

Section 17

Training Report for the Thomas Jefferson Site Office (TJSO)





TJSO 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 17.a Average Number of Training Hours by Job Function

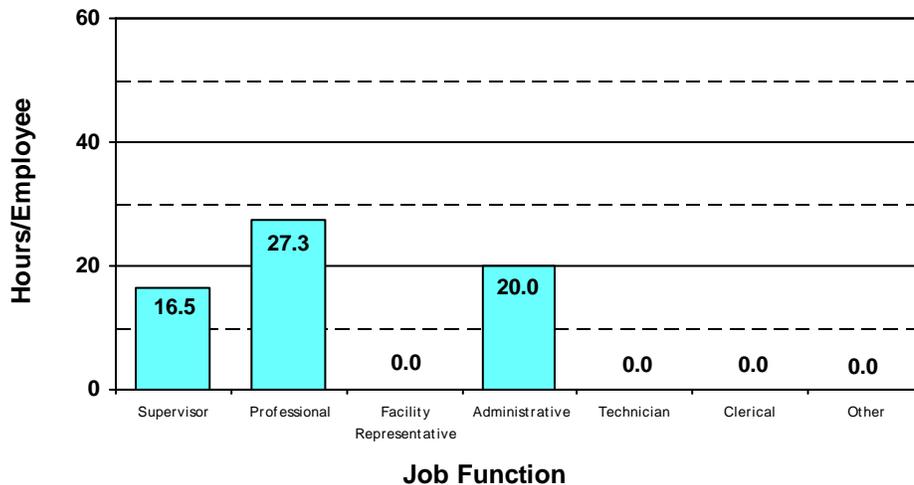


Table 17.a Total Number of TJSO Employees and Total Number of Training Hours

| Job Function | Number of Employees | | Number of Training Hours | |
|-------------------------|---------------------|---------|--------------------------|---------|
| | FY 2006 | FY 2007 | FY 2006 | FY 2007 |
| Supervisor | 2 | 2 | 53 | 33 |
| Professional | 3 | 3 | 304 | 82 |
| Facility Representative | 0 | 0 | 0 | 0 |
| Administrative | 6 | 7 | 216 | 140 |
| Technician | 0 | 0 | 0 | 0 |
| Clerical | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 |
| Totals | 11 | 12 | 573 | 255 |
| Average Hours/Employee | | | 52.1 | 21.3 |



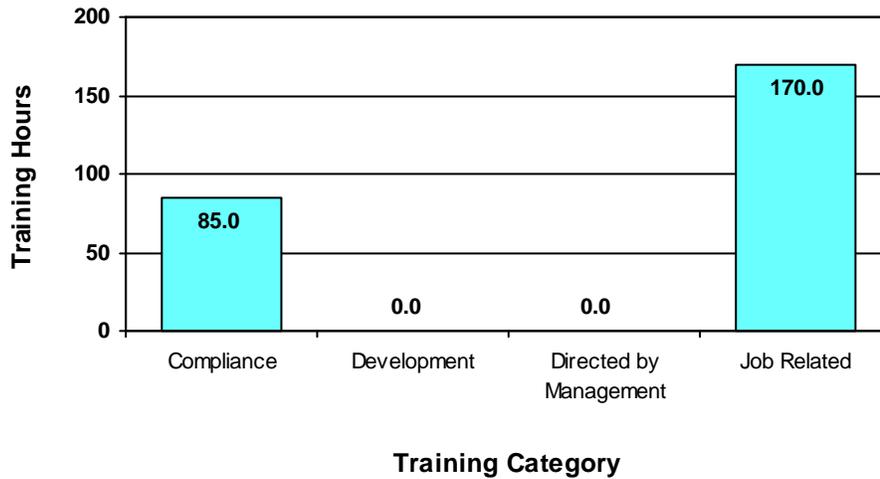
**TJSO Employee
Training by Training
Category: FY 2007**

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 TJSO are depicted in Figure 17.b.

Figure 17.b TJSO Employee Training Hours by Training Category



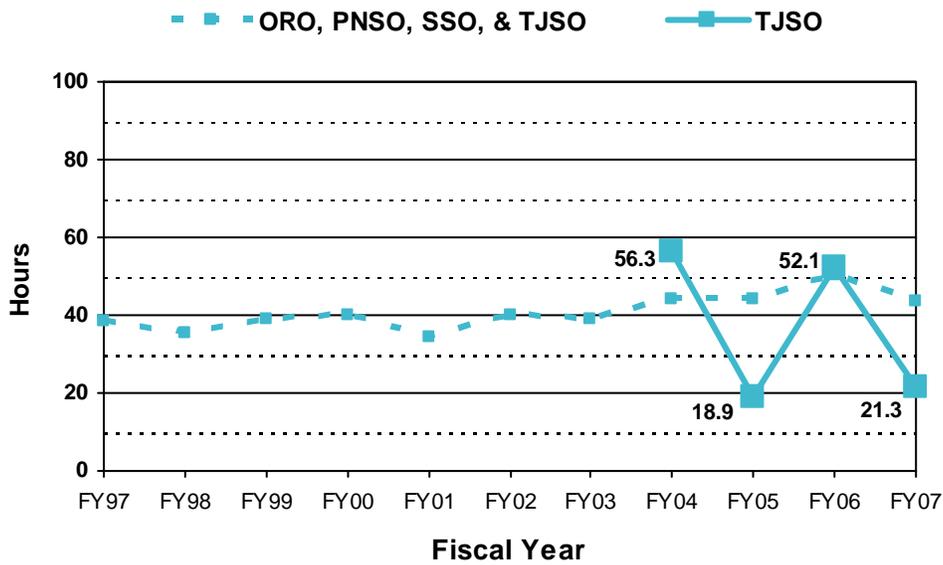


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Average Training Hours per TJSO Employee: Trending

Figure 17.c depicts the average annual training hours per TJSO 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 17.c Average Annual Hours of Training per Employee**



*Historical data prior to FY 2004 were not available for TJSO.



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 a TJSO 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 17.d Lost Training Opportunities for TJSO*

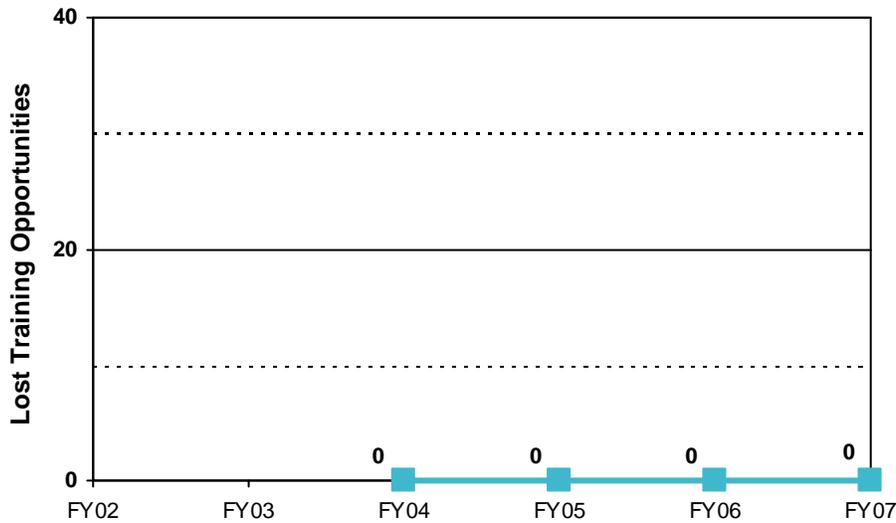
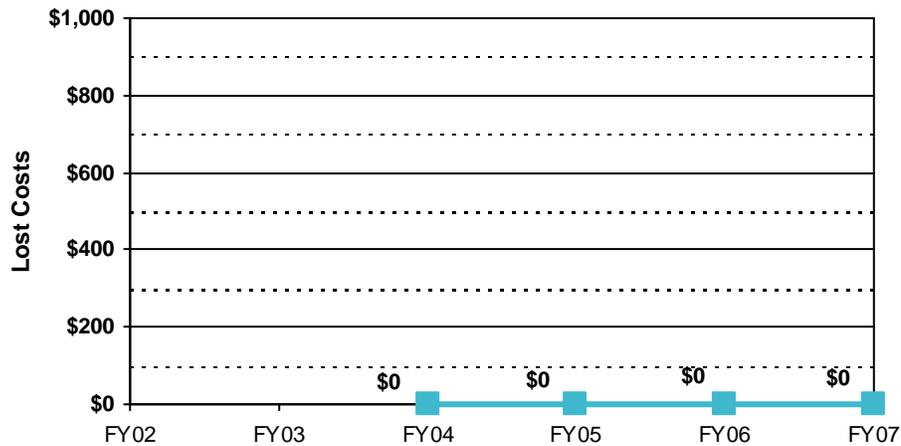


Figure 17.e Lost Training Costs for TJSO*



*Data prior to FY 2004 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 17.b TJSO Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

| | FY 2006 | FY 2007 |
|-------------------------------------|----------------|----------------|
| Total number of employees enrolled | 0 | 1 |
| Total number of courses attended | 0 | 1 |
| Total cost of education | 0 | \$475 |
| Average cost per employee attending | 0 | \$475 |