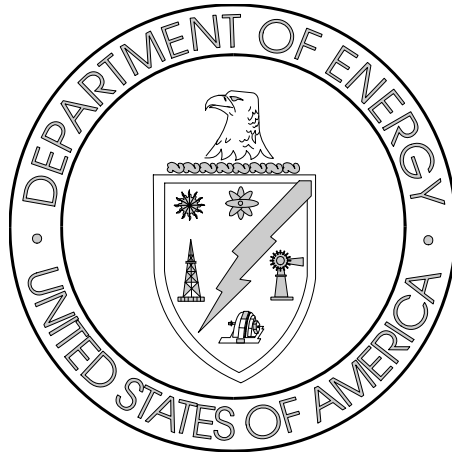


# Section 17

## Training Report for the Thomas Jefferson Site Office (TJSO)





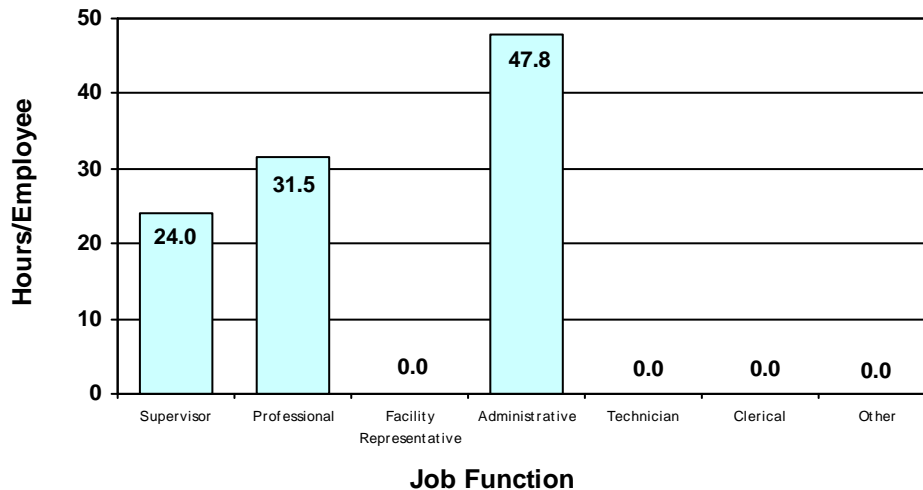
**TJSO Employee Training by Job Function: FY 2008**

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 2007	FY 2008	FY 2007	FY 2008
Supervisor	2	2	33	48
Professional	3	4	82	126
Facility Representative	0	0	0	0
Administrative	7	6	140	287
Technician	0	0	0	0
Clerical	0	0	0	0
Other	0	0	0	0
Totals	12	12	255	461
Average Hours/Employee			21.3	38.4



## Section 17

### Training Report for the Thomas Jefferson Site Office

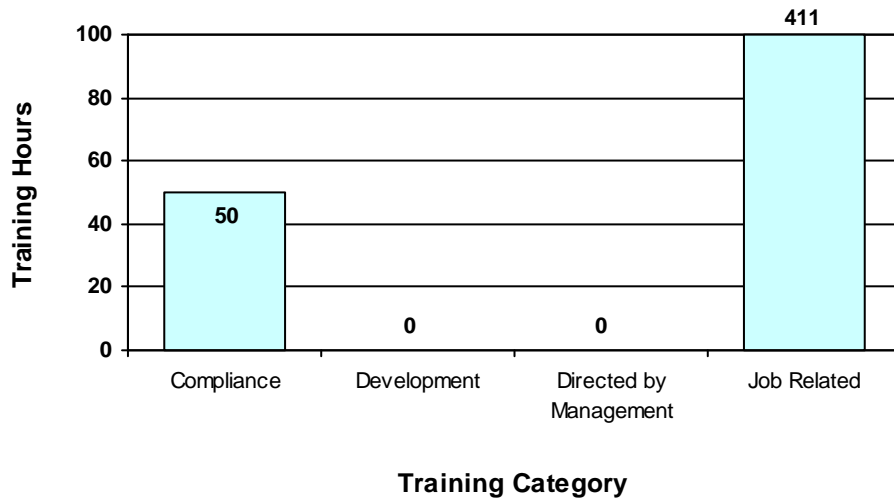
#### TJSO Employee Training by Training Category: FY 2008

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*





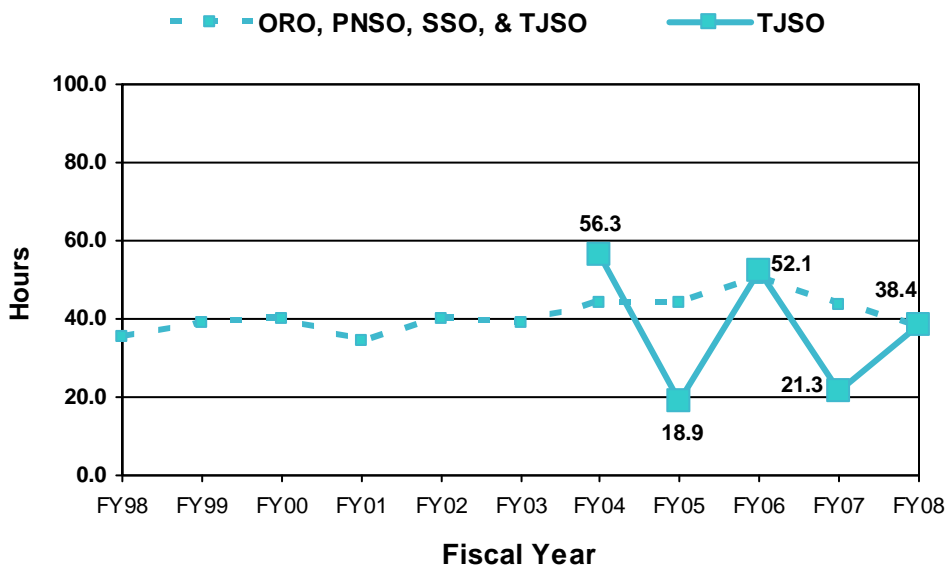
# Section 17

## Training Report for the Thomas Jefferson Site Office

### 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. Information available from the CHRIS database is shown, beginning with FY 1998.

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 2008

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 cancelled 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\*

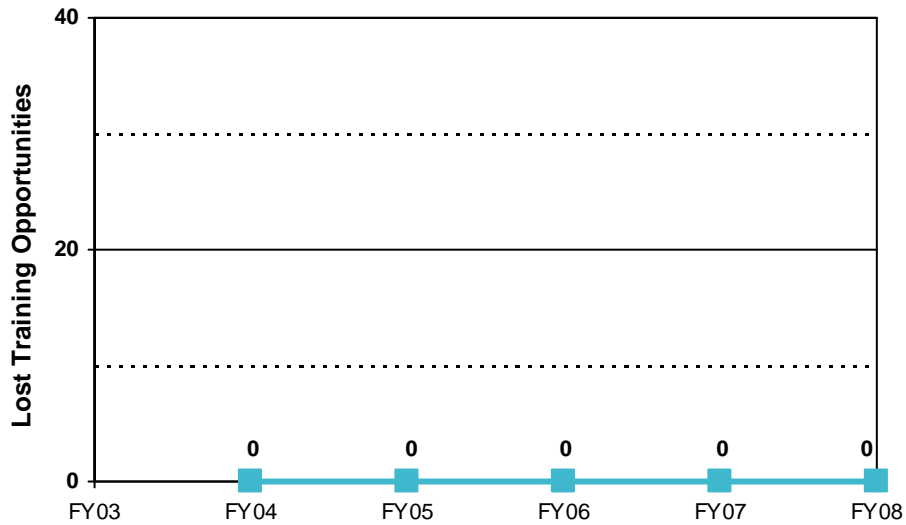
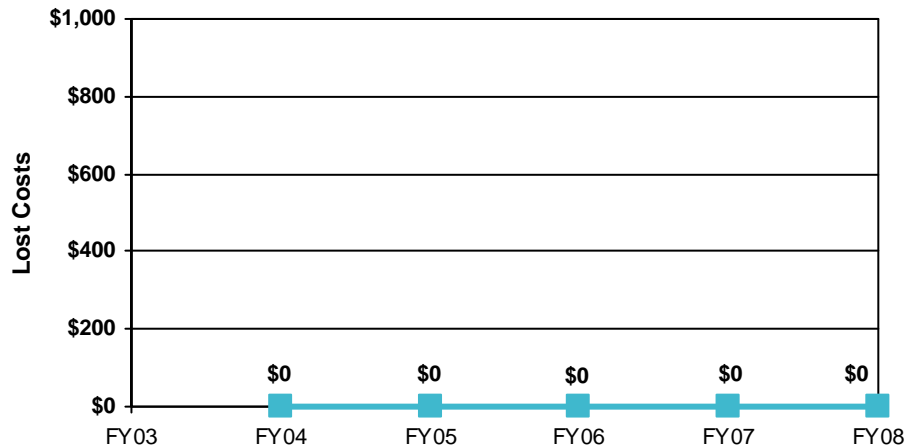


Figure 17.e Lost Training Costs for TJSO\*



\*Data prior to FY 2004 were not available.



## Section 17

### *Training Report for the Thomas Jefferson Site Office*

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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)

	<b>FY 2007</b>	<b>FY 2008</b>
Total number of employees enrolled	1	0
Total number of courses attended	1	0
Total cost of education	\$475	\$0
Average cost per employee attending	\$475	\$0