

# Section 16

## Training Report for the Stanford Site Office (SSO)





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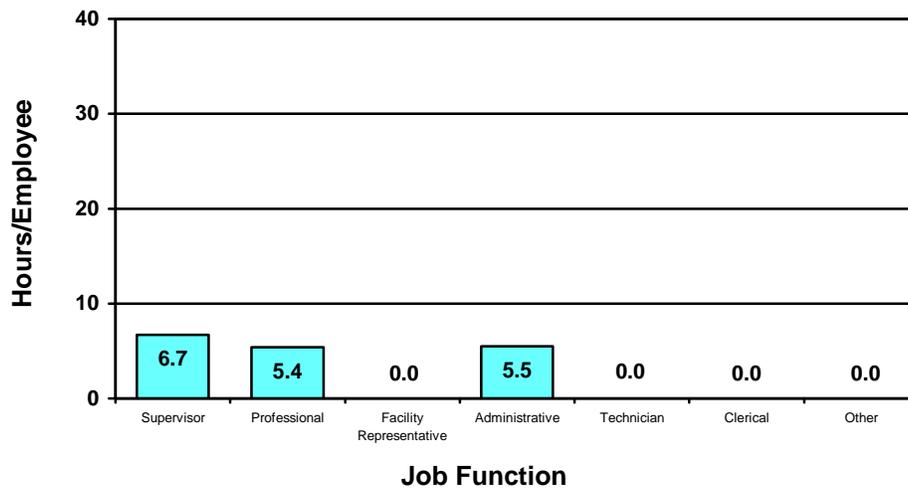
**SSO Employee Training  
by Job Function: FY  
2007**

ORO has categorized Federal employees into 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 16.a Average Number of Training Hours by Job Function\***



**Table 16.a Total Number of SSO Employees and Total Number of Training Hours\***

Job Function	Number of Employees		Number of Training Hours	
	FY 2006	FY 2007	FY 2006	FY 2007
Supervisor	-	3	-	20
Professional	-	9	-	49
Facility Representative	-	0	-	0
Administrative	-	2	-	11
Technician	-	0	-	0
Clerical	-	0	-	0
Other	-	0	-	0
Totals	-	14	-	80
Average Hours/Employee			-	5.7

\* Data prior to FY 2007 were not available.



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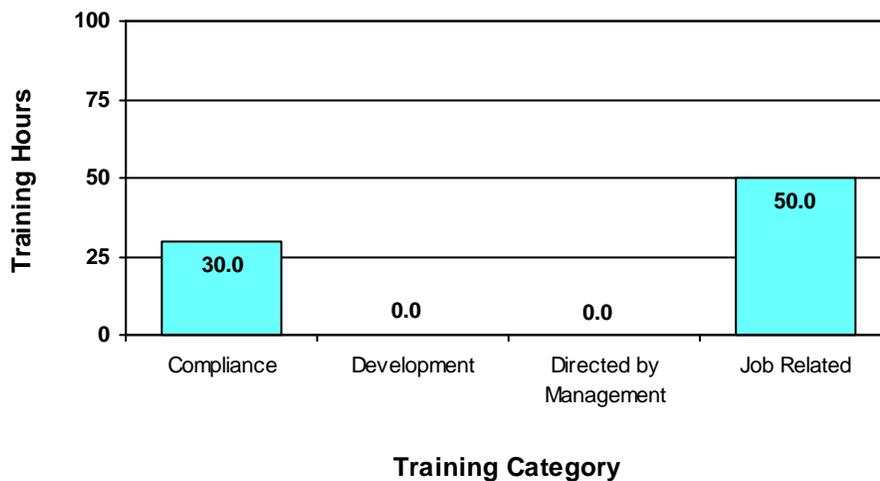
#### SSO Employee Training by Training Category: FY 2007

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 PNSO are depicted in Figure 16.b.

*Figure 16.b SSO Employee Training Hours by Training Category*



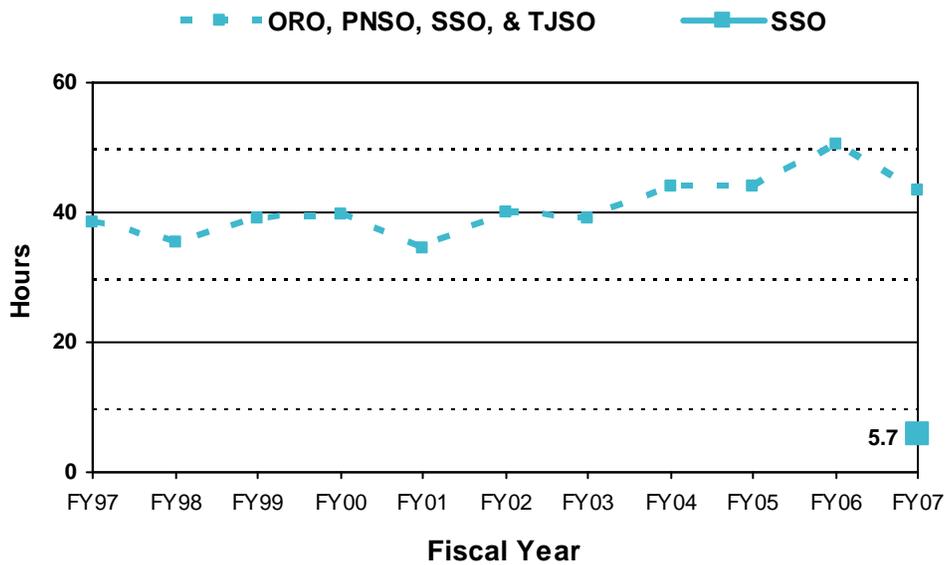


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## Average Training Hours per SSO Employee: Trending

Figure 16.c depicts the average annual training hours per SSO employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. All information available from the CHRIS database is shown, beginning with FY 1997.

Figure 16.c Average Annual Hours of Training per Employee\*



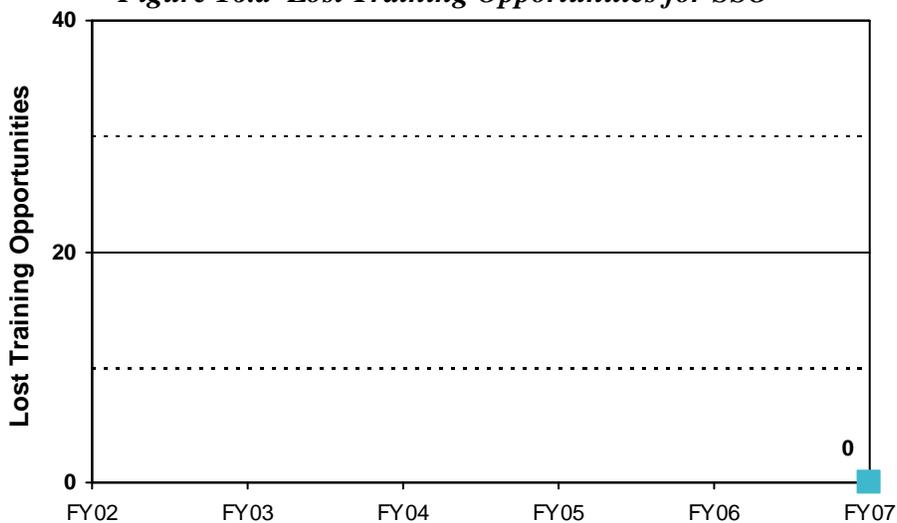
\*Historical data prior to FY 2007 were not available for SSO.



**Lost Training Opportunities and Costs: FY 2007**

ORO maintains 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 SSO 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 16.d Lost Training Opportunities for SSO\**



*Figure 16.e Lost Training Costs for SSO\**



\*Data prior to FY 2007 were not available.



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**Continuing and Advanced Education**

Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

**Table 16.b SSO Employees Enrolled in Educational Institutions**  
(College [two and four years], university, and technical training school)

	<b>FY 2006*</b>	<b>FY 2007</b>
Total number of employees enrolled	0	0
Total number of courses attended	0	0
Total cost of education	0	0
Average cost per employee attending	0	0

\* Data prior to FY 2007 were not available.