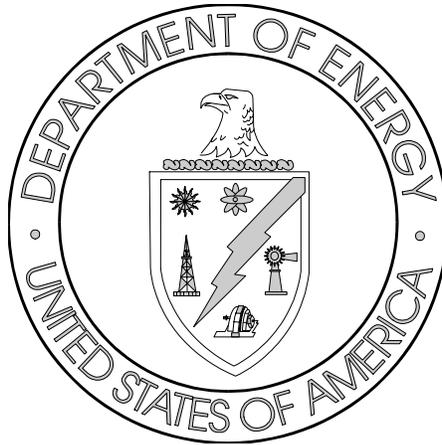


Section 1

Introduction





Section 1 *Introduction*

Introduction

The Training and Development Group (TDG) is responsible for the training needs analyses and the design, development, delivery, evaluation, and administration of all employee training and education programs for the U.S. Department of Energy (DOE) Oak Ridge Operations Office (ORO) and the National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO).

The TDG mission consists of two major activities:

- Develop and manage a centralized program for training, education, and human resources development to support line management assuring that ORO and NNSA YSO personnel are technically competent and proficient in the execution of assigned duties.
- Provide technical assistance to the site offices in the evaluation of contractor training programs to ensure that programs satisfy regulatory requirements and the needs of ORO and NNSA YSO customers and stakeholders.

TDG accomplishes its mission through a variety of functions enabling ORO and NNSA YSO Federal employees to acquire appropriate education and training that will enhance their technical skills, improve job proficiency, and meet regulatory requirements.

Report Description

This annual training report provides an overview of training and education activities of Federal personnel at ORO and NNSA YSO from October 2002 through September 2003. As such, this report fulfills the requirements of DOE O 360.1B, *Federal Employee Training*, DOE M 360.1-1B, *Federal Employee Training Manual*, and ORO O 360, *Employee Education and Training*, Chapter I, "Federal Employee Training."

The report contains:

- Major accomplishments for Fiscal Year 2003 (FY 2003 [also abbreviated to FY03 on the charts]).
- Comprehensive statistical reports of training activities for ORO and NNSA YSO.



Section 1

Introduction

- Individual statistical reports of training activities for each office and assistant manager organization.
- Statistical data from Fiscal Year 2002 (FY 2002) and prior years, if available, for comparison.

Training and education data were obtained through the Corporate Human Resources Information System (CHRIS) database and analyzed to produce this report.

The TDG maintains the raw data used in compiling this report and are available upon request.

Explanatory Notes

1. The total number of employees (545) was derived from the number of active employees (517) as of September 30, 2003, and added to the number of employees (28) who left ORO and YSO service during FY 2003.
 2. The calculated number of supervisors in this FY 2003 report was based on the criteria, "those persons with full supervisory authority."
 3. Training that was taken as of September 30, 2003, but lacked proof of completion, was not included in this report. There were 70 instances of this training, attributed to 62 persons and representing 965 training hours.
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