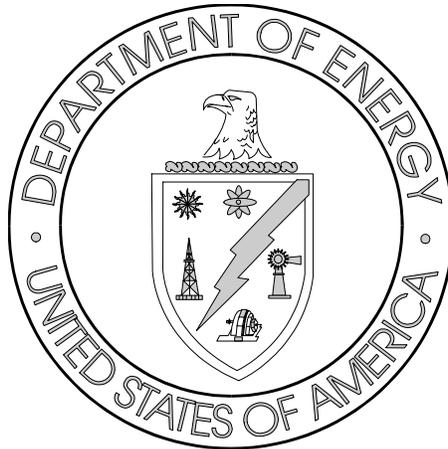


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This section of the report contains compiled data for ORO and NNSA YSO. In accordance with DOE M 360.1-1B, NNSA YSO statistics are listed as a separate component of this report. They can be found in Section 15, Training Report for National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO).

ORO and NNSA YSO
Employee Training by Job
Function: FY 2003

For purposes of training management and reporting, the ORO and NNSA YSO have categorized Federal employees into seven functions as defined below:

- **Supervisor** – Occupations that involve planning, directing, controlling, and evaluating work and workers.
- **Professional** – Occupations that require (1) a bachelor's or higher degree or (2) knowledge in a field characteristically acquired through education equivalent to a bachelor's or higher degree with major study in, or pertinent to, a specialized field.
- **Facility Representative** – Occupations that provide day-to-day technical evaluation and monitoring of all aspects of operations and support systems within an assigned facility. Ensures that all activities conducted by the contractor are carried out to ensure the safety and protection of the worker, public, and environment in accordance with applicable regulations, policies, and procedures.
- **Administrative** – Occupations that do not require specialized educational majors, but involve the type of skills (analytical, research, writing, judgment) typically gained through a college-level, general education or through progressively responsible experience.
- **Technician** – Occupations that involve work typically associated with and supportive of a professional or administrative field that is nonroutine in nature.
- **Clerical** – Occupations that involve structured work in support of office, business, or fiscal operations.
- **Other** – Occupations that cannot be related to the above groups.



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Figure 3.a Average Number of Training Hours by Job Function

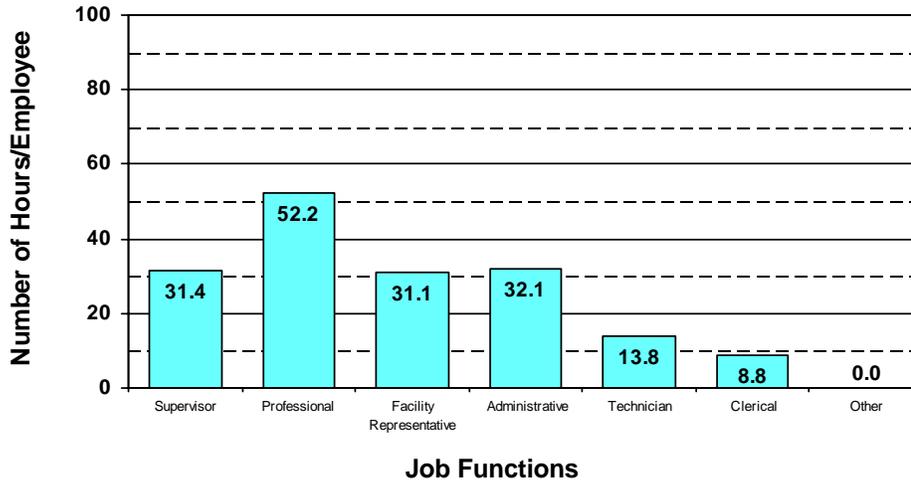


Table 3.a Total Number of Employees and Total Number of Training Hours

| Job Function | Number of Employees | | Number of Training Hours | |
|-------------------------|---------------------|---------|--------------------------|---------|
| | FY 2002 | FY 2003 | FY 2002 | FY 2003 |
| Supervisor | 73 | 60 | 3,184 | 1,886 |
| Professional | 249 | 256 | 12,135 | 13,365 |
| Facility Representative | 31 | 31 | 1,324 | 964 |
| Administrative | 121 | 132 | 4,062 | 4,231 |
| Technician | 58 | 59 | 621 | 814 |
| Clerical | 5 | 6 | 132 | 53 |
| Other | 2 | 1 | 65 | 0 |
| Totals | 539 | 545 | 21,523 | 21,313 |
| Average Hours/Employee | | | 39.9 | 39.1 |



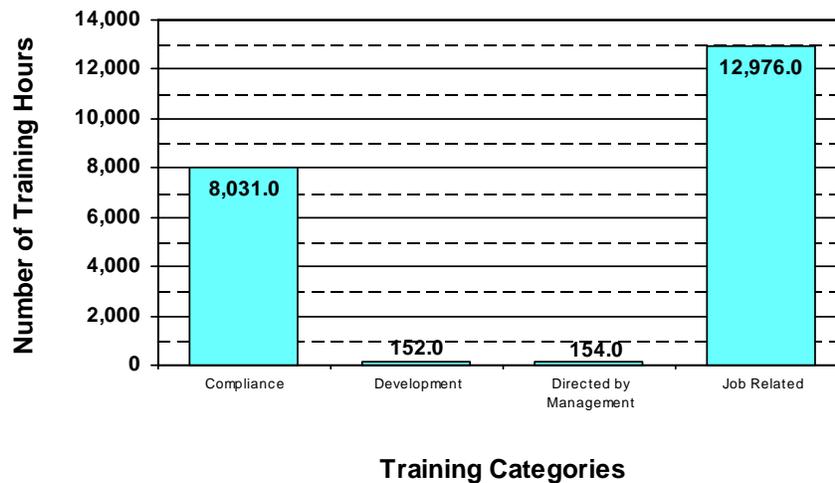
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ORO and NNSA YSO
Employee Training by
Training Category:
FY 2003

For management and reporting purposes, DOE has classified employee training into the following four major categories. The corresponding training hours for a combined ORO and YSO are depicted in Figure 3.b.

- **Compliance** – Training that is required by applicable DOE directive, Federal, or state statutes and regulations, and/or DOE contractual requirements.
- **Development** – Training that yields new competencies for the current job or career advancement.
- **Directed by Management** – Training, other than compliance training, that is deemed to be required by management.
- **Job Related** – Training that enhances current proficiencies.

Figure 3.b Employee Training Hours by Training Category





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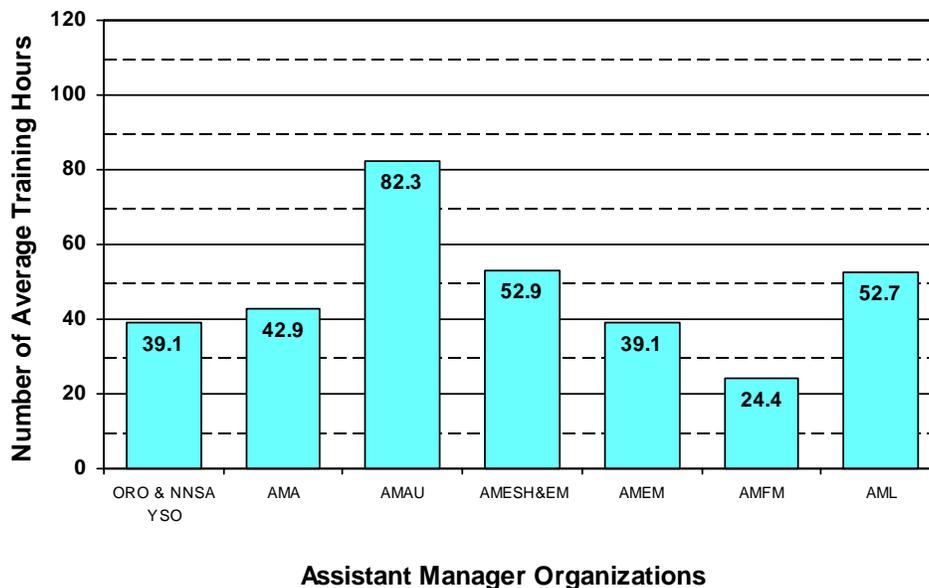
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Average Training Hours
per Employee by Assistant
Manager Organization:
FY 2003

The following organizations are represented in the graph below:

- Office of Assistant Manager for Administration (AMA)
- Office of Assistant Manager for Assets Utilization (AMAU)
- Office of Assistant Manager for Environment, Safety, Health, and Emergency Management (AMESH&EM)
- Office of Assistant Manager for Environmental Management (AMEM)
- Office of Assistant Manager for Financial Management (AMFM)
- Office of Assistant Manager for Laboratories (AML)

Figure 3.c Average Training Hours per Employee by Assistant Manager Organization





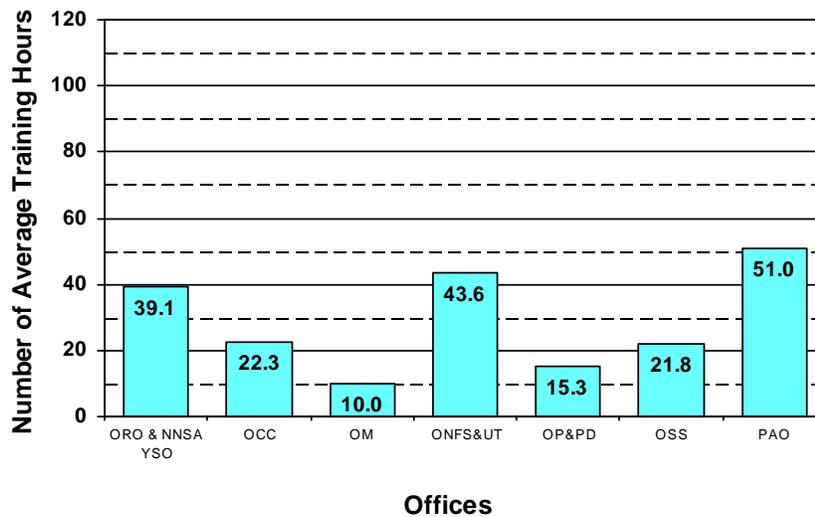
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Average Training Hours
per Employee by Office:
FY 2003

The following is a list of the offices represented in this graph:

- Office of Nuclear Fuel Security and Uranium Technology (ONFS&UT)
- Office of Chief Counsel (OCC)
- Office of the Manager (OM)
- Office of Partnerships and Program Development (OP&PD)
- Public Affairs Office (PAO)
- Office of Safeguards and Security (OSS)

Figure 3.d Average Training Hours per Employee by Office



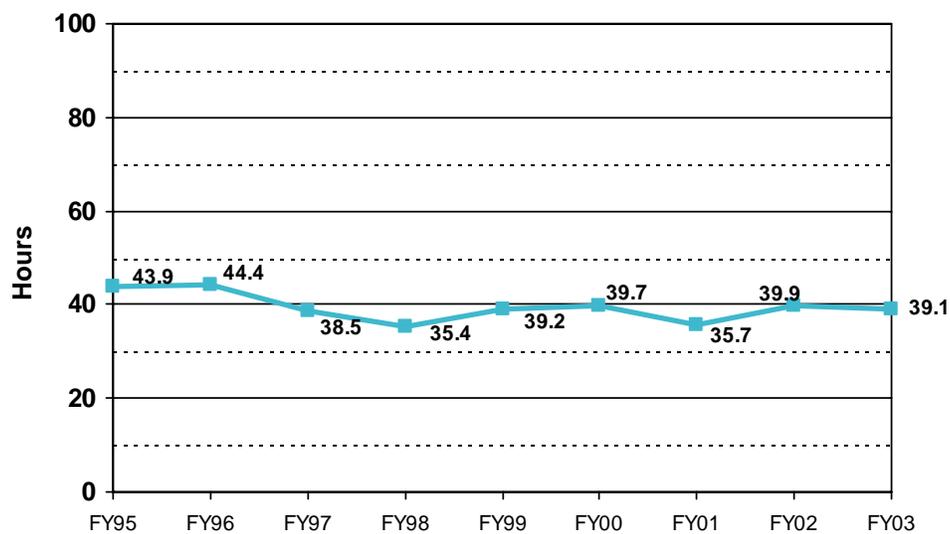


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Number of Training Hours
per ORO-YSO Employee:
Trending

Figure 3.e depicts the average annual training hours per employee (combined ORO and NNSA YSO). All information available from the CHRIS database is shown, beginning with FY 1995.

Figure 3.e Average Annual Hours of Training per Employee





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Numbers of No-Shows and Late Cancellations: 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 ORO 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.**

Figure 3.f No-Shows and Late Cancellations (Assistant Manager Organizations)

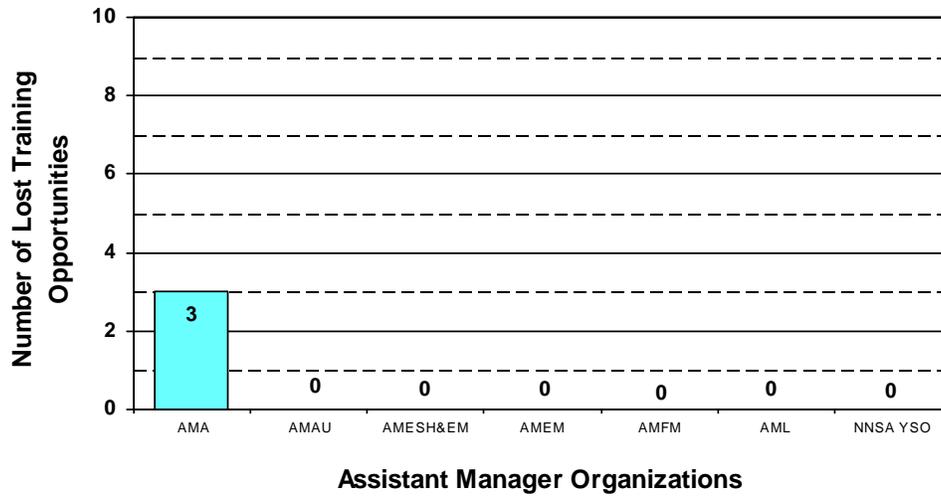
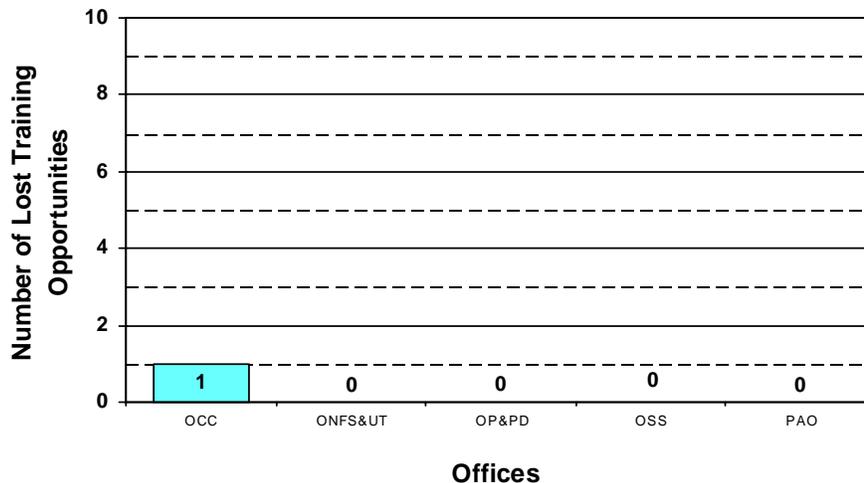


Figure 3.g No-Shows and Late Cancellations (Offices)





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Figure 3.h Lost Costs (Assistant Manager Organizations)

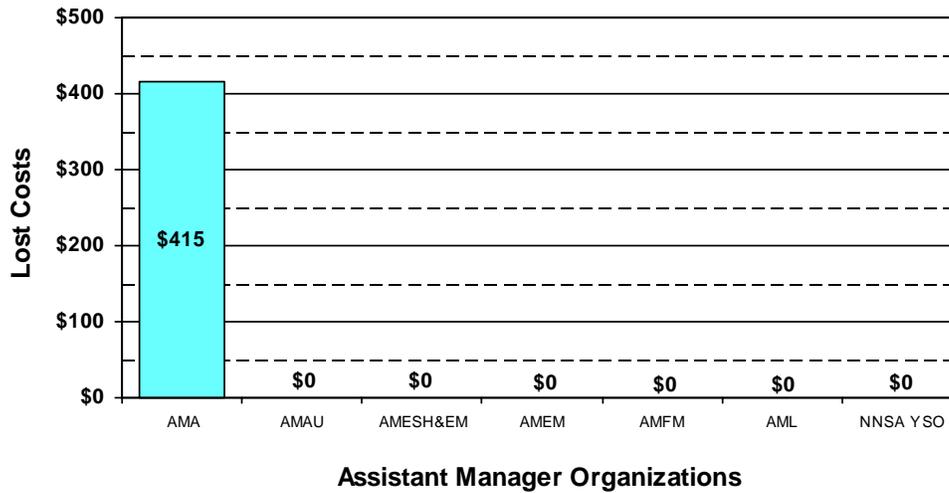


Figure 3.i Lost Costs (Offices)

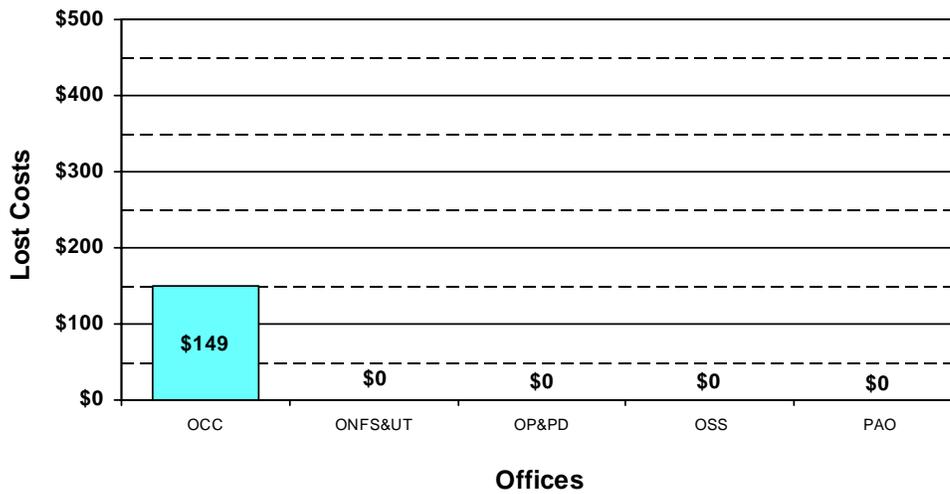
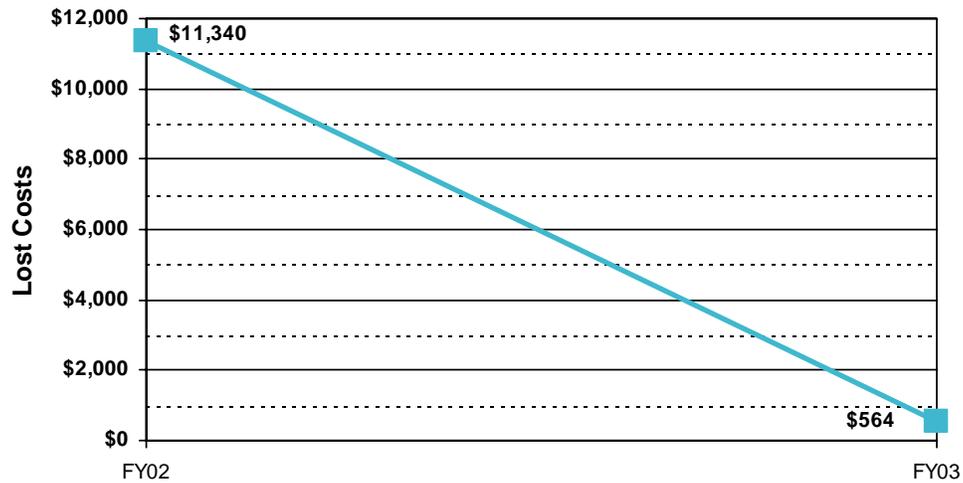




Figure 3.j Lost Training Opportunities - ORO and YSO



Figure 3.k Lost Training Costs - ORO and YSO
(No data available FY 2001)





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Continuing and Advanced Education

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

| Federal Employees Enrolled in Educational Institutions | | |
|---|----------------|----------------|
| (College [two- and four-year], university, and technical training school) | | |
| | FY 2002 | FY 2003 |
| Total number of employees enrolled | 22 | 24 |
| Total number of classes attended or being attended | 63 | 69 |
| Total cost of education | \$51,596 | \$55,113 |
| Average cost per employee attending | \$2,345 | \$2,296 |