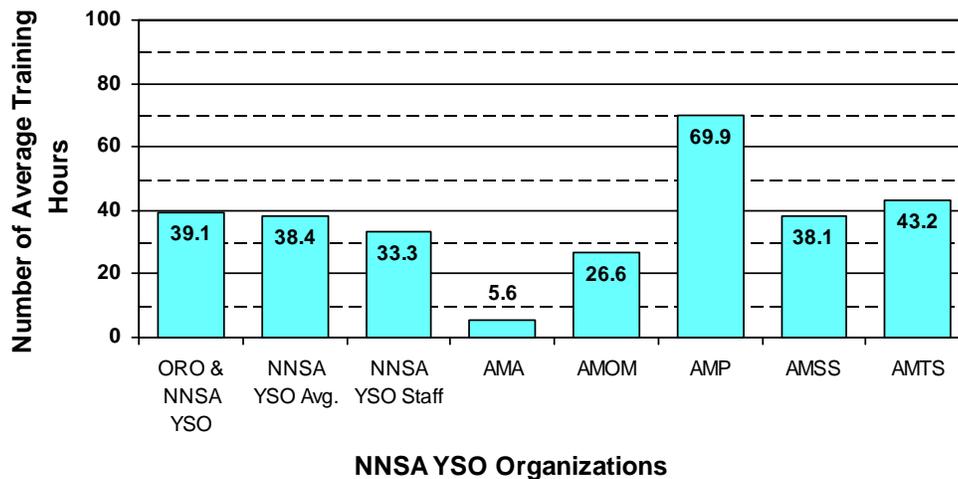
Section 15 Training Report for the NNSA YSO

Average Training Hours per Employee by Organization: FY 2003

The following organizations are represented in the graph below:

- National Nuclear Security Administration (NNSA) Office of the Manager, Y-12 Site Office (YSO)
- Assistant Manager for Administration (AMA)
- Assistant Manager for Operations Management (AMOM)
- Assistant Manager for Programs (AMP)
- Assistant Manager for Safeguards and Security (AMSS)
- Assistant Manager for Technical Services (AMTS)

Figure 15.c Average Training Hours per Employee by NNSA YSO Organization



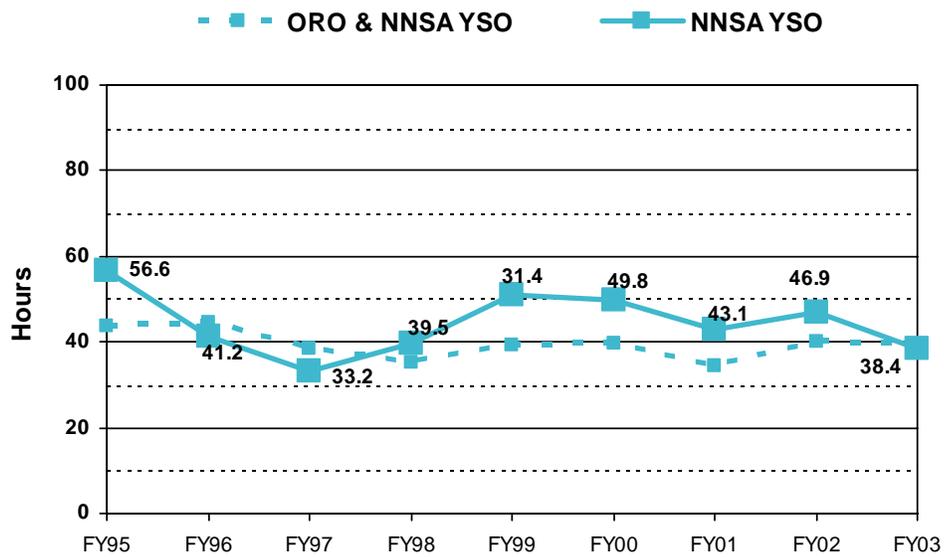


Section 15 Training Report for the NNSA YSO

Number of Training Hours
per NNSA YSO Employee:
Trending

Figure 15.d depicts the average annual training hours per NNSA YSO employee as compared to the combined ORO and YSO annual average. All information available the CHRIS database is shown, beginning with FY 1995.

Figure 15.d Average Annual Hours of Training per Employee





Lost Training Opportunities and Costs:
FY 2003

ORO has initiated a tracking system within CHRIS to report no-shows and late cancellations of courses where payment was required. “No-show” means that the employee signed up for the course but did not attend. “Late cancellation” is defined as cancellation outside the cancellation policy. **When a registration or tuition fee is paid but the course is not attended by an NNSA YSO employee, or the course is canceled too late to avoid paying the fee, there is no value received by the employee or the organization. This results in lost training opportunities and lost training costs, as shown below.**

Figure 15.e Lost Training Opportunities for NNSA YSO

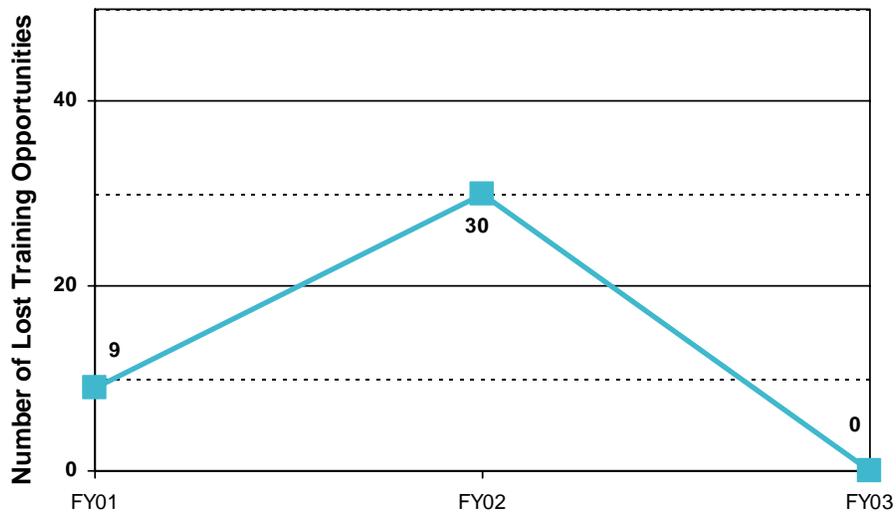
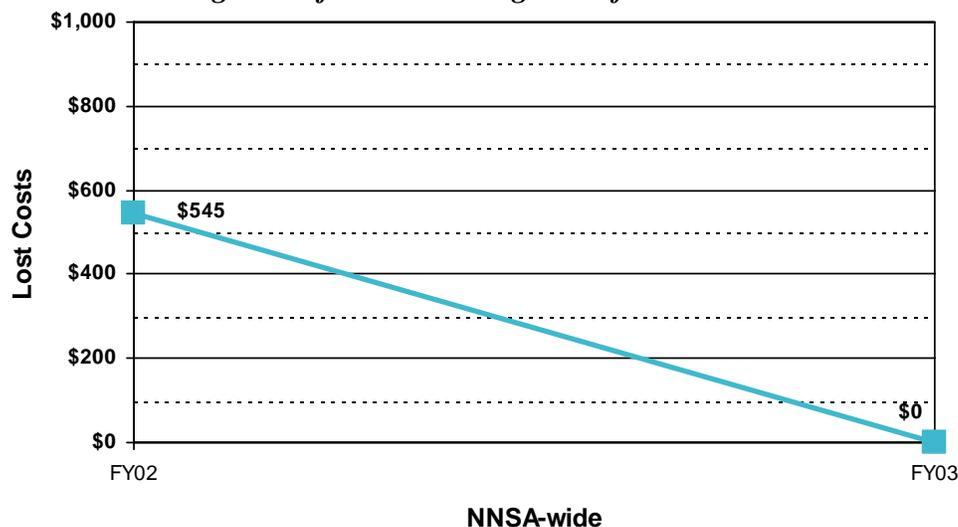


Figure 15.f Lost Training Costs for NNSA YSO*



*Cost data prior to FY 2002 was not available.



Section 15
Training Report for the NNSA YSO

Continuing and Advanced Education

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

NNSA YSO Employees Enrolled in Educational Institutions (College [two- and four-year], university, and technical training school)		
	FY 2002	FY 2003
Total number of employees enrolled	2	1
Total number of classes attended or being attended	7	3
Total cost of education	\$2,631	\$2,564
Average cost per employee attending	\$1,315	\$2,564