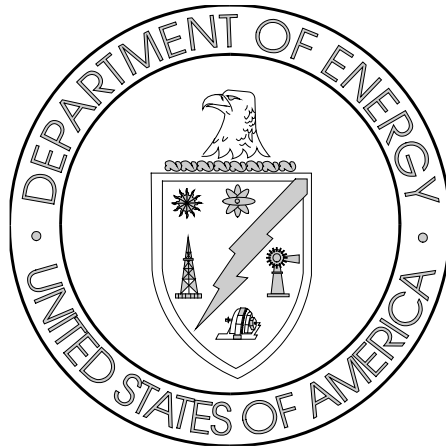


# Section 1

## Introduction





## **Introduction**

The Human Capital Assessment Group (HCAG) 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 Office (ORO), Pacific Northwest Site Office (PNSO), SLAC Site Office (SSO), and Thomas Jefferson Site Office (TJSO).

The HCAG 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, PNSO, SSO, and TJSO 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, PNSO, SSO, and TJSO customers and stakeholders.

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

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## **Report Description**

This annual training report provides an overview of training and education activities of Federal personnel at ORO, PNSO, SSO, and TJSO from October 2008 through September 2009. As such, this report fulfills the requirements of DOE O 360.1B, *Federal Employee Training*, and DOE M 360.1-1B, *Federal Employee Training Manual*.

This report contains the following:

- Major accomplishments for Fiscal Year 2009 (FY 2009 [also abbreviated to FY09 on the charts])
- Comprehensive statistical reports of training activities for ORO, PNSO, SSO, and TJSO
- Individual statistical reports of training activities for each office and assistant manager organization



## Section 1 *Introduction*

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- Comparison statistical data from FY 2009 and prior years, if available
- A list of acronyms in Appendix A

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

The HCAG maintains the raw data used in compiling this report, which are available upon request.

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### **Explanatory Notes**

- The total number of employees (482) was derived from the number of active employees (454) as of September 30, 2009, and the number of employees (28) who left ORO, PNSO, SSO, and TJSO service during FY 2009.
  - The calculated number of supervisors in this FY 2009 report was based on the criterion, “those persons with full supervisory authority.”
  - The enumeration of training that was taken as of September 30, 2009, but lacked proof of completion is typically included in this report. This year, there were 14 instances of this training attributed to 11 persons representing 249 training hours.
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