



Oak Ridge Office

Human Capital Assessment Group

DOE ORO, PNSO, SSO & TJSO Annual Training Report

FY 2010



**Oak Ridge Office,
Pacific Northwest Site Office,
SLAC Site Office, and
Thomas Jefferson Site Office
FY 2010 Annual Training Report**

Approved by:

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12-28-10

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Date



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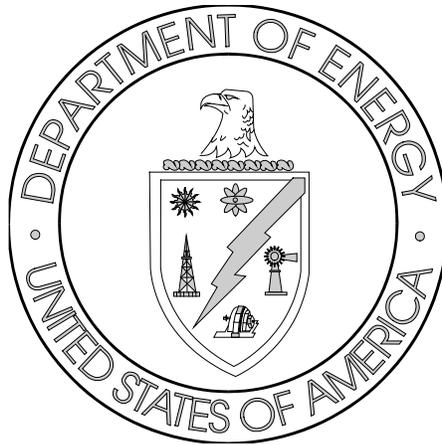


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Section 1

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.

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 2009 through September 2010. 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 2010 (FY 2010 [also abbreviated to FY10 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*

- Comparison statistical data from FY 2010 and prior years, if available
- A list of acronyms in Appendix A

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

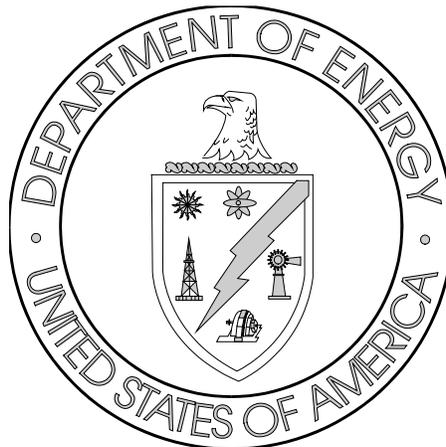
The HCAG maintains the raw data used in compiling this report, which are available upon request.

Explanatory Notes

- The total number of employees (480) was derived from the number of active employees (451) as of September 30, 2010, and the number of employees (29) who left ORO, PNSO, SSO, and TJSO service during FY 2010.
 - The calculated number of supervisors in this FY 2010 report was based on the criterion, “those persons with full supervisory authority.”
 - The enumeration of training that was taken as of September 30, 2010, but lacked proof of completion is typically included in this report. This year, there were 18 instances of this training attributed to 16 persons representing 240.5 training hours.
-

Section 2

Major Accomplishments





Major Accomplishments

In FY 2010, HCAG continued to seek better ways to provide quality service to its customers at ORO, PNSO, SSO, and TJSO. To accomplish this, HCAG worked to fulfill its FY 2010 goals that are identified through analysis of ORO, PNSO, SSO, and TJSO organizational and employee training needs.

The following are HCAG's major accomplishments for the period from October 2009 through September 2010. The cumulative figures are based on data tracked beginning in FY 1995 or since each activity's inception.

Cost Savings Initiatives

- ORO, PNSO, SSO, and TJSO staff logged in **348** hours of training time utilizing materials in the Training Center. Of those hours, **180 (5,698.5 cumulative)** were in self-paced computer training at a savings of **\$1,155 (\$36,567 cumulative)**.
 - The ORO Facilitator Program provided a total of **70** hours (**4,849** cumulative) of customer service (leading process improvement or identification teams, meeting management, conflict resolution, and team building). Using internal facilitators instead of external consultants, ORO realized a cost savings of **\$12,250 (\$523,466 cumulative)**.
 - HCAG utilized in-house training classrooms, resulting in a cost savings of **\$46,000 (\$803,000 cumulative)**.
-

Quantitative Summary

- The total number of hours of training for **480** ORO, PNSO, SSO, and TJSO employees for FY 2010 was **23,928**, which is **2.4%** of the total ORO, PNSO, SSO, and TJSO Federal employee available work time.
 - For FY 2010, ORO, PNSO, SSO, and TJSO employees averaged **49.9** hours of training per employee.
 - In-house courses received an average rating of **4.5**, with 5.0 being the highest favorable rating, based on participant evaluations. Reported by the participants, average productivity gains were **19.2%** and average knowledge gains were **26.4%**.
 - The total number of ORO, PNSO, SSO, and TJSO employees in FY 2010 was **480**, with an average training cost of **\$710** per employee.
-



Section 2

Major Accomplishments

- The total cost of training for ORO, PNSO, SSO, and TJSO employees for FY 2010 was **\$341,000**, which is **.60%** of the total ORO, PNSO, SSO, and TJSO payroll for that period. This compares to the 2008 government average of **2.02%**, to the 2009 consolidated industry average of **2.14%**, and to the 2009 average of **2.15%** for the BEST Award Group (from the American Society for Training and Development 2010 State of the Industry Report).
 - HCAG provided **4,179** hours in support of the Facility Representative Program.
 - There were **166** ORO, **6** PNSO, **10** SSO and **7** TJSO employees participating in the DOE Technical Qualification Program (TQP).
 - The total number of TQP records that were developed, reviewed, or audited was **313**. This included the review of final package submittals to verify and examine, in detail, the assigned technical competencies to ensure safety measures have been met and the packages are auditable.
 - There were **43** ORO employees participating in the Leadership 21 Program.
 - The total number of contractor training program review hours was **79** (e.g., Operational Readiness Reviews, Special Reviews, and Readiness Assessments).
 - HCAG coordinated and/or scheduled **50** in-house classes.
 - **100%** of ORO employees have Individual Development Plans.
 - The Training Center processed **2,363** training requests (representing attendance at **710** courses).
 - HCAG prepared and distributed **38** Training Bulletins.
 - The total number of Training Center intercom calls, incoming and outgoing phone calls, and walk-ins was **2,271**.
 - The total number of training payments processed was **289**.
-



Technical Training

The HCAG performed the following:

- Provided the following training and support to the ORO Facility Representative (FR) Programs:
 - Made on-site visits in support of the FR Programs.
 - Conducted record reviews for line management.
 - Supported the FR off-site meetings.
 - Participated on the ORO FR working group and DOE FR Steering Committee.
 - Worked with line management to develop and administer initial written qualification exams for FR candidates.

 - Provided training support to the Oak Ridge Reservation (ORR) Emergency Management Team (EMT) and Emergency Response Organization as follows:
 - Assisted in the oversight of the training program.
 - Provided training support to the Emergency Management Working Group.

 - Provided ongoing technical assistance to the DOE and Oak Ridge Office Federal Technical Capability Program (FTCP) Panels, including the following:
 - Managed and administered the Technical Qualification Program.
 - Participated in the DOE FTCP Panel biannual face-to-face meetings and monthly teleconference calls.
 - Reviewed and prepared comments on the draft revisions to the DOE functional area qualification standards and the Federal Technical Capability Order.
 - Provided support to TQP participants for implementation, tracking, and completion of TQP requirements.
 - Assisted Senior Technical Safety Managers with the preparation of their qualification and requalification documentation.
 - Prepared the Annual DOE ORO FTCP (including FR and Safety System Oversight personnel) Workforce Analysis and Staffing Plan.
 - Prepared the DOE FTCP quarterly reports and other reports as necessary.

 - Reviewed and prepared comments on the following draft DOE documents:
-



Section 2

Major Accomplishments

- DOE O 360.1, Federal Employee Training
 - DOE O 426.1, Federal Technical Capability
 - DOE-STD-1151, Facility Representative Functional Area Qualification Standard
 - DOE-STD-1063, Facility Representative Standard
 - Miscellaneous Functional Area Qualification Standards
-
- Assisted the BSO, TJSO, and Chicago Office (CH) with their continued TQP implementation efforts, particularly, in preparing and documenting qualification evidence.
 - Supported the requalification of Senior Technical Safety Managers at ORO.
 - Supported the qualification of five new Facility Representatives from AMEM and AMNFS.
 - Benchmarked the ORO FR qualification program with that of the Savannah River Operations Office.
 - Assisted a CH supervisor and employee with the employee's qualification process, arranging for an ORO Qualifying Official to assist.
 - Assisted SC-3 staff with their STSM requalification packages.
 - Prepared a list of TQP qualifying officials for ORO and for the Office of Science (SC) Integrated Support Center (ISC).
 - Continued to monitor the training efforts for all ORO Qualifying Officials (QOs) and assisted ORO SMEs as QOs to evaluate BSO and CH TQP participants.
 - Assisted program/project managers with the preparation of their Project Management Career Development Program (PMCDP) qualification documentation.
 - Participated on the National Nuclear Security Administration Y-12 Site Office TQP Re-Accreditation Self-Assessment.
 - Signed a Safety Training Reciprocity Statement with ORO and the NNSA YSO, along with their contractors to promote effectiveness of training and efficiency in operations for the Oak Ridge



Section 2

Major Accomplishments

Reservation (ORR), by minimizing repetition of training for those workers required to work at different ORR sites. The contractors agreed to accept training from each contractor which is determined to be equivalent for topics that are commonly applicable.

- Assisted TQP participants with the preparation of their qualification documentation.
- Audited TQP packages for completeness and accuracy.
- Administered the ORO safety basis training and qualification activities.
- Updated and maintained the ORO Integrated Safety Management Systems training, including the Web-based quality assurance training on the HCAG Web site.
- Conducted training on the TQP section of Employee Self Service (ESS) for participants new to the ORO Technical Qualification Program.
- Conducted briefings and prepared reports on TQP for management, divisions, headquarters, FTCP Panel, and individuals.

Training Administration

The HCAG performed the following:

- Provided daily direction and oversight to the Training Center operated for ORO by Oak Ridge Institute for Science and Education.
- Monitored the status of ORO TQP participants, including Facility Representatives, Senior Technical Safety Managers, Safety System Oversight personnel, and Federal Project Directors and reported the results to senior management on a weekly basis.
- Participated as a member of the ORR Safety Training Working Group.
- Participated as a member of the DOE-wide Competency Management Working Group.
- Provided training support to the Office of Health, Safety, and



Section 2

Major Accomplishments

Security (HSS), two-hour 10 CFR 851 awareness training sessions.

- Provided support to the Quality Assurance Corporate Board Vision (NQA-1 and Commercial Grade Dedication Training).
- Tracked and reported course participation and completion statistics.
- Developed and issued the FY 2009 Annual Training Report and provided it to ORO management.
- Prepared the FY 2011 Training Needs Assessment Report based on the Individual Development Plans.
- Provided quarterly reports to the union regarding training taken by union members.
- Maintained the HCAG Web site.
- Proctored (and, as necessary, graded) quizzes and exams for course instructors, “test-outs,” and “self-studies.”

General Training and Contractor Oversight

The HCAG performed the following:

- Coordinated 50 in-house training courses, including:
 - AMSE NQA-1 Applied to Software
 - ASME NQA-1 Lead Auditor
 - Commercial Grade Dedication
 - Commercial Grade Dedication – Senior Management
 - Contract Administration for Technical Reps
 - Contract Administration for Technical Reps Refresher
 - Diversity – Prejudice, Perception and Stereotypes
 - EM Contract Management
 - Energy Savings Performance Contracting
 - Executive Learning Series: Building High Performance Organizations
 - Executive Learning Series: Helping Successful Leaders Become Even Better
 - Executive Learning Series: The Narcissism Epidemic
 - Executive Learning Series: How to Prepare Now for the 2020 Workplace
 - GRANTS - Cooperative Agreements & Substantial



Section 2

Major Accomplishments

- Involvement
- GRANTS - Federal Funds Management Financial Assistance Awards
 - GRANTS - Understanding National Policy Requirements Affecting Grants
 - iManage Data Warehouse Overview
 - iManage Data Warehouse Answers and Dashboards
 - Integrated Project Teams
 - Myers Briggs
 - Performance-Based Statement of Work
 - Planning for Retirement CSRS
 - Planning for Retirement FERS
 - PMCDP – Acquisition Strategy and Planning
 - PMCDP – Earned Value Management Systems
 - PMCDP – Project Management Essentials
 - PMCDP – Systems Engineering
 - PMCDP Leadership/Supervision
 - Pre-Retirement for FERS
 - Radioactive Materials Packaging and Transportation Fundamentals
 - Real Property Asset Management
 - Registered Environmental Manager
 - SES Performance Management Televideo
 - Source Evaluation Board Training
- Assisted DOE employees, subcontractor employees, and employees of other Federal agencies to obtain access to the Y-12 National Security Complex by facilitating data entry in the B&W training database and coordinating participation in B&W training.
 - Assisted with the leadership and direction of the ORO Facilitator Program.
 - Assisted with the leadership and direction of the ORO Fellowship Program.
 - Maintained continuous communication links with ORO, PNSO, SSO, and TJSO workforce through the Training Liaison Program and the HCAG Web site.
 - Provided assistance to employees using the DOE Online Learning Center.
-



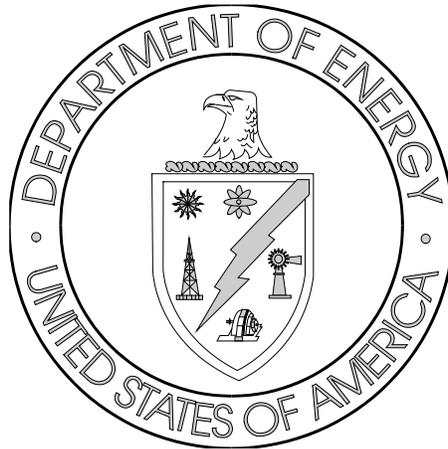
Section 2

Major Accomplishments

- Provided support to Leadership 21 Program participants for implementation and tracking.
-

Section 3

DOE ORO, PNSO, SSO, and TJSO Training Report





Section 3

DOE ORO, PNSO, SSO, and TJSO Training Report

This section of the report contains compiled data for ORO (including the Office of the Manager), PNSO, SSO, and TJSO. Further, in accordance with DOE M 360.1-1B, the PNSO, SSO, and TJSO statistics are listed separately in this report in Sections 15, 16, and 17, respectively.

ORO, PNSO, SSO, and TJSO Employee Training by Job Function: FY 2010

The ORO, PNSO, SSO, and TJSO have categorized Federal employees into seven job 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.



Section 3
DOE ORO, PNSO, SSO, and TJSO
Training Report

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

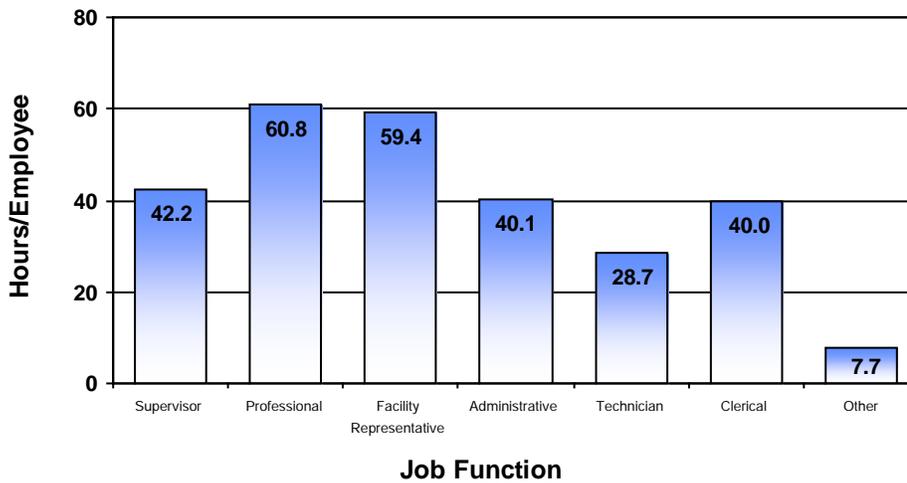


Table 3.a Total Number of Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	63	63	3,784	2,656
Professional	213	220	12,949	13,378
Facility Representative	28	25	1,245	1,485
Administrative	128	129	5,697	5,171
Technician	39	34	1,668	975
Clerical	5	6	375	240
Other	6	3	342	23
Totals	482	480	26,060	23,928
Average Hours/Employee			54.1	49.9



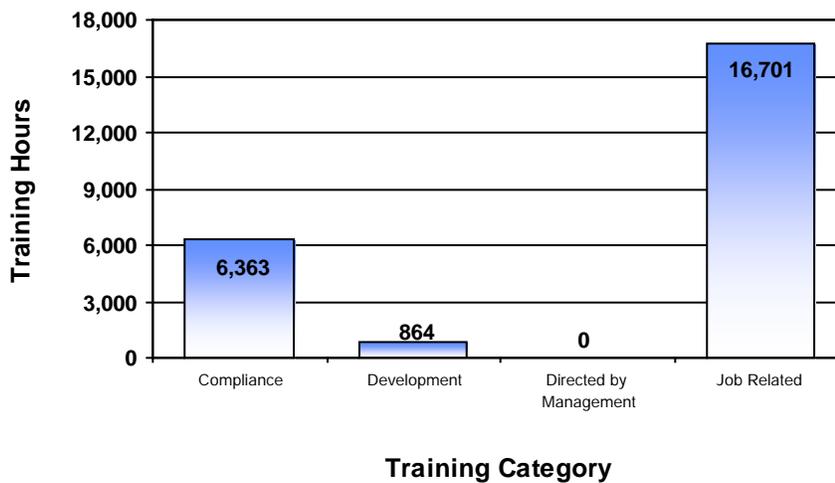
Section 3 DOE ORO, PNSO, SSO, and TJSO Training Report

ORO, PNSO, SSO, and TJSO, Employee Training by Training Category: FY 2010

DOE has classified employee training into the following four major categories. The corresponding training hours for a combined ORO, PNSO, SSO, and TJSO 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 focuses on career enhancement or related human resource initiatives.
- **Directed by Management**—Training, other than compliance training, that is deemed to be required by management.
- **Job Related**—Training that builds new or enhances current proficiencies.

Figure 3.b Employee Training Hours by Training Category





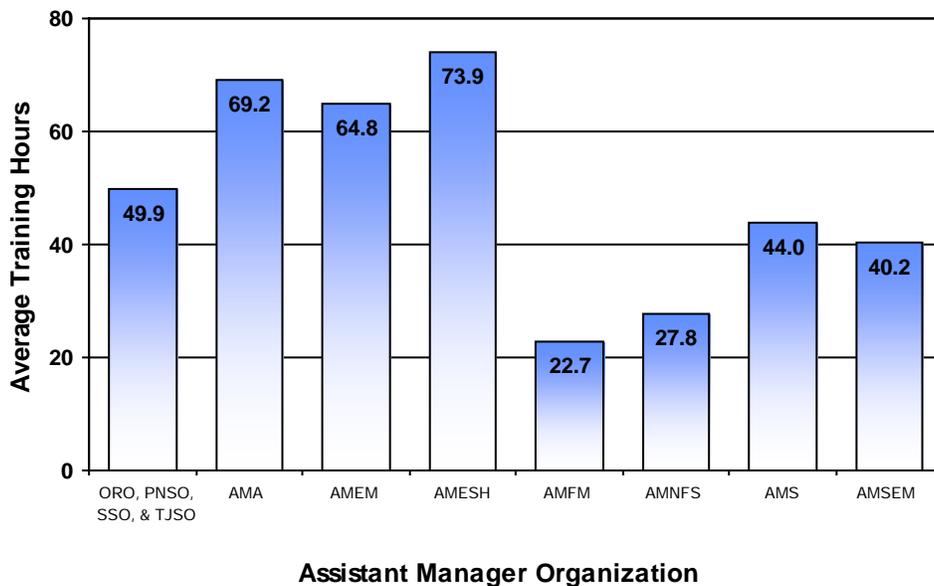
Section 3
DOE ORO, PNSO, SSO, and TJSO
Training Report

Average Training Hours per Employee by Assistant Manager Organization:
FY 2010

The following organizations are represented in the figure below:

- Office of Assistant Manager for Administration (AMA)
- Office of Assistant Manager for Environmental Management (AMEM)
- Office of Assistant Manager for Environment, Safety, and Health (AMESH)
- Office of Assistant Manager for Financial Management (AMFM)
- Office of Assistant Manager for Nuclear Fuel Supply (AMNFS)
- Office of Assistant Manager for Science (AMS)
- Office of Assistant Manager for Security and Emergency Management (AMSEM)

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





Section 3

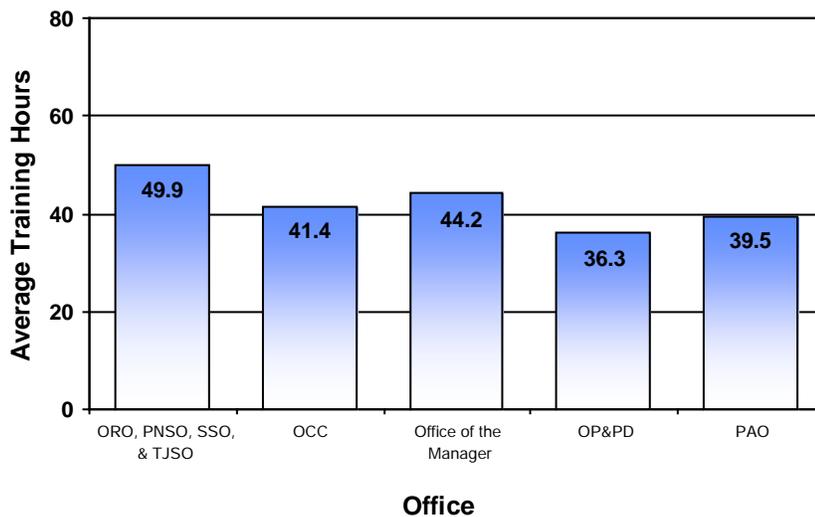
DOE ORO, PNSO, SSO, and TJSO Training Report

Average Training Hours per Employee by Office: FY 2010

The following is a list of the offices represented in the figure below:

- Office of Chief Counsel (OCC)
- Office of the Manager
- Office of Partnerships and Program Development (OP&PD)
- Public Affairs Office (PAO)

Figure 3.d Average Training Hours per Employee by Office



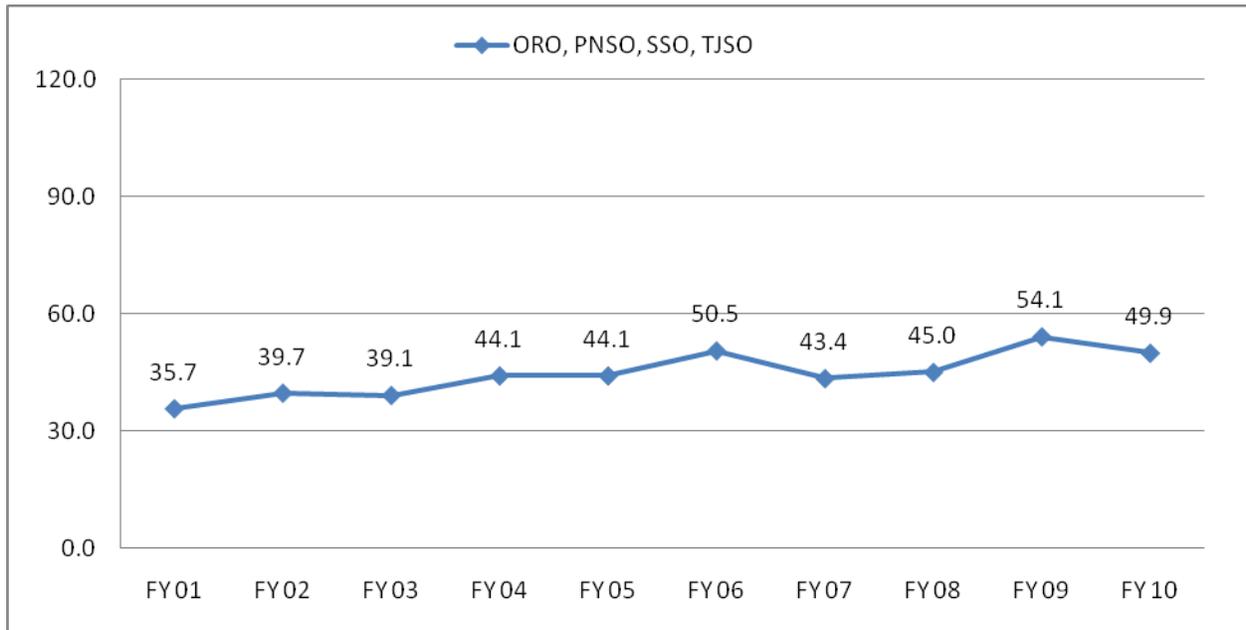


Section 3 DOE ORO, PNSO, SSO, and TJSO Training Report

Average Training Hours per ORO, PNSO, SSO, & TJSO Employee: Trending

Figure 3.e depicts the average annual training hours per employee (combined ORO, PNSO, SSO, and TJSO). Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 3.e Average Annual Hours of Training per Employee





Section 3 DOE ORO, PNSO, SSO, and TJSO Training Report

No-Shows, Late Cancellations, and Lost Costs: FY 2010

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 ORO, PNSO, SSO, or 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; hence, a lost cost.

Figure 3.f No-Shows and Late Cancellations (Assistant Manager, PNSO, SSO, and TJSO)

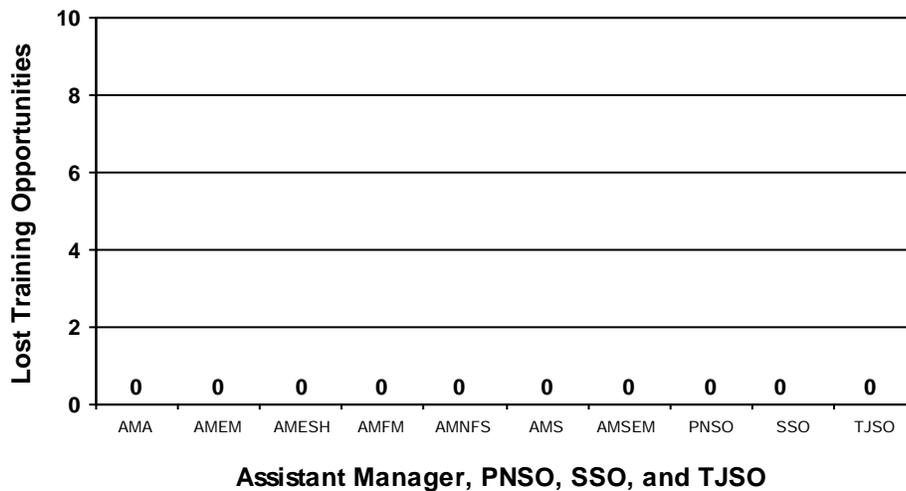
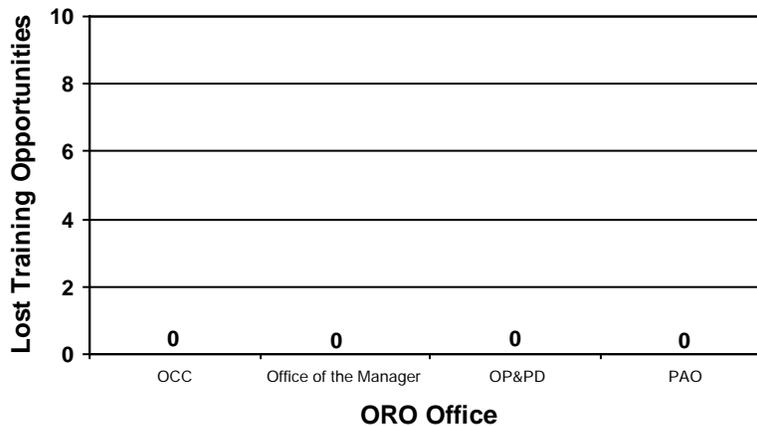


Figure 3.g No-Shows and Late Cancellations (ORO Offices)





Section 3
DOE ORO, PNSO, SSO, and TJSO
Training Report

Figure 3.h Lost Costs (Assistant Manager, PNSO, SSO, and TJSO)

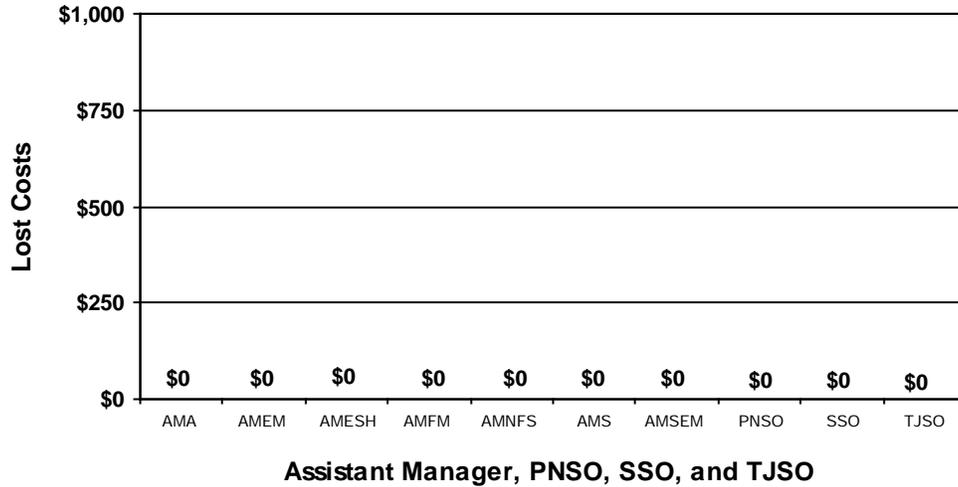
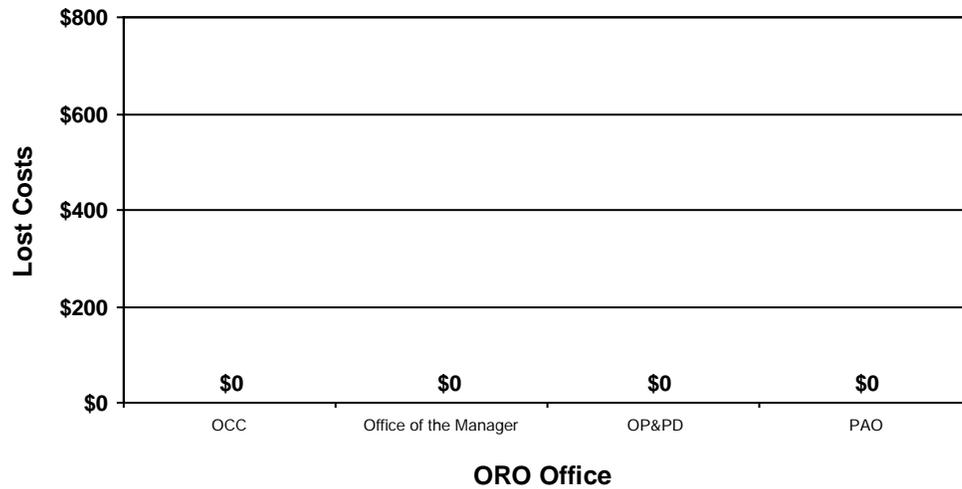


Figure 3.i Lost Costs (ORO Offices)





Section 3
DOE ORO, PNSO, SSO, and TJSO
Training Report

Figure 3.j Lost Training Opportunities—ORO, PNSO, SSO, and TJSO

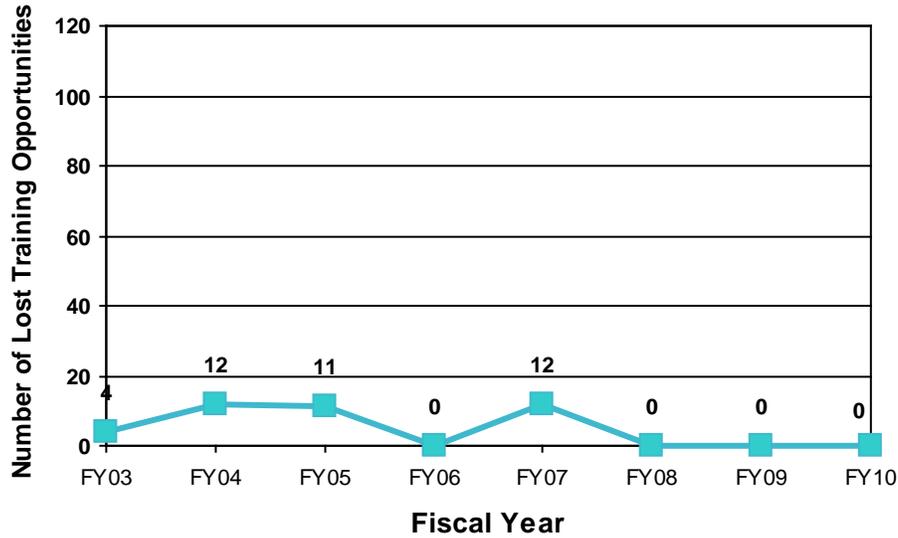
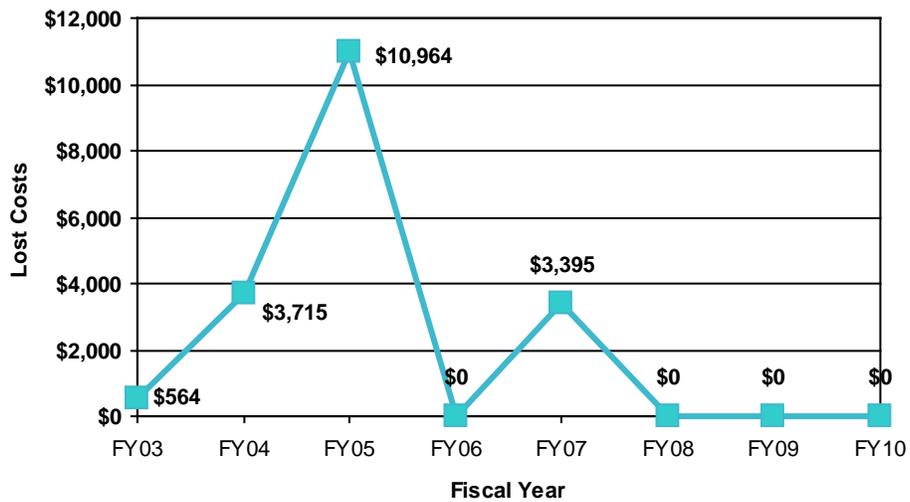


Figure 3.k Lost Training Costs—ORO, PNSO, SSO, and TJSO
(No data available for FY 2001)





Section 3
DOE ORO, PNSO, SSO, and TJSO
Training Report

Continuing and Advanced Education

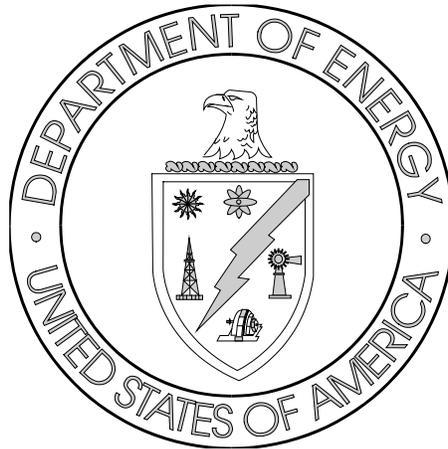
Continuing and advanced educational attendance is strongly encouraged and supported by ORO, PNSO, SSO, and TJSO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 3.b Federal Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	18	26
Total number of courses attended	60	51
Total cost of education	\$51,273	\$57,349
Average cost per employee attending	\$2,849	\$2,205

Section 4

Training Report for the Office of the Manager





Section 4
Training Report for the
Office of the Manager

Office of the Manager
Employee Training by
Job Function: FY 2010

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 4.a Average Number of Training Hours by Job Function

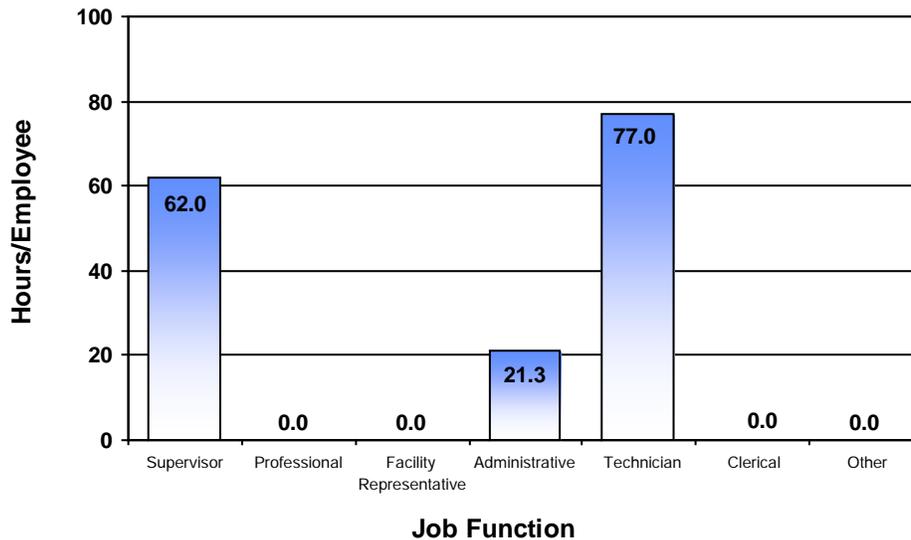


Table 4.a Total Number of Office of the Manager Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	2	2	70	124
Professional	0	0	0	0
Facility Representative	0	0	0	0
Administrative	3	3	147	64
Technician	1	1	245	77
Clerical	0	0	0	0
Other	0	0	0	0
Totals	6	6	462	265
Average Hours/Employee			77.0	44.2



Section 4 Training Report for the Office of the Manager

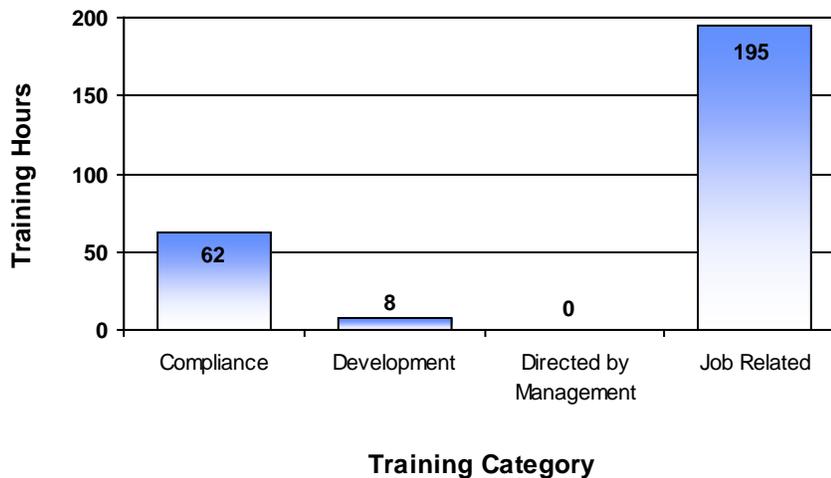
Office of the Manager Employee Training by Training Category: FY 2010

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 the Office of the Manager are depicted in Figure 4.b.

Figure 4.b Office of the Manager Employee Training Hours by Training Category



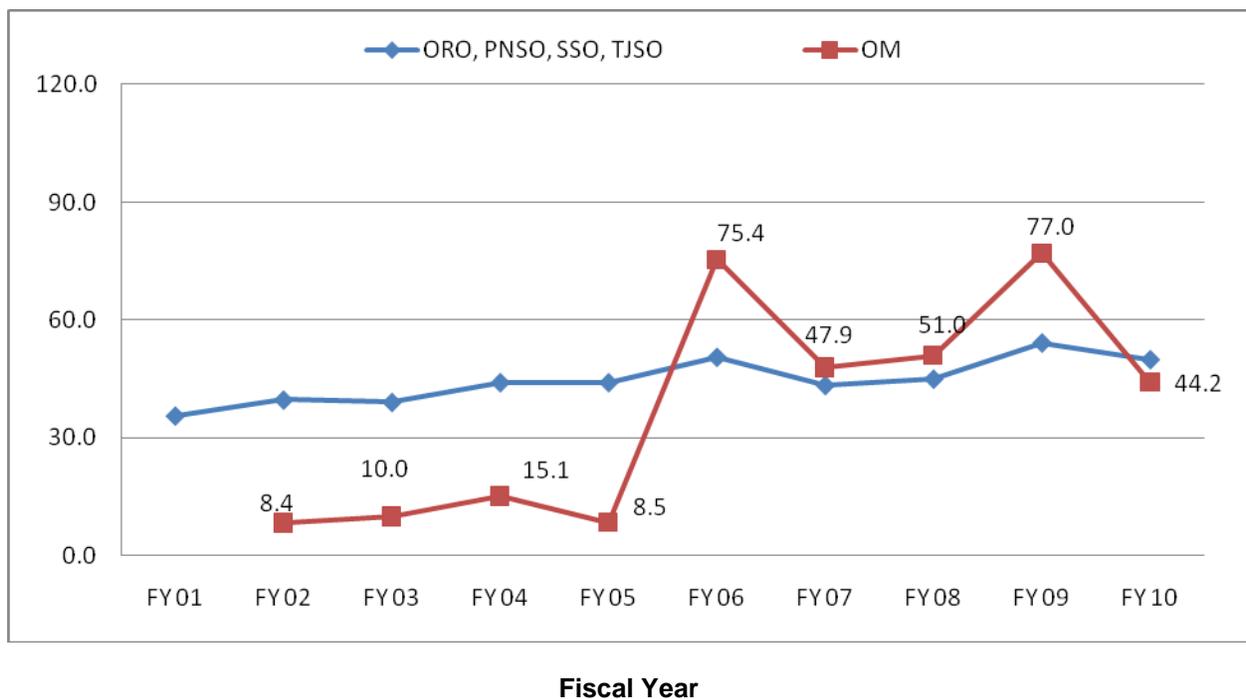


Section 4 Training Report for the Office of the Manager

Average Training Hours per Office of the Manager Employee: Trending

Figure 4.c depicts the average annual training hours per Office of the Manager employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

*Figure 4.c Average Annual Hours of Training per Employee**



*No data prior to FY 2002 were available for Office of the Manager



Section 4
Training Report for the
Office of the Manager

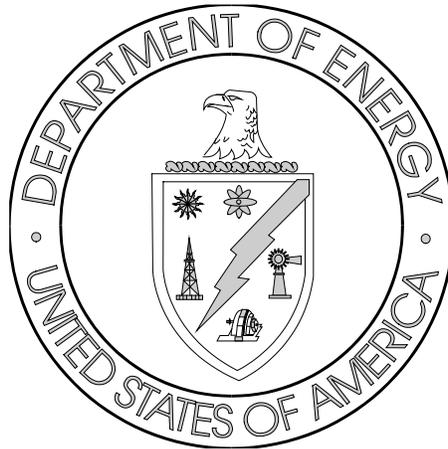
**Continuing and
Advanced Education**

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 4.b Office of the Manager Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	1	1
Total number of courses attended	7	1
Total cost of education	\$6,974	\$1,200
Average cost per employee attending	\$6,974	\$1,200

Section 5
Training Report for the
Office of Assistant Manager for Administration
(AMA)





Section 5
Training Report for the
Office of Assistant Manager for Administration

**AMA Employee Training
by Job Function:
FY 2010**

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 5.a Average Number of Training Hours by Job Function

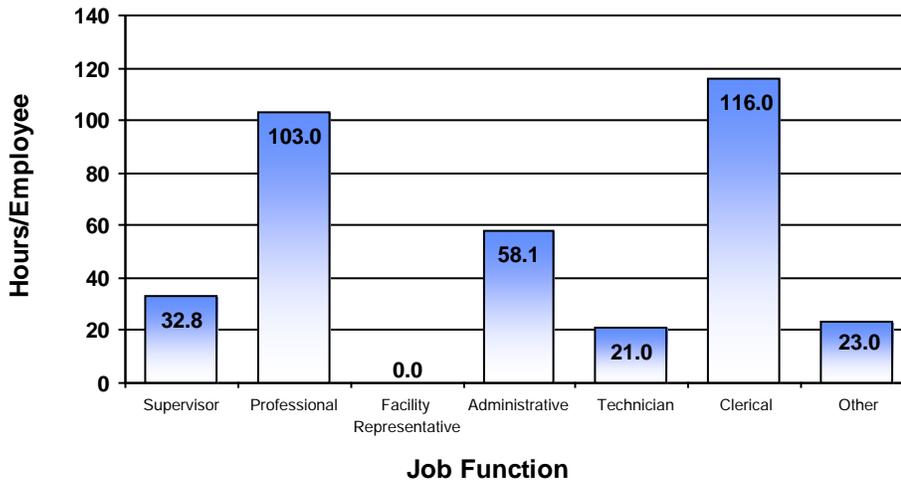


Table 5.a Total Number of AMA Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	11	12	497	394
Professional	29	36	2,779	3,709
Facility Representative	0	0	0	0
Administrative	40	35	1,960	2,032
Technician	8	9	331	188
Clerical	3	2	328	232
Other	1	1	0	23
Totals	92	95	5,895	6,578
Average Hours/Employee			64.1	69.2



Section 5

Training Report for the Office of Assistant Manager for Administration

AMA Employee Training by Training Category: FY 2010

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 AMA are depicted in Figure 5.b.

Figure 5.b AMA Employee Training Hours by Training Category





Section 5

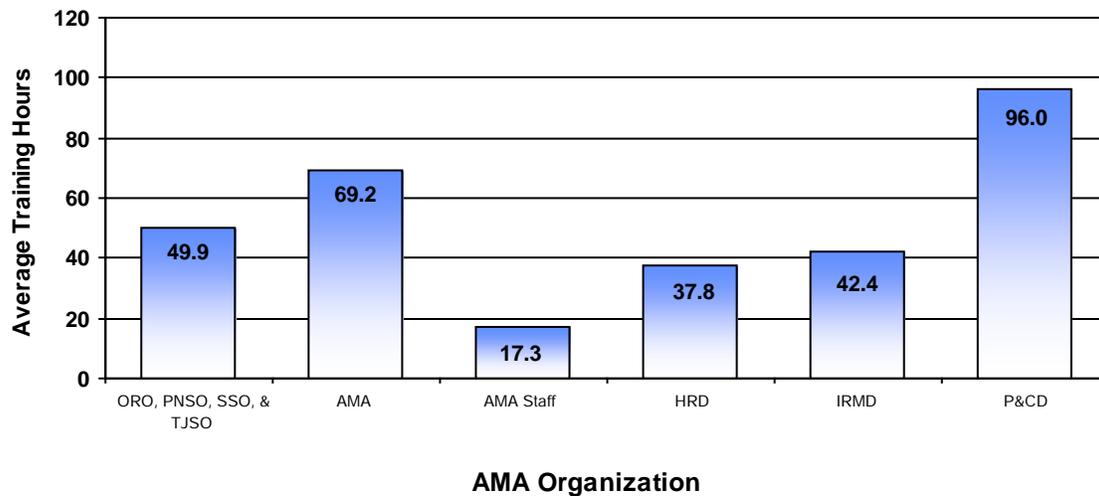
Training Report for the Office of Assistant Manager for Administration

Average Training Hours per Employee by AMA Organization: FY 2010

The following organizations are represented in the figure below:

- Office of Assistant Manager for Administration (AMA)
- Human Resources Division (HRD)
- Information Resources Management Division (IRMD)
- Procurement and Contracts Division (P&CD)

Figure 5.c Average Training Hours per Employee by AMA Organization





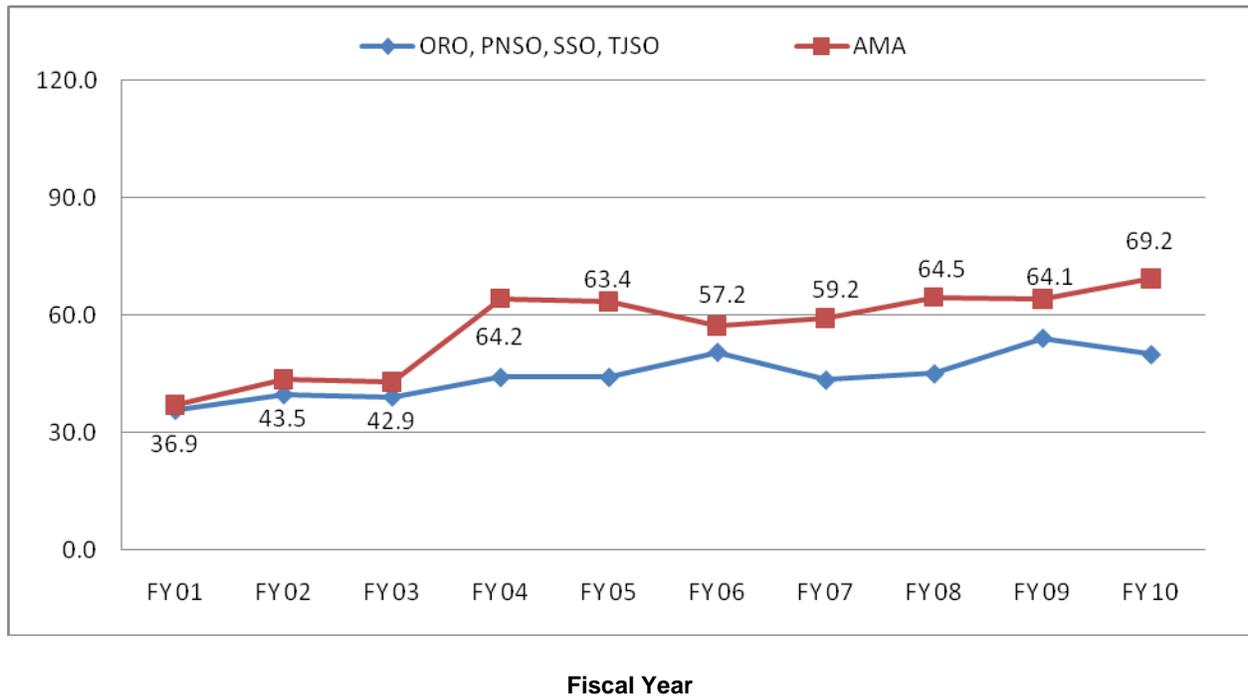
Section 5

Training Report for the Office of Assistant Manager for Administration

Average Training Hours per AMA Employee: Trending

Figure 5.d depicts the average annual training hours per AMA employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 5.d Average Annual Hours of Training per Employee





Section 5
Training Report for the
Office of Assistant Manager for Administration

Continuing and Advanced Education

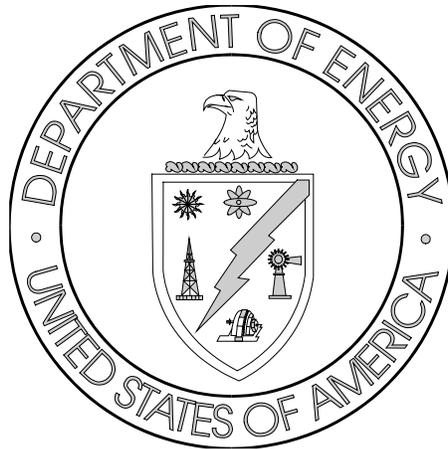
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 5.b AMA Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	4	4
Total number of courses attended	16	9
Total cost of education	\$9,381	\$7,216
Average cost per employee attending	\$2,345	\$1,804

Section 6

Training Report for the Office of Assistant Manager for Environmental Management (AMEM)





Section 6
Training Report for the
Office of Assistant Manager for Environmental Management

AMEM Employee
Training by Job
Function: FY 2010

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 6.a Average Number of Training Hours by Job Function

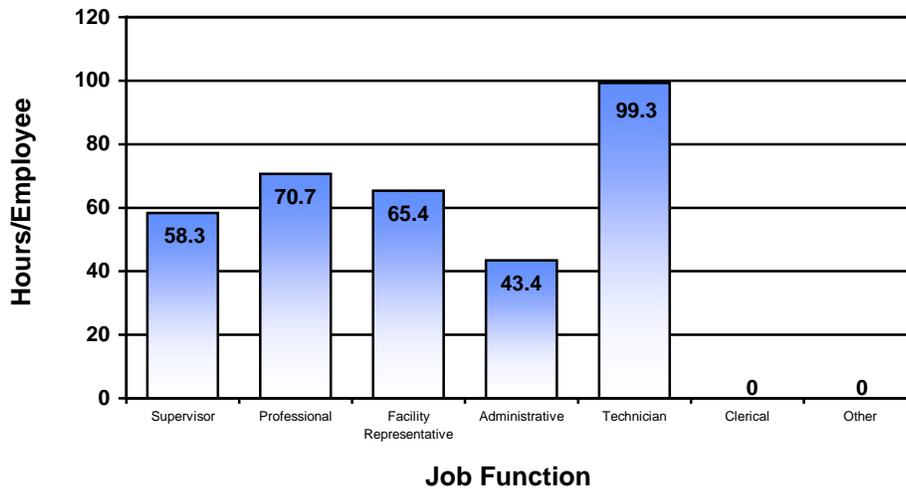


Table 6.a Total Number of AMEM Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	11	12	1,232	700
Professional	32	31	2,966	2,193
Facility Representative	18	16	831	1,046
Administrative	10	12	599	521
Technician	5	4	343	397
Clerical	0	0	0	0
Other	0	0	0	0
Totals	76	75	5,971	4,857
Average Hours/Employee			78.6	64.8



Section 6

Training Report for the Office of Assistant Manager for Environmental Management

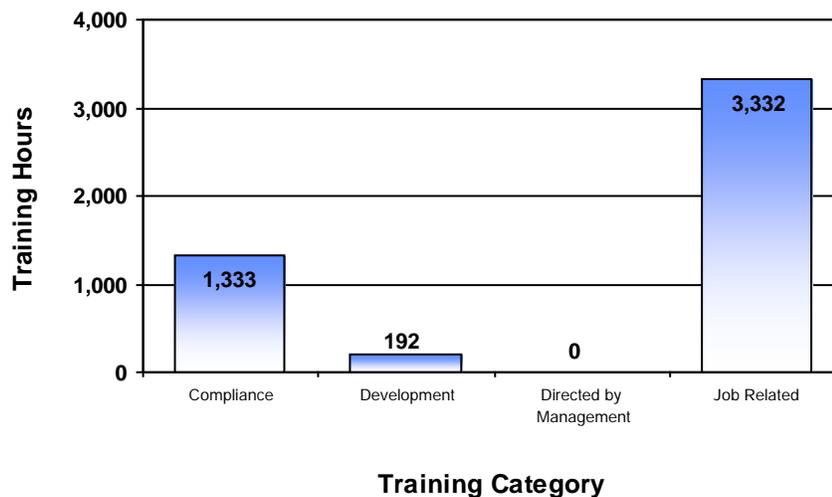
AMEM Employee Training by Training Category: FY 2010

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 AMEM are depicted in Figure 6.b.

Figure 6.b AMEM Employee Training Hours by Training Category





Section 6

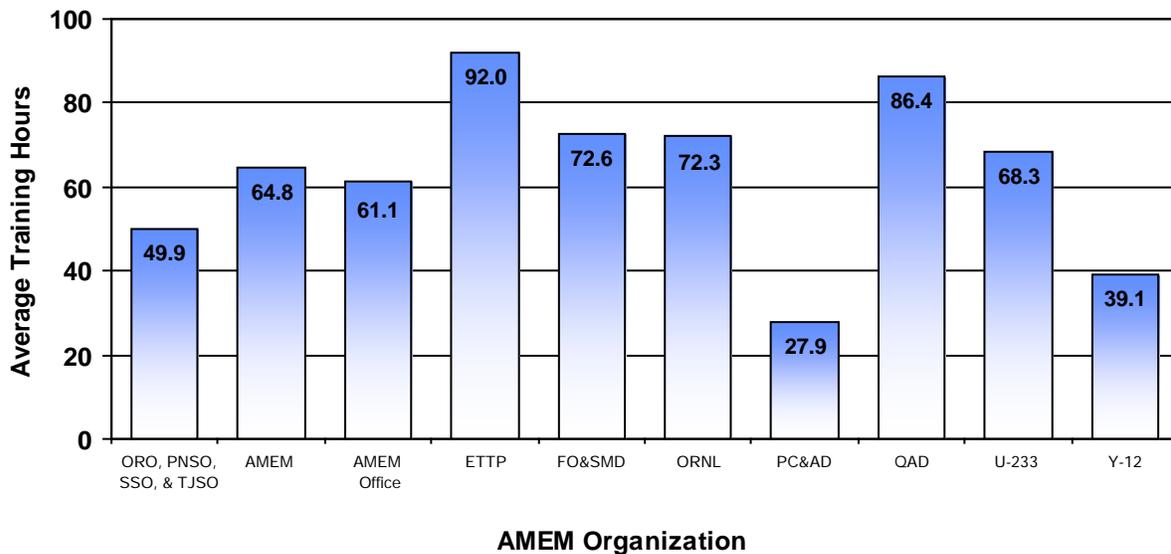
Training Report for the Office of Assistant Manager for Environmental Management

Average Training Hours per Employee by AMEM Organization: FY 2010

The following organizations are represented in the figure below:

- Office of AMEM
- East Tennessee Technology Park Project (ETTP)
- Facility Operations and Safety Management Division (FO&SMD)
- Oak Ridge National Laboratory Projects (ORNL)
- Project Controls and Administration Division (PC&AD)
- Quality Assurance Division (QAD)
- U-233 Project (U-233)
- Y-12 Projects (Y-12)

Figure 6.c Average Training Hours per Employee by AMEM Organization



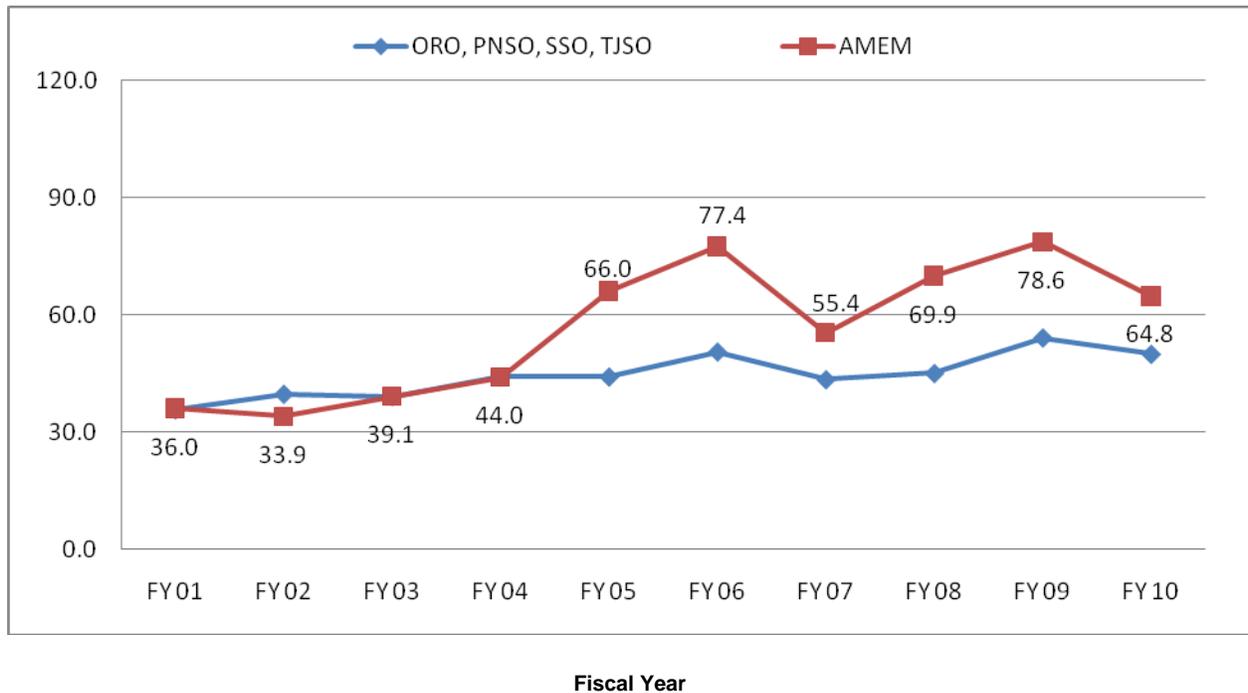


Section 6
Training Report for the
Office of Assistant Manager for Environmental Management

Average Training Hours per AMEM Employee: Trending

Figure 6.d depicts the average annual training hours per AMEM employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 6.d Average Annual Hours of Training per Employee





Section 6
Training Report for the
Office of Assistant Manager for Environmental Management

**Continuing and
Advanced Education**

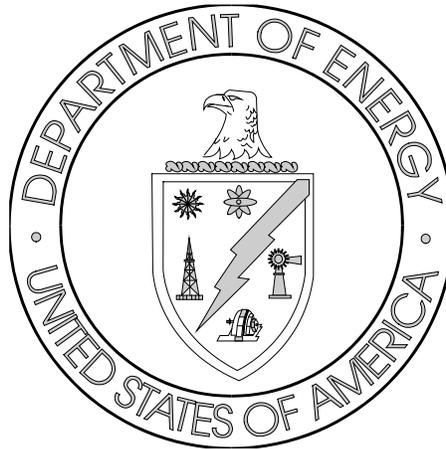
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 6.b AMEM Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	7	7
Total number of courses attended	18	13
Total cost of education	\$18,302	\$5,430
Average cost per employee attending	\$2,615	\$776

Section 7

Training Report for the Office of Assistant Manager for Environment, Safety, and Health (AMESH)





Section 7
**Training Report for the Office of Assistant Manager
 for Environment, Safety, and Health**

**AMESH Employee
 Training by Job
 Function: FY 2010**

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 7.a Average Number of Training Hours by Job Function

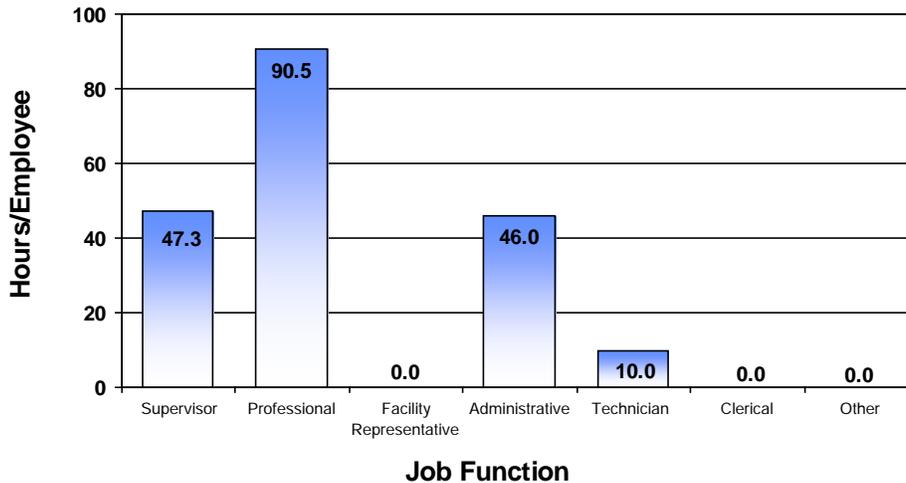


Table 7.a Total Number of AMESH Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	5	6	614	284
Professional	31	28	2,704	2,535
Facility Representative	0	0	0	0
Administrative	7	6	645	276
Technician	2	1	401	10
Clerical	0	1	0	0
Other	0	0	0	0
Totals	45	42	4,364	3,105
Average Hours/Employee			97.0	73.9



Section 7

Training Report for the Office of Assistant Manager for Environment, Safety, and Health

AMESH Employee Training by Training Category: FY 2010

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 AMESH are depicted in Figure 7.b.

Figure 7.b AMESH Employee Training Hours by Training Category





Section 7

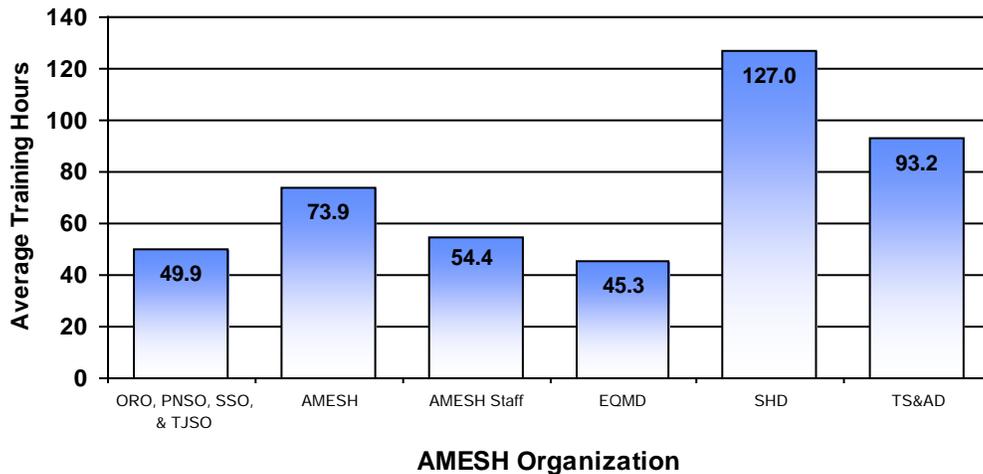
Training Report for the Office of Assistant Manager for Environment, Safety, and Health

Average Training Hours per Employee by AMESH Organization: FY 2010

The following organizations are represented in the figure below:

- Office of Assistant Manager for Environment, Safety, and Health (AMESH)
- Environmental and Quality Management Division (EQMD)
- Safety and Health Division (SHD)
- Technical Support and Assessment Division (TS&AD)

Figure 7.c Average Training Hours per Employee by AMESH Organization





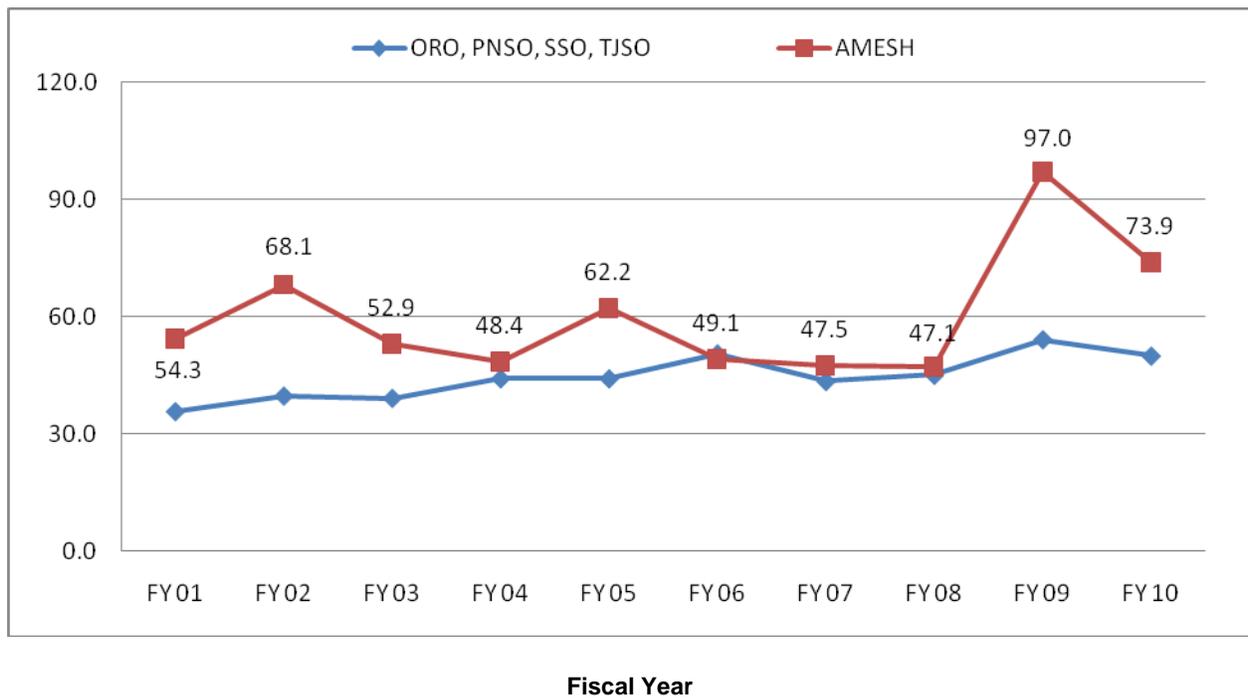
Section 7

Training Report for the Office of Assistant Manager for Environment, Safety, and Health

Average Training Hours per AMESH Employee: Trending

Figure 7.d depicts the average annual training hours per AMESH employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 7.d Average Annual Hours of Training per Employee





Section 7
***Training Report for the Office of Assistant Manager
 for Environment, Safety, and Health***

**Continuing and
 Advanced Education**

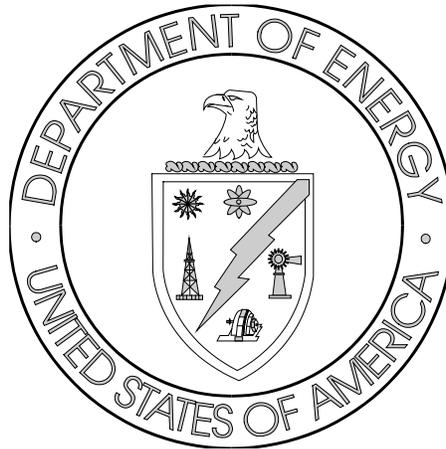
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 7.b AMESH Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	2	4
Total number of courses attended	7	6
Total cost of education	\$6,441	\$8,305
Average cost per employee attending	\$3,221	\$2,076

Section 8

Training Report for the Office of Assistant Manager for Financial Management (AMFM)





Section 8
Training Report for the
Office of Assistant Manager for Financial Management

AMFM Employee
Training by Job
Function: FY 2010

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 8.a Average Number of Training Hours by Job Function

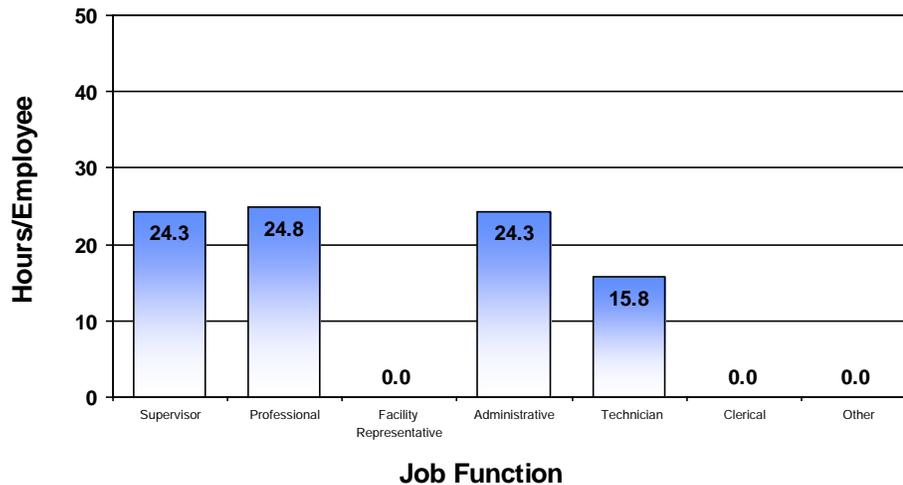


Table 8.a Total Number of AMFM Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	9	8	218	194
Professional	38	38	945	941
Facility Representative	0	0	0	0
Administrative	15	15	376	364
Technician	12	10	197	158
Clerical	0	1	0	0
Other	3	1	16	0
Totals	77	73	1,752	1,657
Average Hours/Employee			22.8	22.7



Section 8

Training Report for the Office of Assistant Manager for Financial Management

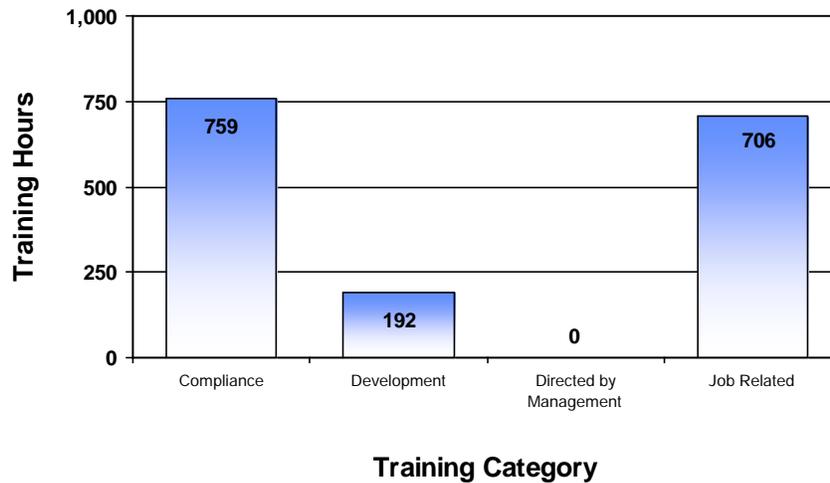
AMFM Employee Training by Training Category: FY 2010

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 AMFM are depicted in Figure 8.b.

Figure 8.b AMFM Employee Training Hours by Training Category





Section 8

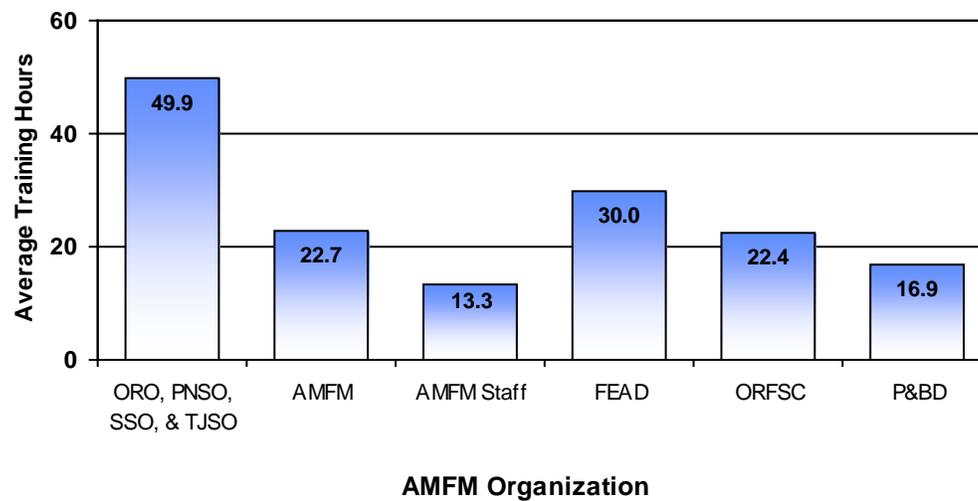
Training Report for the Office of Assistant Manager for Financial Management

Average Training Hours per Employee by AMFM Organization: FY 2010

The following organizations are represented in the figure below:

- Office of Assistant Manager for Financial Management (AMFM)
- Financial Evaluation and Accountability Division (FEAD)
- Oak Ridge Financial Service Center (ORFSC)
- Planning and Budget Division (P&BD)

Figure 8.c Average Training Hours per Employee by AMFM Organization





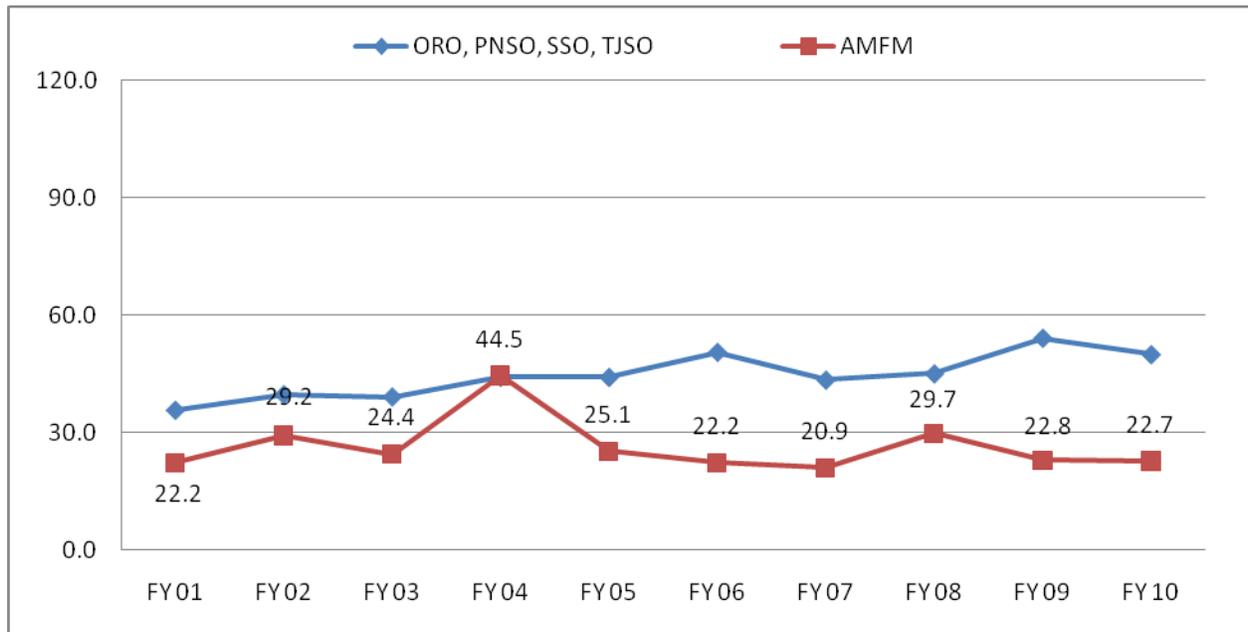
Section 8

Training Report for the Office of Assistant Manager for Financial Management

Average Training Hours per AMFM Employee: Trending

Figure 8.d depicts the average annual training hours per AMFM employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 8.d Average Annual Hours of Training per Employee





Section 8
Training Report for the
Office of Assistant Manager for Financial Management

Continuing and Advanced Education

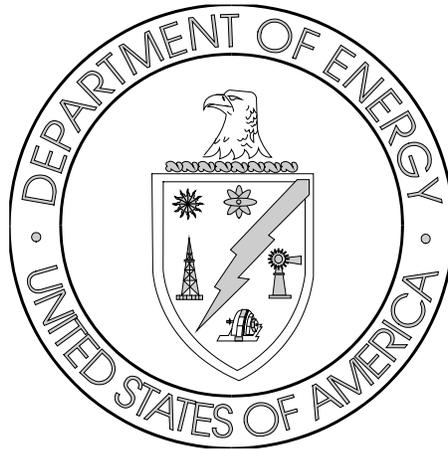
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 8.b AMFM Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	0	3
Total number of courses attended	0	5
Total cost of education	\$0	\$7,782
Average cost per employee attending	\$0	\$2,594

Section 9

Training Report for the Office of Assistant Manager for Nuclear Fuel Supply (AMNFS)





Section 9
Training Report for the
Office of Assistant Manager for Nuclear Fuel Supply

AMNFS Employee
Training by Job
Function: FY 2010

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 9.a Average Number of Training Hours by Job Function

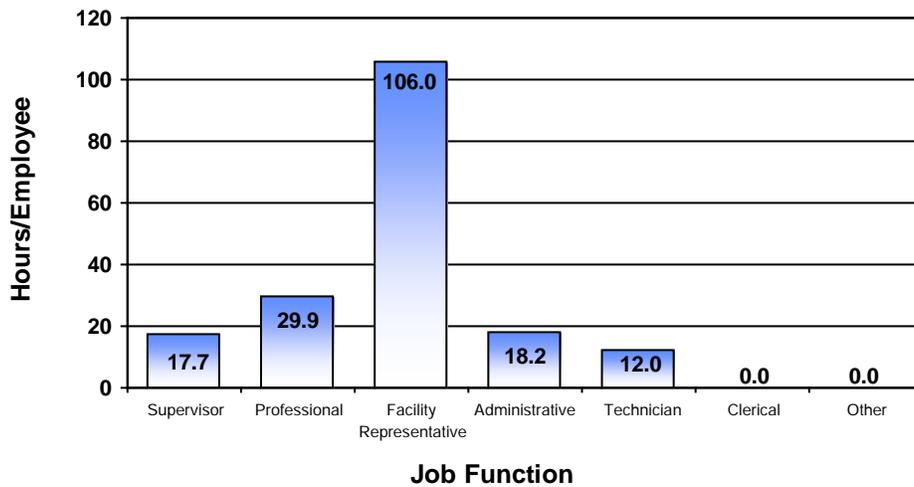


Table 9.a Total Number of AMNFS Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	3	3	184	53
Professional	14	15	688	449
Facility Representative	1	1	107	106
Administrative	5	5	258	91
Technician	2	2	27	24
Clerical	0	0	0	0
Other	0	0	0	0
Totals	25	26	1,264	723
Average Hours/Employee			50.6	27.8



Section 9

Training Report for the Office of Assistant Manager for Nuclear Fuel Supply

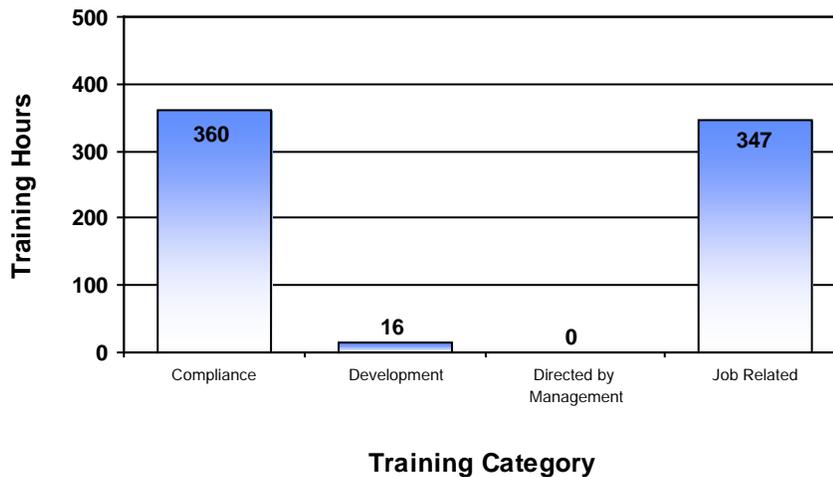
AMNFS Employee Training by Training Category: FY 2010

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 AMNFS are depicted in Figure 9.b.

Figure 9.b AMNFS Employee Training Hours by Training Category





Section 9

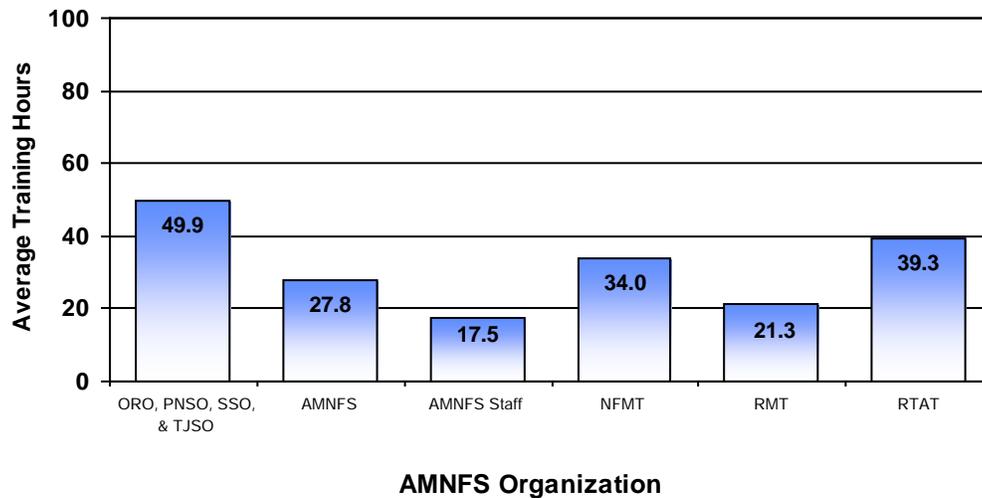
Training Report for the Office of Assistant Manager for Nuclear Fuel Supply

**Average Training Hours
per Employee by
AMNFS Organization:
FY 2010**

The following organizations are represented in the figure below:

- Office of Assistant Manager for Nuclear Fuel Supply (AMNFS)
- Nuclear Fuels Management Team (NFMT)
- Regulatory Management Team (RMT)
- Reindustrialization and Technical Assistance Team (RTAT)

Figure 9.c Average Training Hours per Employee by AMNFS Organization



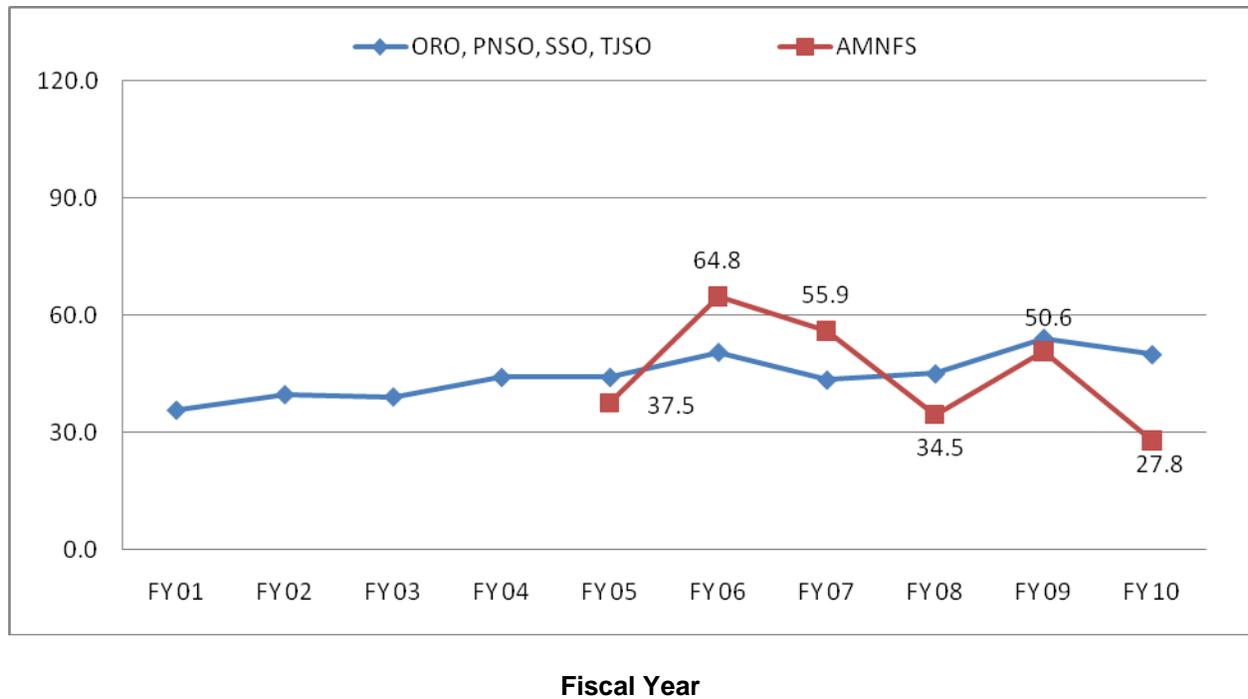


Section 9 Training Report for the Office of Assistant Manager for Nuclear Fuel Supply

Average Training Hours per AMNFS Employee: Trending

Figure 9.d depicts the average annual training hours per AMNFS employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 9.d Average Annual Hours of Training per Employee*



*AMNFS was formed in FY 2005; therefore, there are no historical data prior to that date.



Section 9
Training Report for the
Office of Assistant Manager for Nuclear Fuel Supply

Continuing and Advanced Education

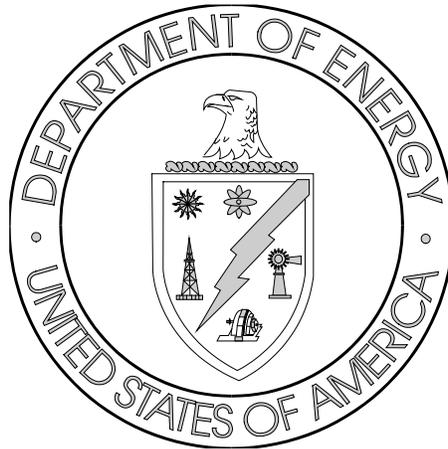
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 9.b AMNFS Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	1	1
Total number of courses attended	1	1
Total cost of education	\$575	\$0
Average cost per employee attending	\$575	\$0

Section 10

Training Report for the Office of Assistant Manager for Science (AMS)





Section 10
Training Report for the
Office of Assistant Manager for Science

**AMS Employee Training
 by Job Function:
 FY 2010**

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 10.a Average Number of Training Hours by Job Function

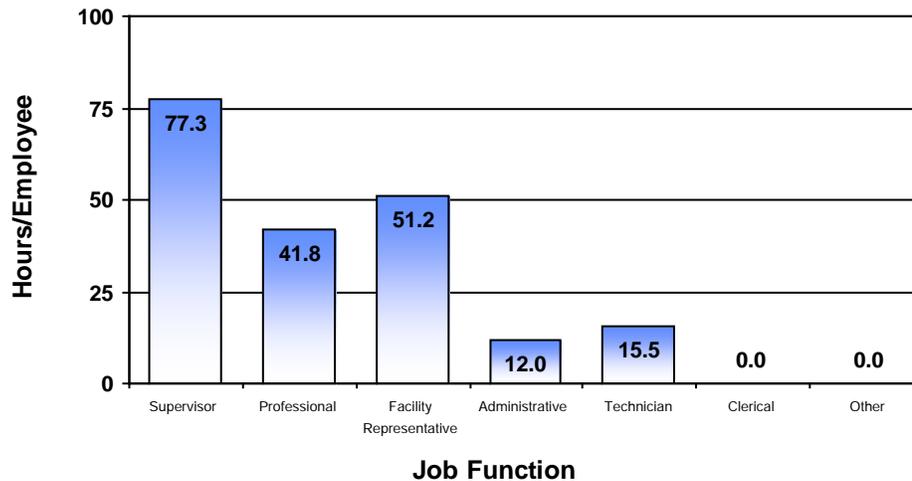


Table 10.a Total Number of AMS Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	4	4	239	309
Professional	17	21	628	877
Facility Representative	5	5	200	256
Administrative	2	2	40	24
Technician	2	2	16	31
Clerical	0	0	0	0
Other	0	0	0	0
Totals	30	34	1,123	1,497
Average Hours/Employee			37.4	44.0



Section 10

Training Report for the Office of Assistant Manager for Science

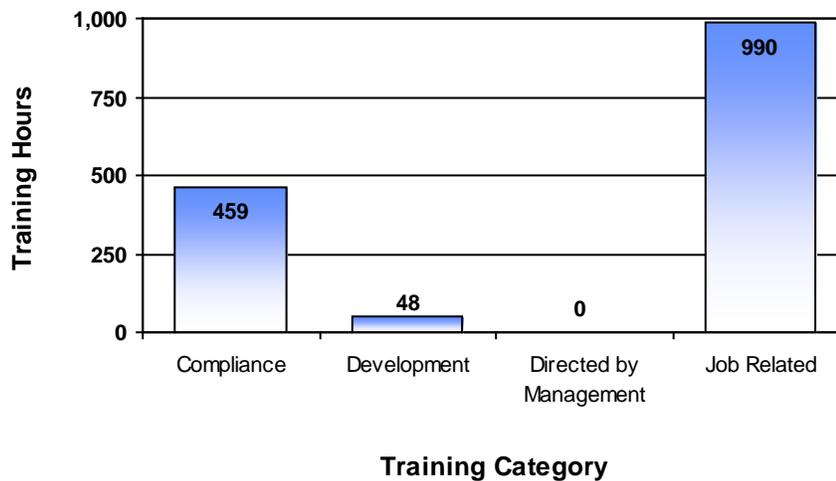
AMS Employee Training by Training Category: FY 2010

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 AMS are depicted in Figure 10.b.

Figure 10.b AMS Employee Training Hours by Training Category





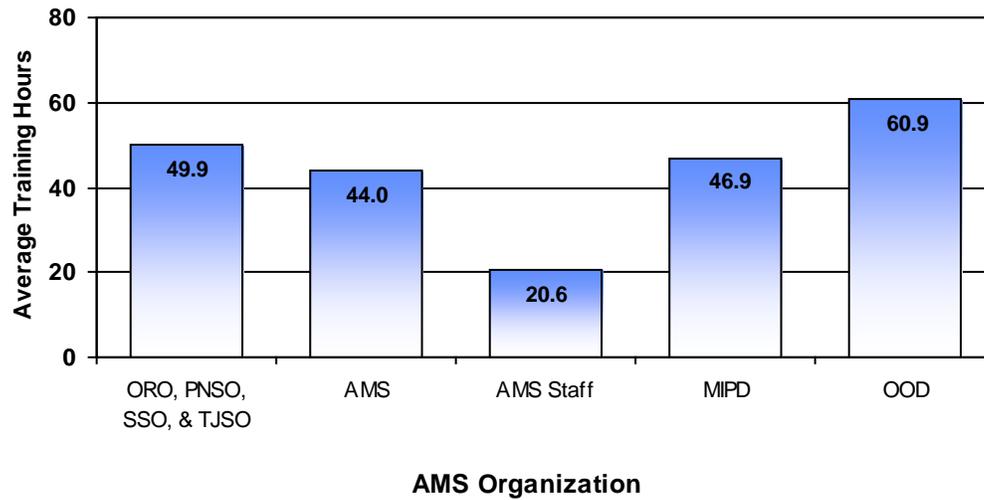
Section 10
Training Report for the
Office of Assistant Manager for Science

Average Training Hours
per Employee by AMS
Organization: FY 2010

The following organizations are represented in the figure below:

- Office of Assistant Manager for Science (AMS)
- Mission Integration and Projects Division (MIPD)
- Operations and Oversight Division (OOD)

Figure 10.c Average Training Hours per Employee by AMS Organization



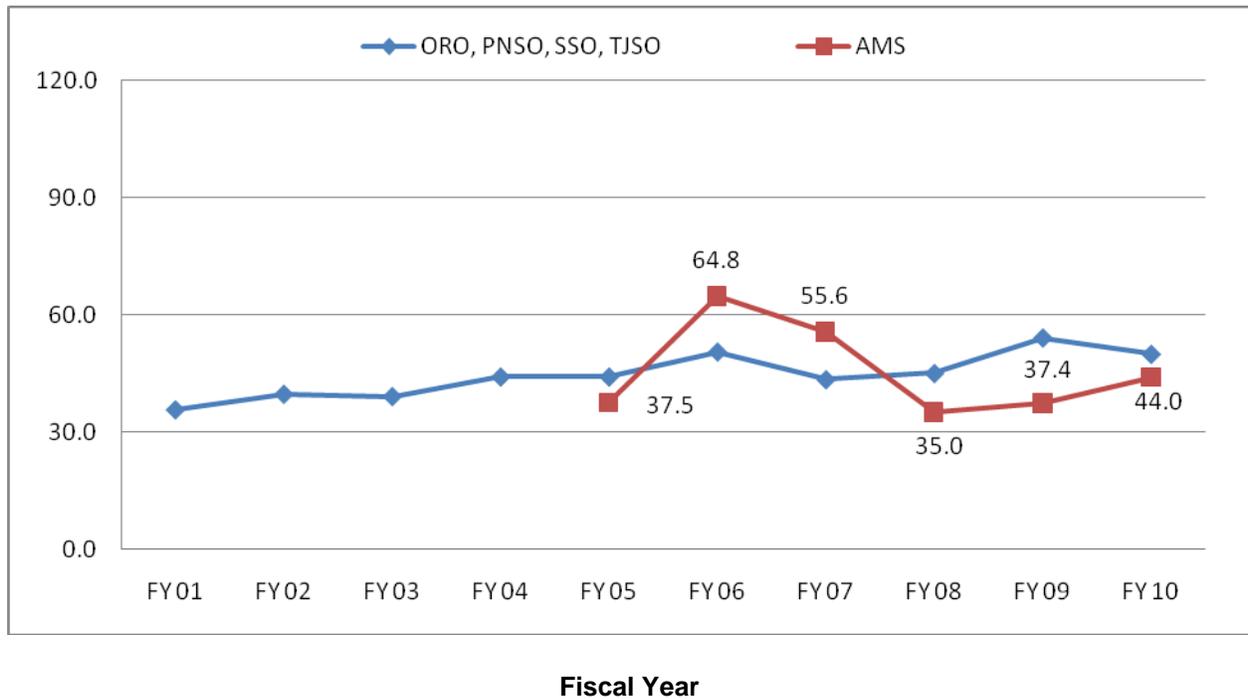


Section 10
Training Report for the
Office of Assistant Manager for Science

Average Training Hours
per AMS Employee:
Trending

Figure 10.d depicts the average annual training hours per AMS employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 10.d Average Annual Hours of Training per Employee





Section 10
Training Report for the
Office of Assistant Manager for Science

**Continuing and
Advanced Education**

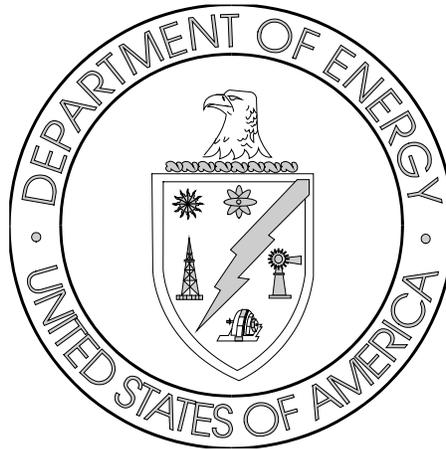
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 10.b AMS Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	1	1
Total number of courses attended	2	1
Total cost of education	\$3,244	\$1,950
Average cost per employee attending	\$3,244	\$1,950

Section 11

Training Report for the Office of Assistant Manager for Security and Emergency Management (AMSEM)





Section 11
**Training Report for the Office of Assistant Manager for Security and
Emergency Management**

**AMSEM Employee
Training by Job
Function: FY 2010**

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 11.a Average Number of Training Hours by Job Function

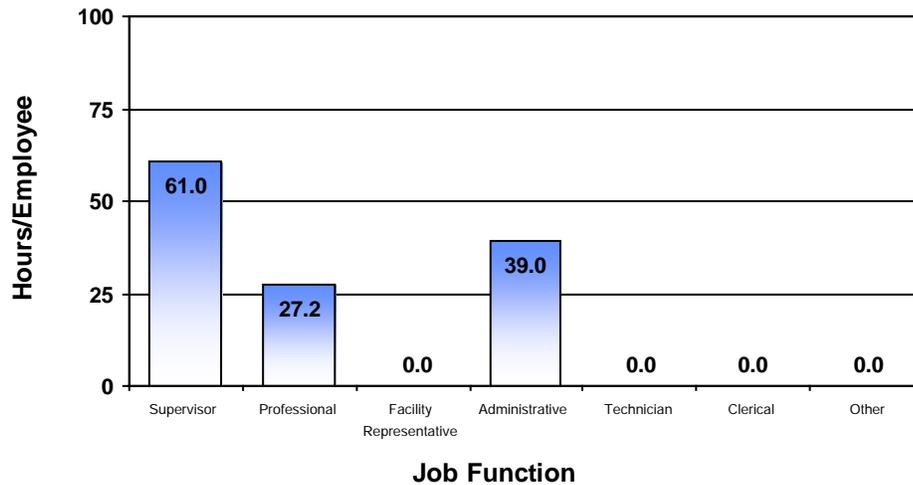


Table 11.a Total Number of AMSEM Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	6	5	278	305
Professional	7	6	292	163
Facility Representative	0	0	0	0
Administrative	22	22	929	858
Technician	1	0	25	0
Clerical	0	0	0	0
Other	0	0	0	0
Totals	36	33	1,524	1,326
Average Hours/Employee			42.3	40.2



Section 11

Training Report for the Office of Assistant Manager for Security and Emergency Management

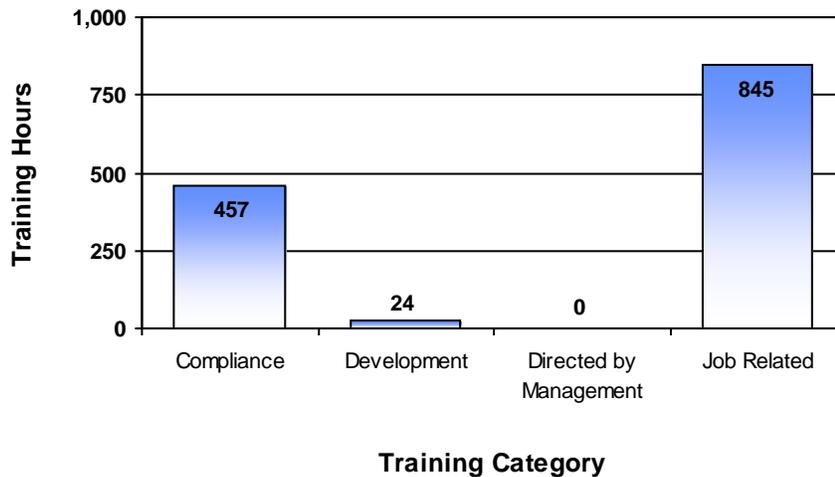
AMSEM Employee Training by Training Category: FY 2010

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 AMSEM are depicted in Figure 11.b.

Figure 11.b AMSEM Employee Training Hours by Training Category





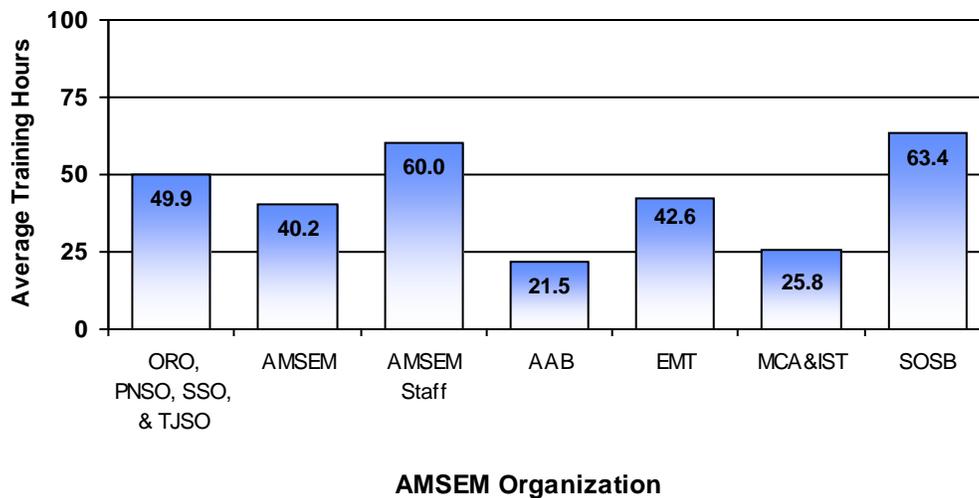
Section 11
***Training Report for the Office of Assistant Manager for Security and
Emergency Management***

**Average Training Hours
per Employee by
AMSEM Organization:
FY 2010**

The following organizations are represented in the figure below:

- Office of Assistant Manager for Security and Emergency Management (AMSEM)
- Access Authorization Branch (AAB)
- Emergency Management Team (EMT)
- Materials Control and Accountability and Information Security Team (MCA&IST)
- Security Oversight and Support Branch (SOSB)

Figure 11.c Average Training Hours per Employee by AMSEM Organization





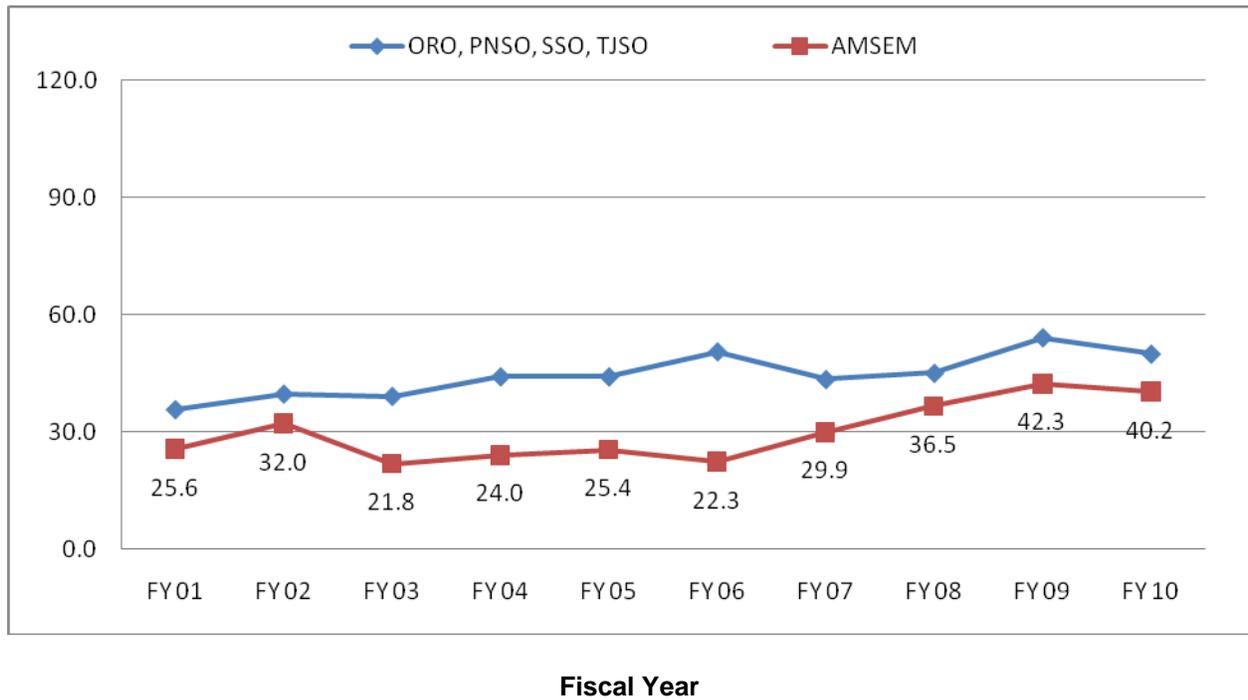
Section 11

Training Report for the Office of Assistant Manager for Security and Emergency Management

Average Training Hours per AMSEM Employee: Trending

Figure 11.d depicts the average annual training hours per AMSEM employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 11.d Average Annual Hours of Training per Employee



* FY 2004 and prior year data are shown for Office of Safeguards Security, the predecessor of AMSEM



Section 11
***Training Report for the Office of Assistant Manager for Security and
 Emergency Management***

**Continuing and
 Advanced Education**

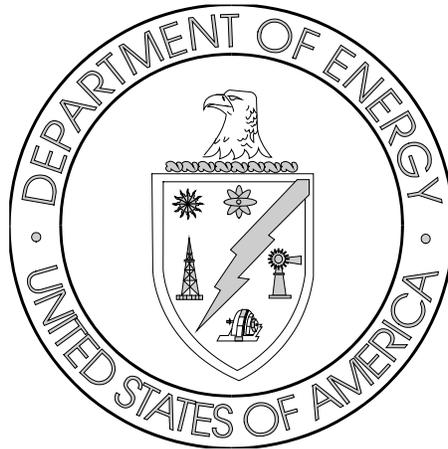
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 11.b AMSEM Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	0	1
Total number of courses attended	0	1
Total cost of education	\$0	\$0
Average cost per employee attending	\$0	\$0

Section 12

Training Report for the Office of Chief Counsel (OCC)





Section 12

Training Report for the Office of Chief Counsel

OCC Employee Training by Job Function: FY 2010

ORO has categorized Federal employees into the following seven job functions:

- Supervisor
- Technician
- Professional
- Clerical
- Facility Representative
- Other
- Administrative

See Appendix B for a complete description of each of these job functions.

Figure 12.a Average Number of Training Hours by Job Function

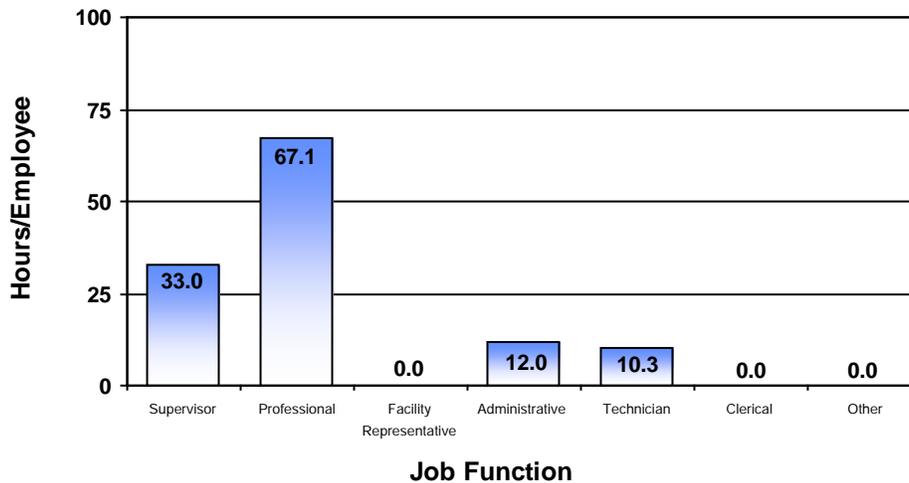


Table 12.a Total Number of OCC Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	1	1	31	33
Professional	10	9	345	604
Facility Representative	0	0	0	0
Administrative	3	3	17	36
Technician	4	3	24	31
Clerical	0	0	0	0
Other	0	1	0	0
Totals	18	17	417	704
Average Hours/Employee			23.2	41.4



Section 12

Training Report for the Office of Chief Counsel

OCC Employee Training by Training Category: FY 2010

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 OCC are depicted in Figure 12.b.

Figure 12.b OCC Employee Training Hours by Training Category





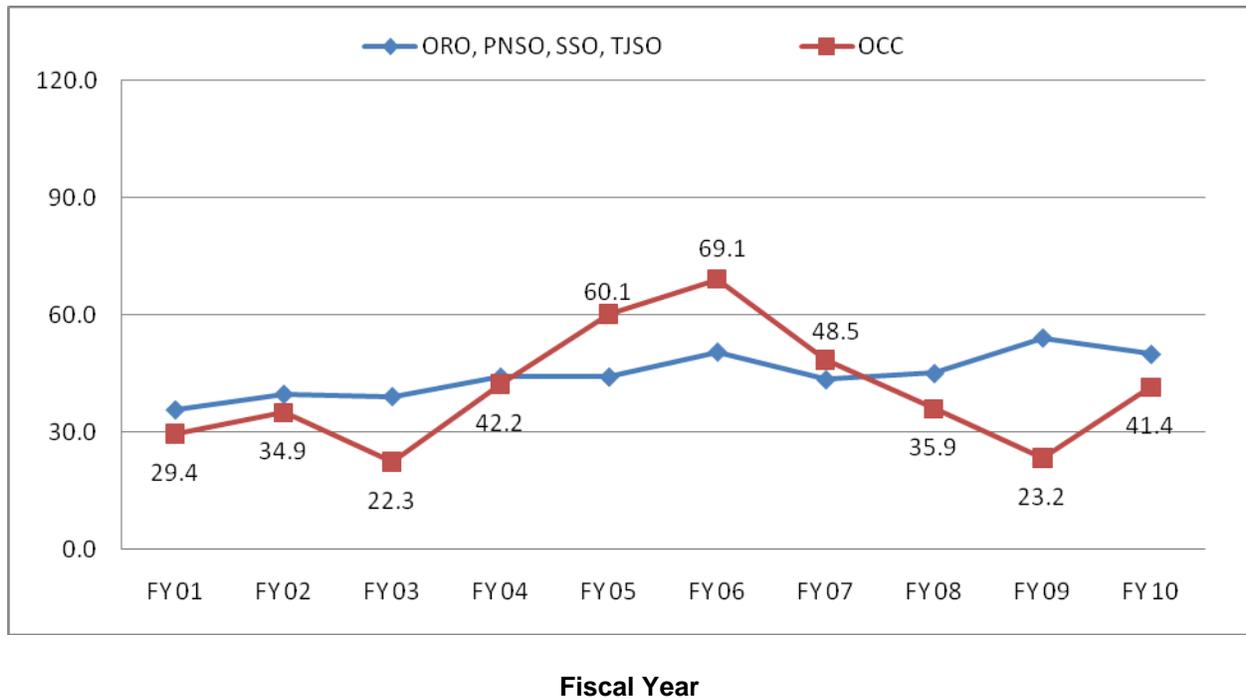
Section 12

Training Report for the Office of Chief Counsel

Average Training Hours per OCC Employee: Trending

Figure 12.c depicts the average annual training hours per OCC employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 12.c Average Annual Hours of Training per Employee





Section 12
Training Report for the Office of Chief Counsel

Continuing and Advanced Education

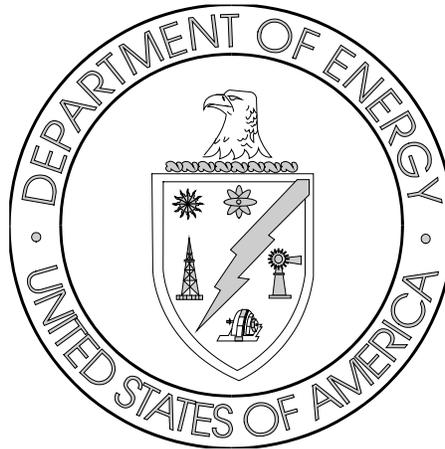
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 12.b OCC Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

	FY 2009	FY 2010
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

Section 13

Training Report for the Office of Partnerships and Program Development (OP&PD)





Section 13
Training Report for the Office of
Partnerships and Program Development

OP&PD Employee
Training by Job
Function: FY 2010

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 13.a Average Number of Training Hours by Job Function

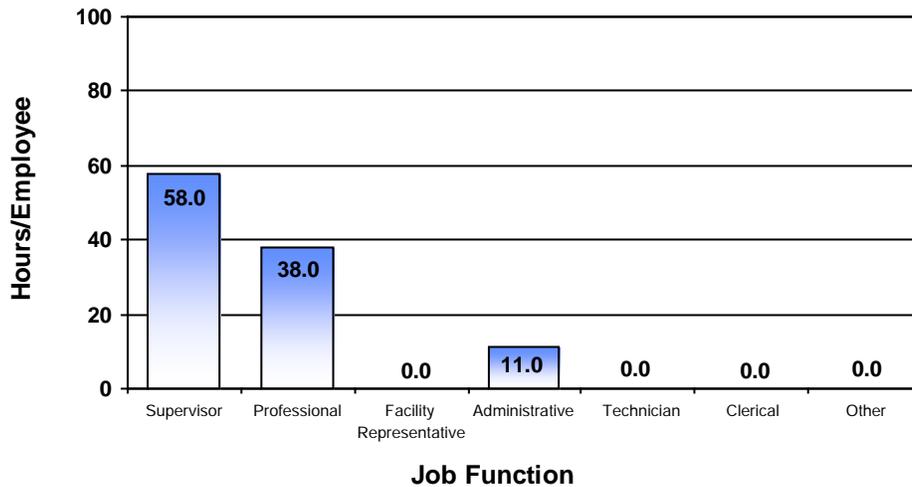


Table 13.a Total Number of OP&PD Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	1	1	63	58
Professional	2	2	92	76
Facility Representative	0	0	0	0
Administrative	1	1	39	11
Technician	0	0	0	0
Clerical	0	0	0	0
Other	0	0	0	0
Totals	4	4	194	145
Average Hours/Employee			48.5	36.3



Section 13

Training Report for the Office of Partnerships and Program Development

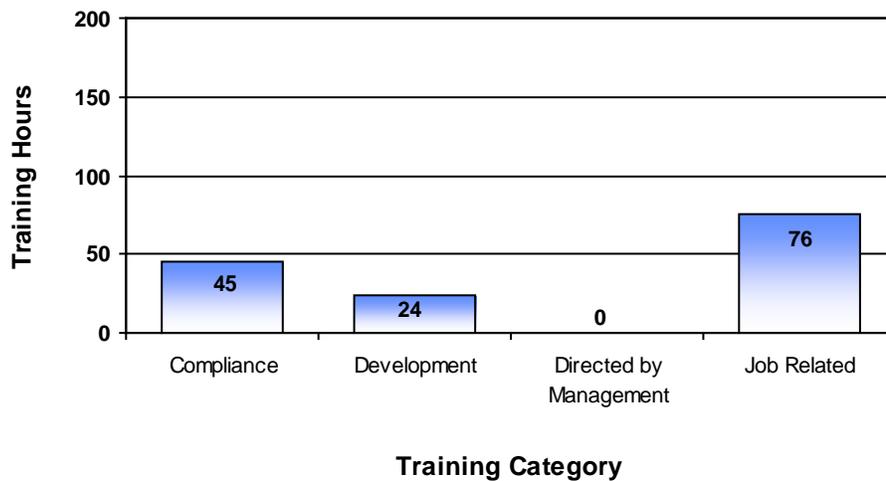
OP&PD Employee Training by Training Category: FY 2010

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 OP&PD are depicted in Figure 13.b.

Figure 13.b OP&PD Employee Training Hours by Training Category



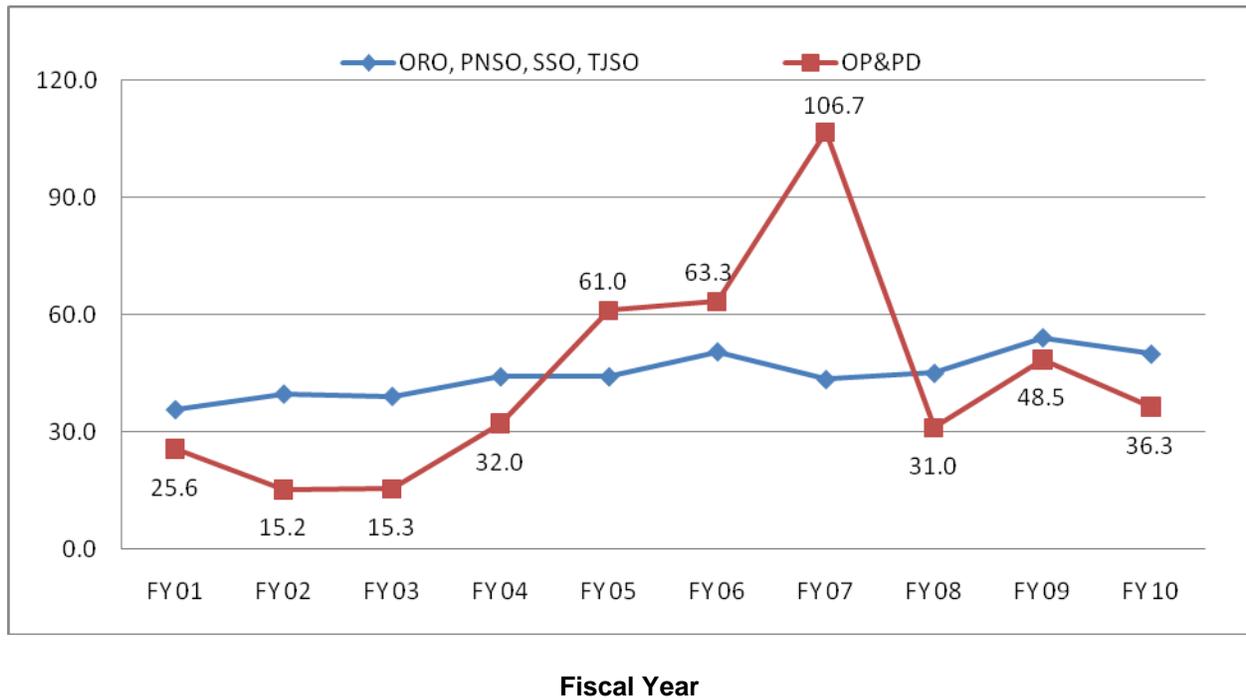


Section 13 Training Report for the Office of Partnerships and Program Development

Average Training Hours per OP&PD Employee: Trending

Figure 13.c depicts the average annual training hours per OP&PD employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

*Figure 13.c Average Annual Hours of Training per Employee**





Section 13
***Training Report for the Office of
 Partnerships and Program Development***

**Continuing and
 Advanced Education**

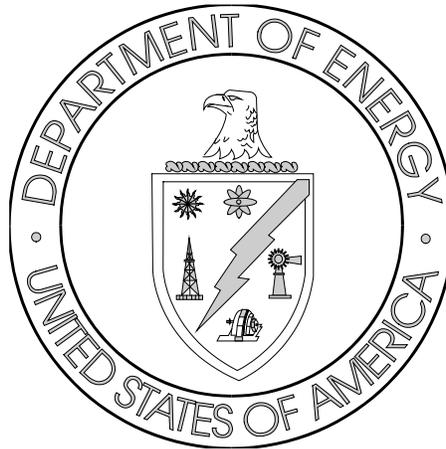
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 13.b OP&PD Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2009	FY 2010
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

Section 14

Training Report for the Public Affairs Office (PAO)





Section 14
Training Report for the Public Affairs Office

**PAO Employee Training
by Job Function:
FY 2010**

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 14.a Average Number of Training Hours by Job Function

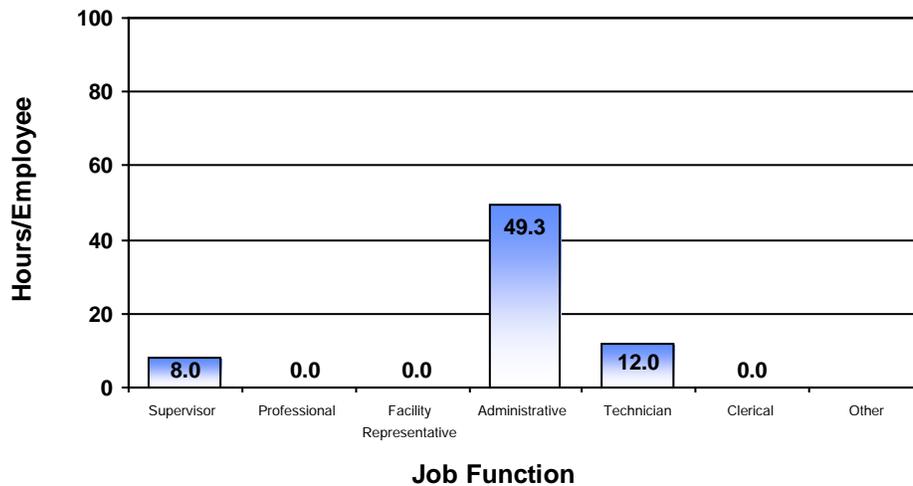


Table 14.a Total Number of PAO Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	1	1	15	8
Professional	0	0	0	0
Facility Representative	0	0	0	0
Administrative	3	6	298	296
Technician	1	1	22	12
Clerical	0	0	0	0
Other	2	0	326	0
Totals	7	8	661	316
Average Hours/Employee			94.4	39.5



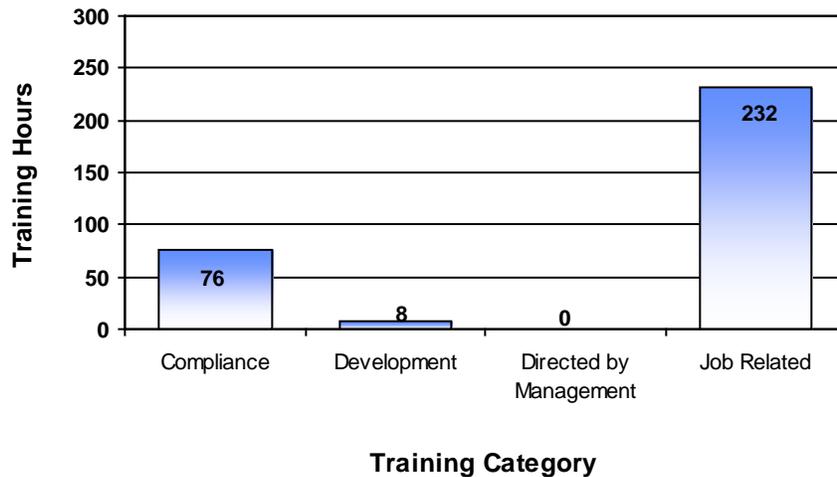
**PAO Employee Training
by Training Category:
FY 2010**

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 PAO are depicted in Figure 14.b.

Figure 14.b PAO Employee Training Hours by Training Category



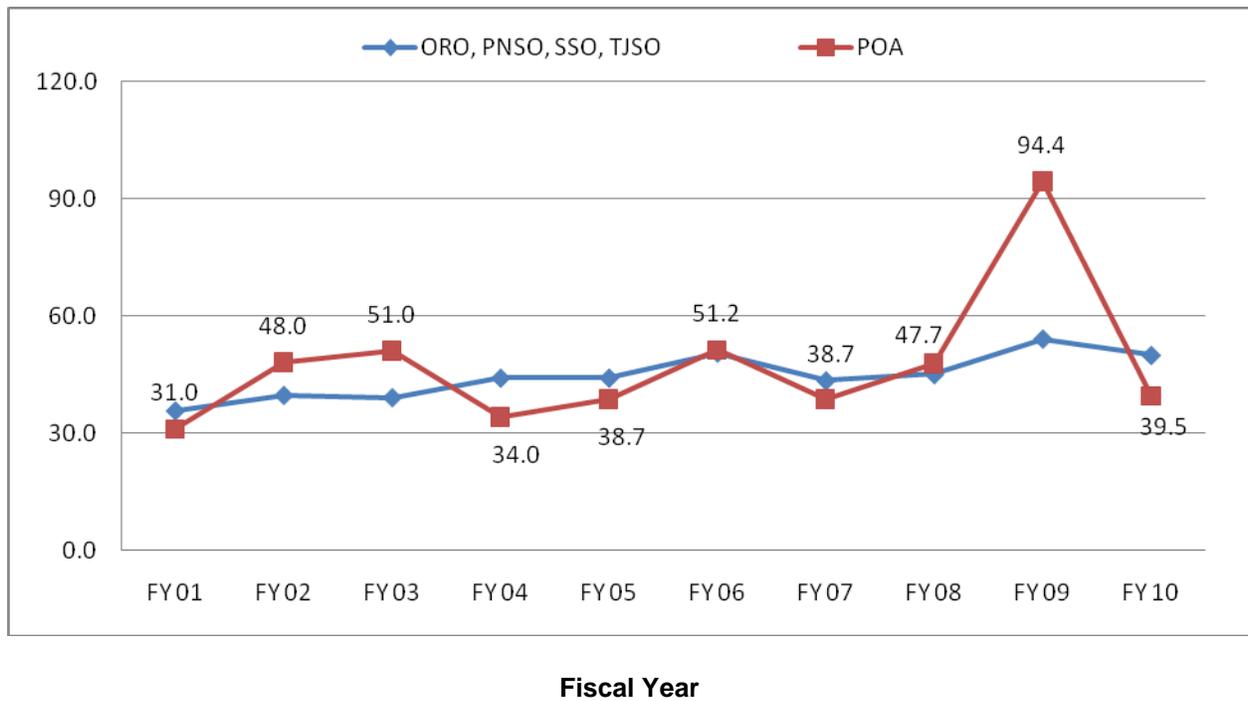


Section 14 Training Report for the Public Affairs Office

Average Training Hours per PAO Employee: Trending

Figure 14.c depicts the average annual training hours per PAO employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 14.c Average Annual Hours of Training per Employee





Continuing and Advanced Education

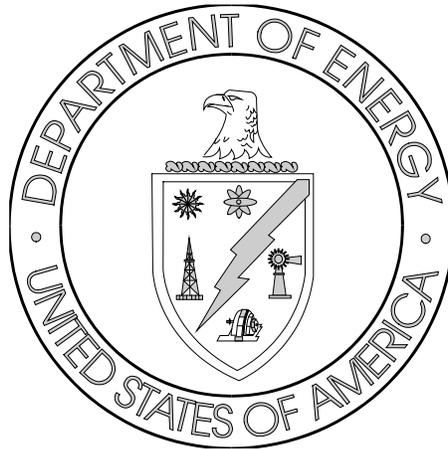
Continuing and advanced educational attendance is strongly encouraged and supported by DOE and ORO management. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 14.b PAO Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	2	2
Total number of courses attended	9	7
Total cost of education	\$6,357	\$6,141
Average cost per employee attending	\$3,179	\$3,071

Section 15

Training Report for the Pacific Northwest Site Office (PNSO)





PNSO Employee Training by Job Function: FY 2010

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 15.a Average Number of Training Hours by Job Function

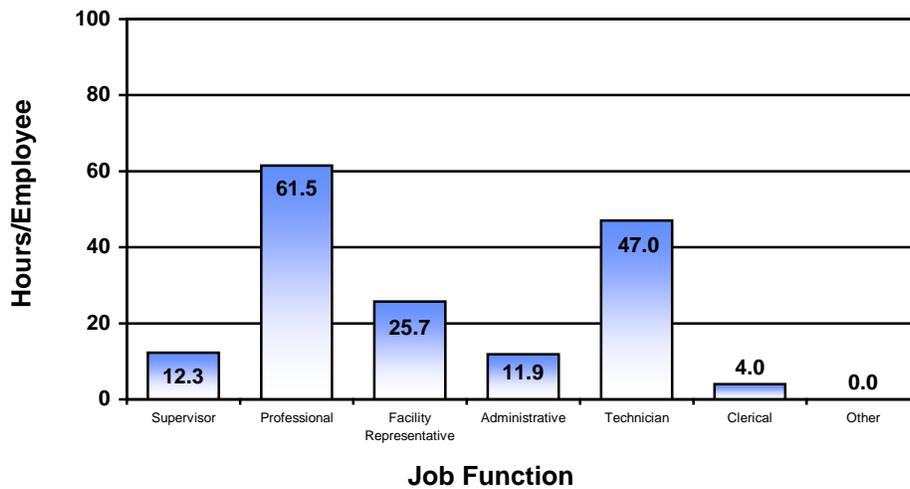


Table 15.a Total Number of PNSO Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	4	4	261	49
Professional	17	17	578	1,046
Facility Representative	4	3	95	77
Administrative	8	10	120	119
Technician	1	1	37	47
Clerical	2	2	47	8
Other	0	0	0	0
Totals	36	37	1,138	1,346
Average Hours/Employee			31.6	36.4



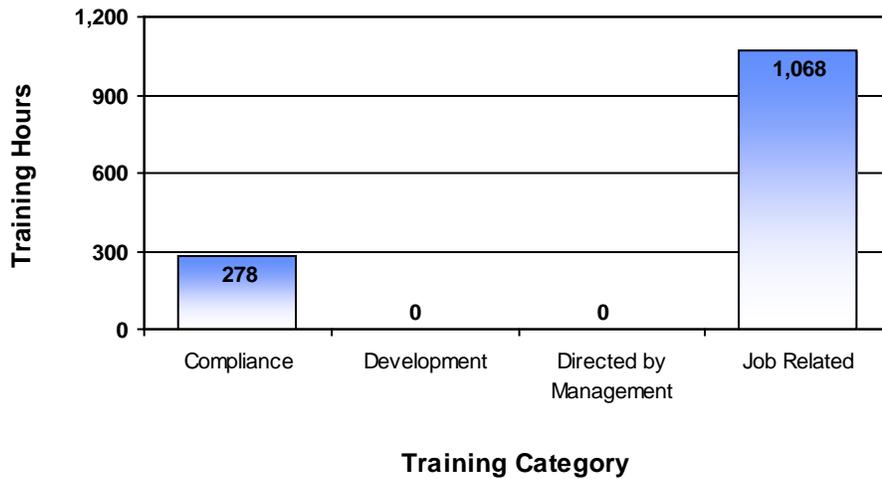
**PNSO Employee
Training by Training
Category: FY 2010**

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 15.b.

Figure 15.b PNSO Employee Training Hours by Training Category





Section 15

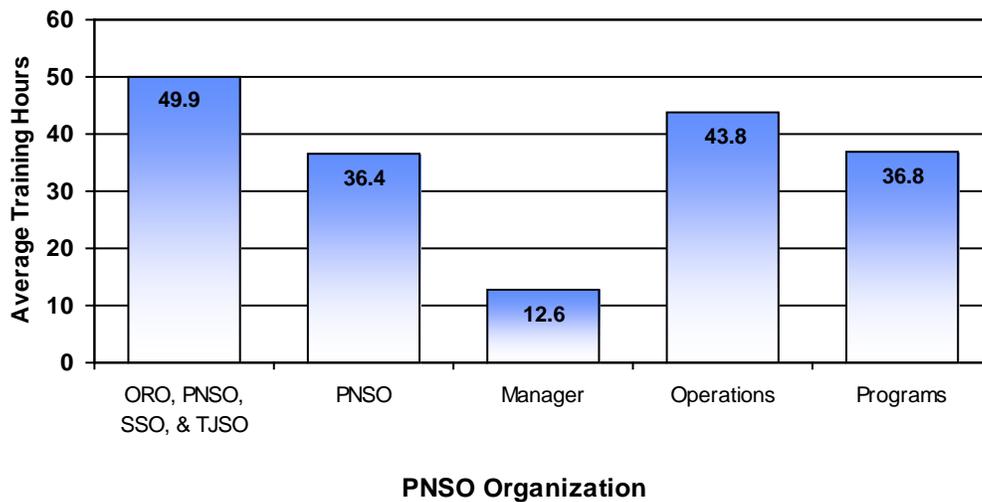
Training Report for the Pacific Northwest Site Office

Average Training Hours per Employee by PNSO Organization: FY 2010

The following organizations are represented in the figure below:

- Office of the Manager
- Programs Division
- Operations Division

Figure 15.c Average Training Hours per Employee by PNSO Organization



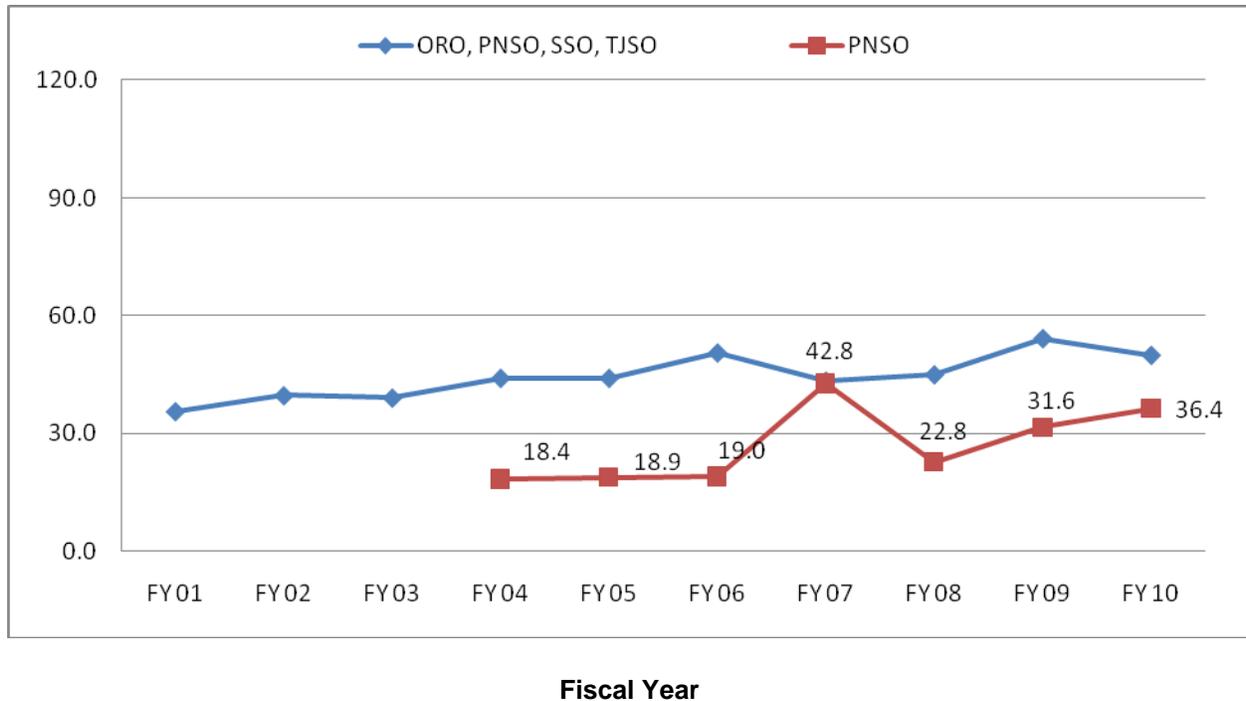


Section 15 Training Report for the Pacific Northwest Site Office

Average Training Hours per PNSO Employee: Trending

Figure 15.d depicts the average annual training hours per PNSO employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2001.

*Figure 15.d Average Annual Hours of Training per Employee**



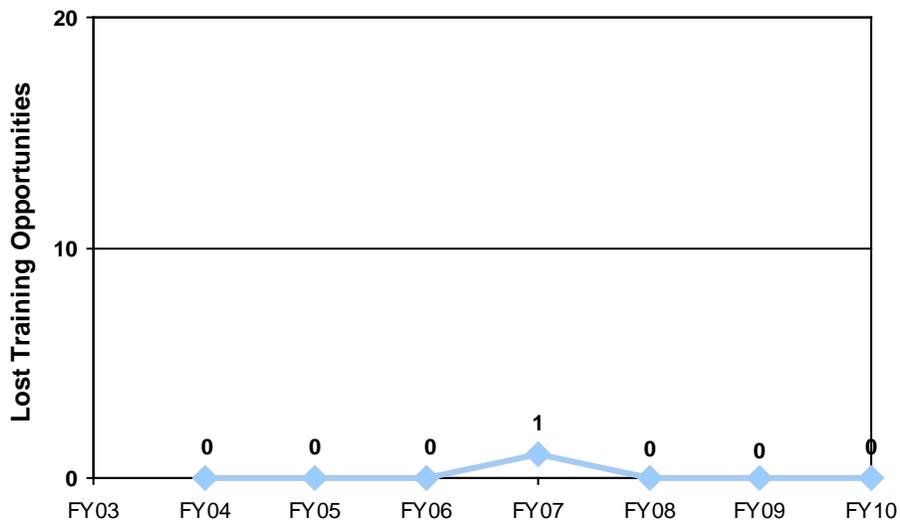
*Historical data not available for PNSO prior to FY 2004



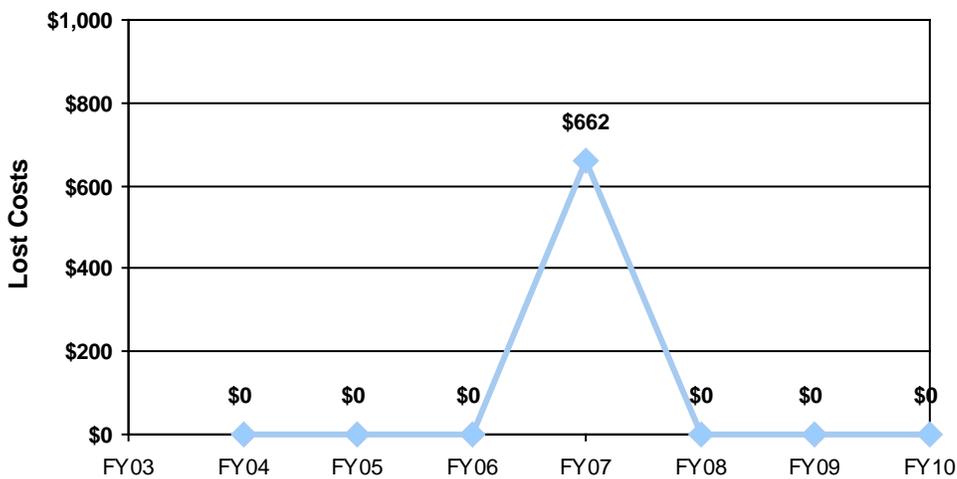
Lost Training Opportunities and Costs: FY 2010

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 PNSO 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 15.e Lost Training Opportunities for PNSO**



*Figure 15.f Lost Training Costs for PNSO**



*Cost data prior to FY 2004 were not available.



Section 15

Training Report for the Pacific Northwest Site Office

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.

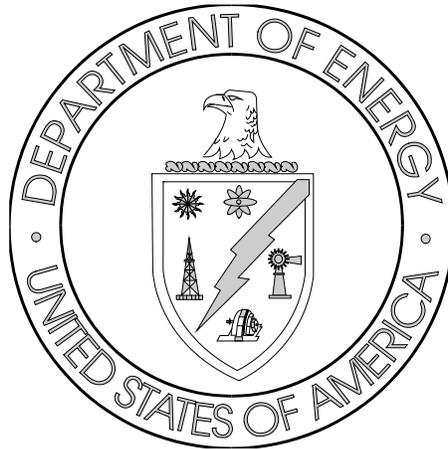
Table 15.b PNSO Employees Enrolled in Educational Institutions

(College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	0	1
Total number of courses attended	0	7
Total cost of education	\$0	\$17,880
Average cost per employee attending	\$0	\$17,880

Section 16

Training Report for the SLAC Site Office (SSO)





Section 16
Training Report for the SLAC Site Office

**SSO Employee Training
by Job Function: FY
2010**

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*

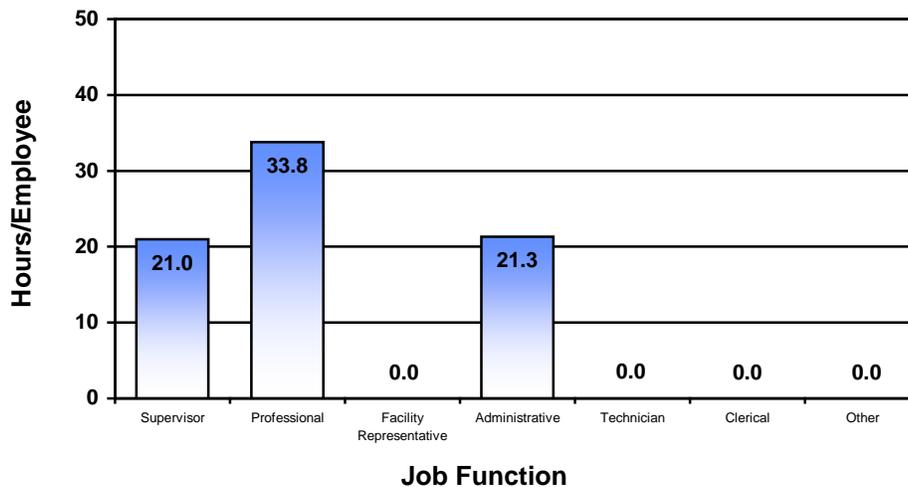


Table 16.a Total Number of SSO Employees and Total Number of Training Hours*

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	2	2	19	42
Professional	11	12	496	406
Facility Representative	0	0	0	0
Administrative	3	3	32	64
Technician	0	0	0	0
Clerical	0	0	0	0
Other	0	0	0	0
Totals	16	17	547	512
Average Hours/Employee			34.2	30.1

* Data prior to FY 2007 were not available.



Section 16

Training Report for the SLAC Site Office

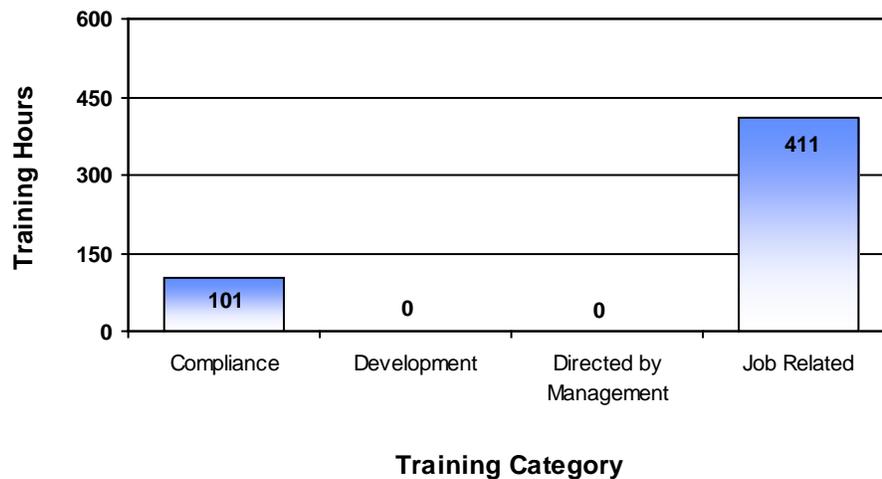
SSO Employee Training by Training Category: FY 2010

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



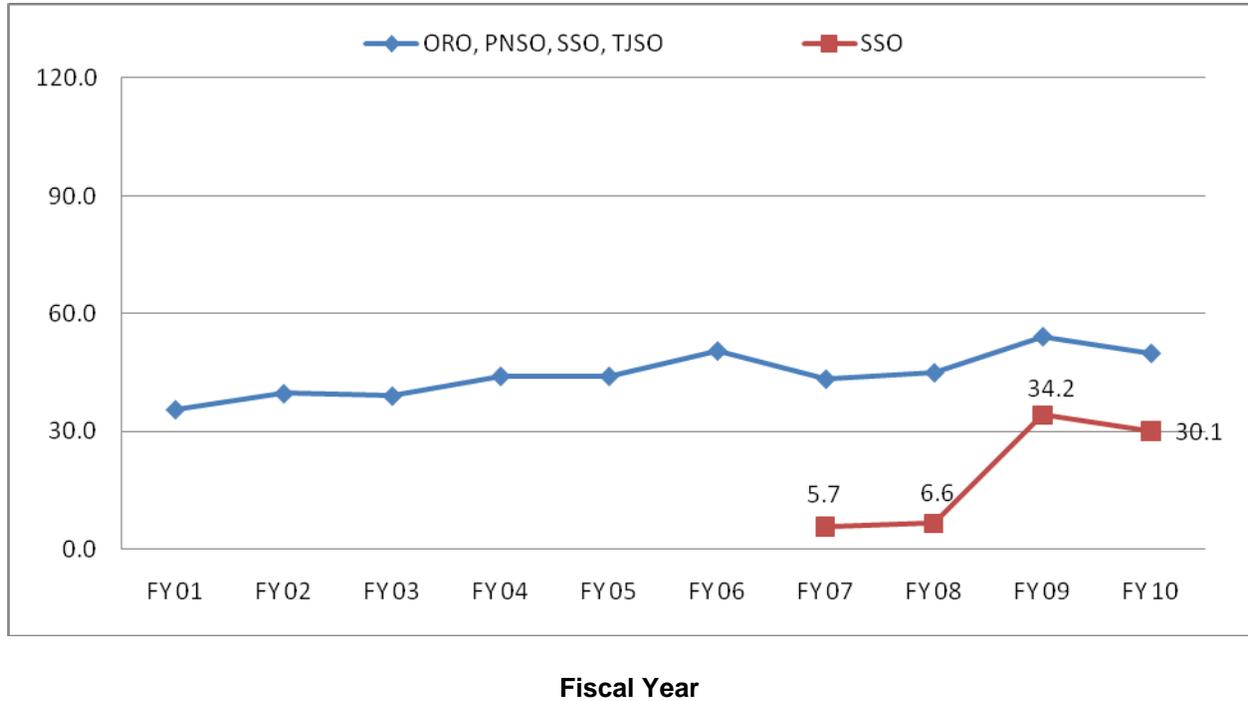


Section 16 Training Report for the SLAC Site Office

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. Information available from the CHRIS database is shown, beginning with FY 2001.

Figure 16.d Average Annual Hours of Training per Employee*



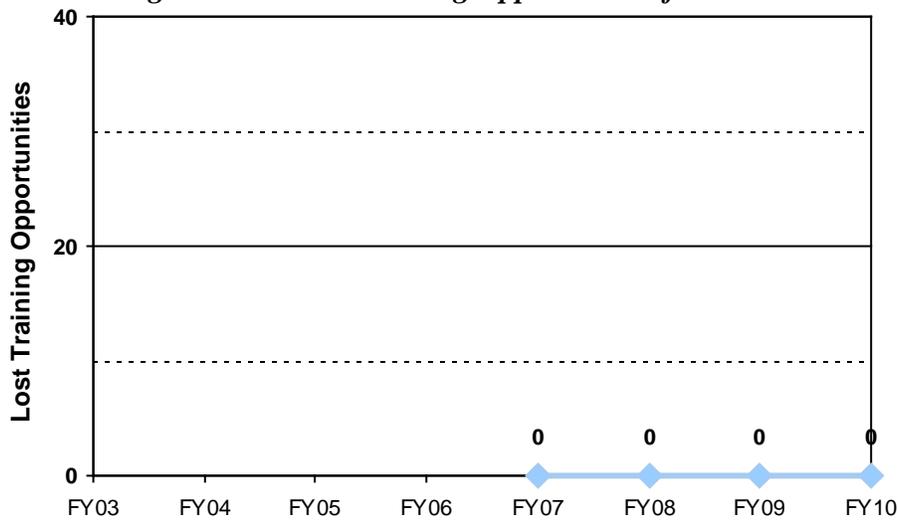
*Historical data prior to FY 2007 were not available for SSO.



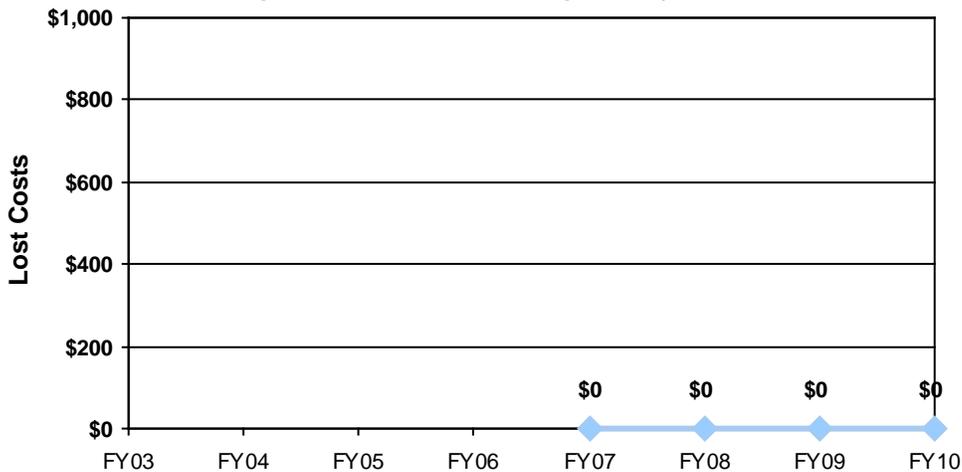
Lost Training Opportunities and Costs: FY 2010

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 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 16.d Lost Training Opportunities for SSO**



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



*Data prior to FY 2007 were not available.



Section 16
Training Report for the SLAC Site Office

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.

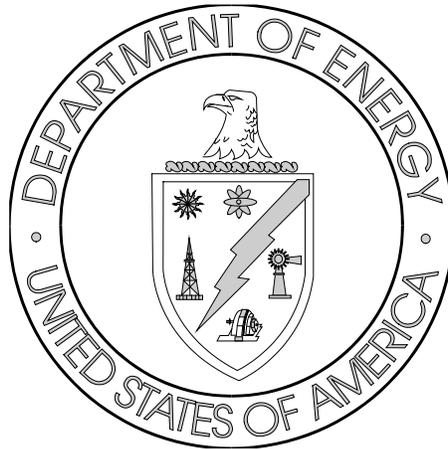
Table 16.b SSO Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

	FY 2009	FY 2010
Total number of employees enrolled	0	1
Total number of courses attended	0	1
Total cost of education	\$0	\$1,445
Average cost per employee attending	\$0	\$1,445

* Data prior to FY 2007 were not available.

Section 17

Training Report for the Thomas Jefferson Site Office (TJSO)





TJSO Employee Training by Job Function: FY 2010

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

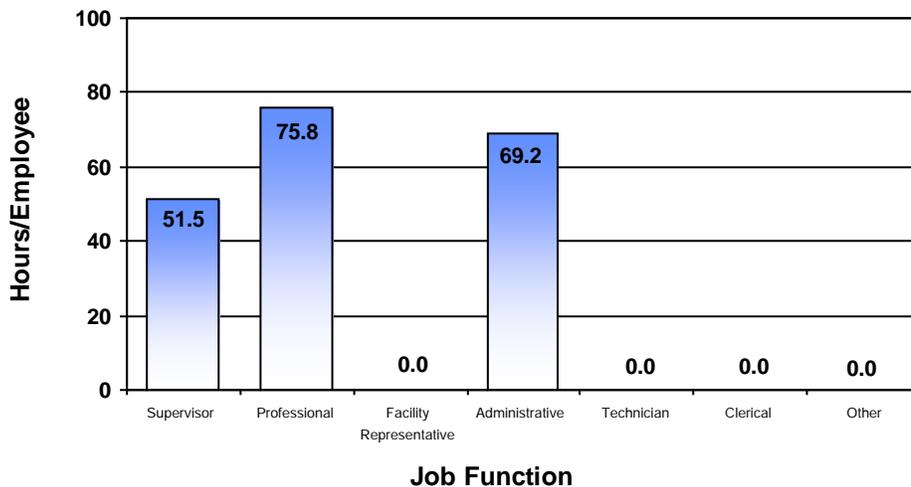


Table 17.a Total Number of TJSO Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	2	2	62	103
Professional	5	5	426	379
Facility Representative	0	0	0	0
Administrative	7	6	238	415
Technician	0	0	0	0
Clerical	0	0	0	0
Other	0	0	0	0
Totals	14	13	736	897
Average Hours/Employee			52.6	69.0



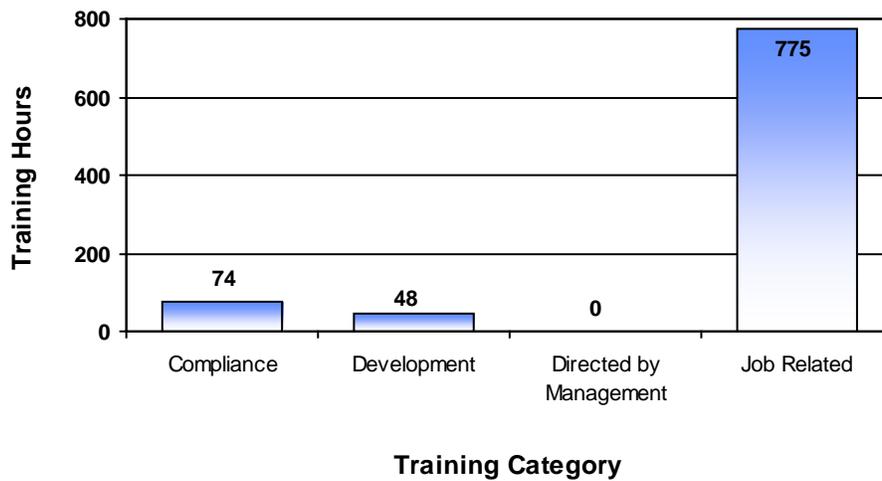
**TJSO Employee
Training by Training
Category: FY 2010**

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



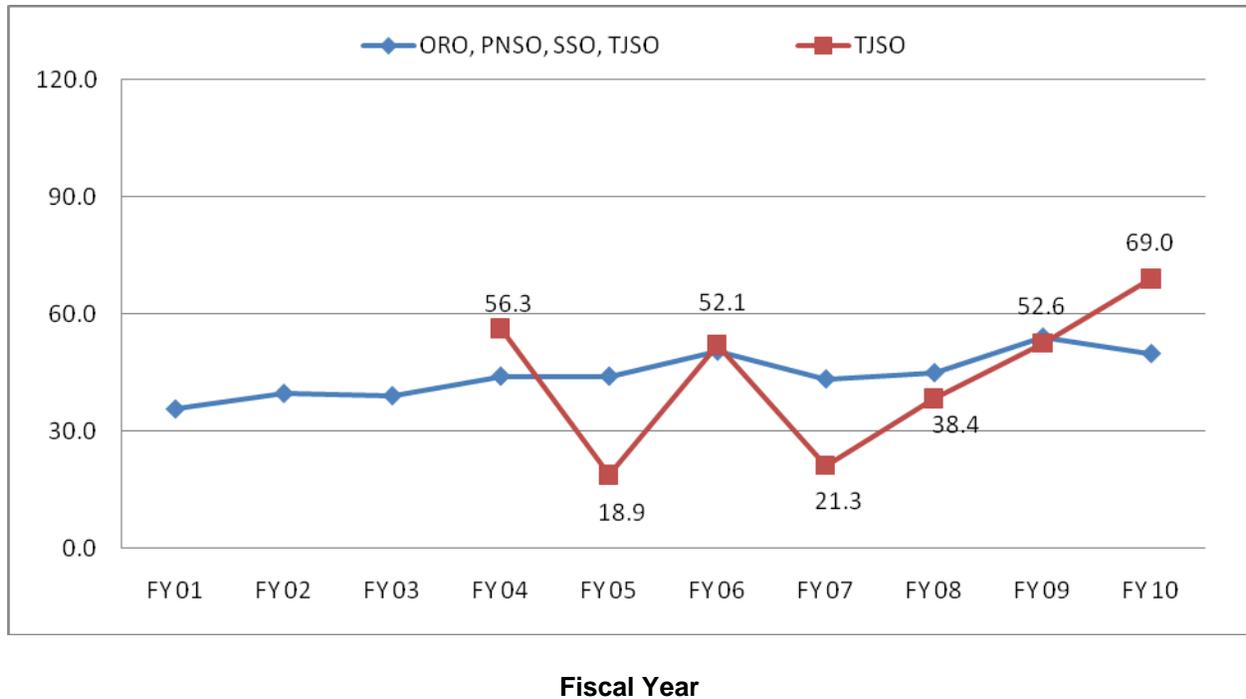


Section 17 Training Report for the Thomas Jefferson Site Office

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 2001.

*Figure 17.c Average Annual Hours of Training per Employee**



*Historical data prior to FY2004 were not available for TJSO.



Lost Training Opportunities and Costs: FY 2010

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*

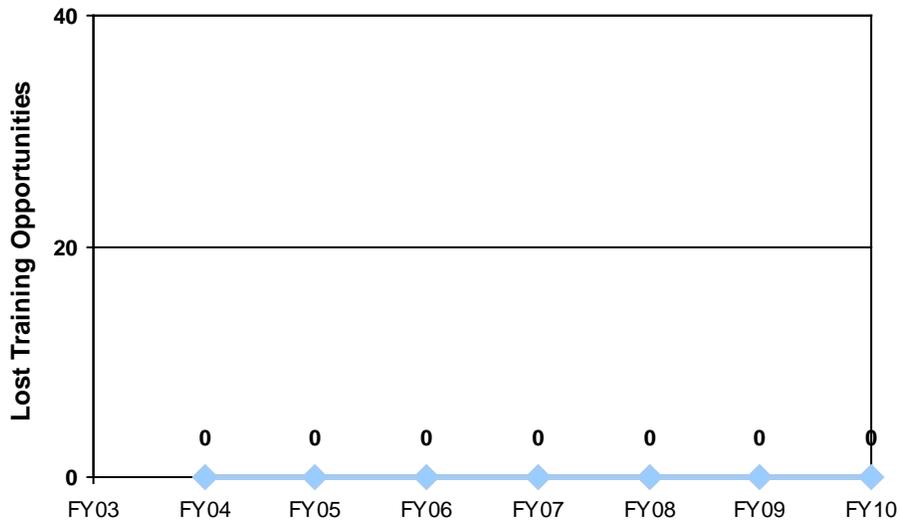
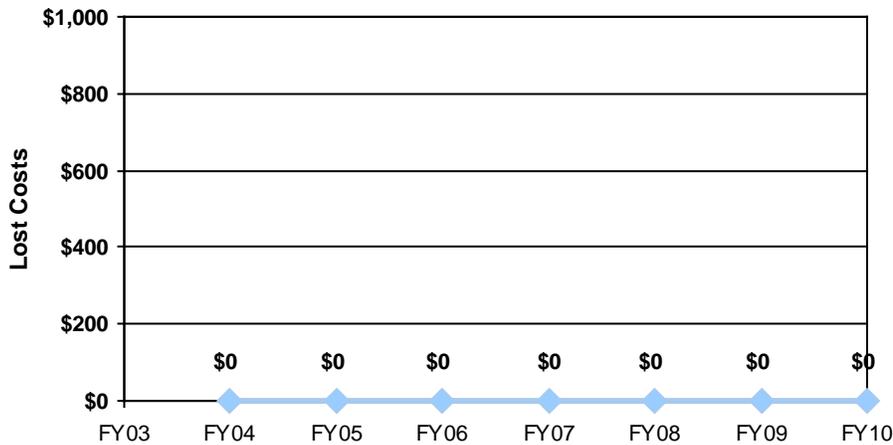


Figure 17.e Lost Training Costs for TJSO*



*Data prior to FY 2004 were not available.



Section 17
Training Report for the Thomas Jefferson Site Office

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.

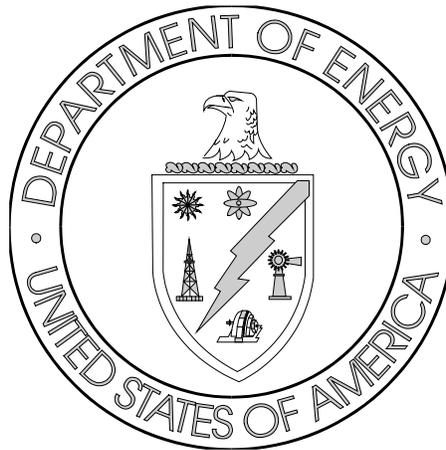
Table 17.b TJSO Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

	FY 2009	FY 2010
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



Appendix A
List of Acronyms

Appendix A
List of Acronyms





Appendix A

List of Acronyms

AAB	Access Authorization Branch
AMA	Office of Assistant Manager for Administration
AMEM	Office of Assistant Manager for Environmental Management
AMESH	Office of Assistant Manager for Environment, Safety, and Health
AMFM	Office of Assistant Manager for Financial Management
AMNFS	Office of Assistant Manager for Nuclear Fuel Supply
AMS	Office of Assistant Manager for Science
AMSEM	Office of Assistant Manager for Security and Emergency Management
ASME	American Society of Mechanical Engineers
B&W	Babcock and Wilcox (Y-12 Contractor)
BSO	Berkeley Site Office
B&W	Babcock & Wilcox
CH	Chicago Office
CBDPP	Chronic Beryllium Disease Prevention Program
CHRIS	Corporate Human Resources Information System
CSRS	Civil Service Retirement System
DOE	Department of Energy
EMT	Emergency Management Team
ESS	Employee Self Service
ETTP	East Tennessee Technology Park Project



Appendix A

List of Acronyms

FEAD	Financial Evaluation and Accountability Division
FERS	Federal Employees Retirement System
FO&SMD	Facility Operations and Safety Management Division
FR	Facility Representative
FTCP	Federal Technical Capability Program
FY	Fiscal Year
GAO	General Accounting Office
GET	General Employee Training
HCAG	Human Capital Assessment Group
HRD	Human Resources Division
IDP	Individual Performance Plan
IG	Inspector General
IPT	Integrated Project Team
IRMD	Information Resources Management Division
ISC	Integrated Support Center
MCA&IST	Materials Control and Accountability and Information Security Team
MIPD	Mission Integration and Projects Division
MSRE	Molten Salt Reactor Experiment
NFMT	Nuclear Fuels Management Team
NNSA	National Nuclear Security Administration
NQA	Nuclear Quality Assurance



Appendix A

List of Acronyms

NST	Nuclear Safety Team
OCC	Office of Chief Counsel
OFS	Office/Facility-Specific
OLC	Online Learning Center
OOD	Operations and Oversight Division
ORFSC	Oak Ridge Financial Service Center
ORNL	Oak Ridge National Laboratory
ORNLP	Oak Ridge National Laboratory Projects
ORO	Oak Ridge Office
ORR	Oak Ridge Reservation
P&BD	Planning and Budget Division
P&CD	Procurement and Contracts Division
PAO	Public Affairs Office
PC&AD	Project Controls and Administration Division
PMCDP	Project Management Career Development Program
PNSO	Pacific Northwest Site Office
QAD	Quality Assurance Division
QO	Qualifying Official
RMT	Regulatory Management Team
RTAT	Reindustrialization and Technical Assistance Team
SB	Safety Basis



Appendix A

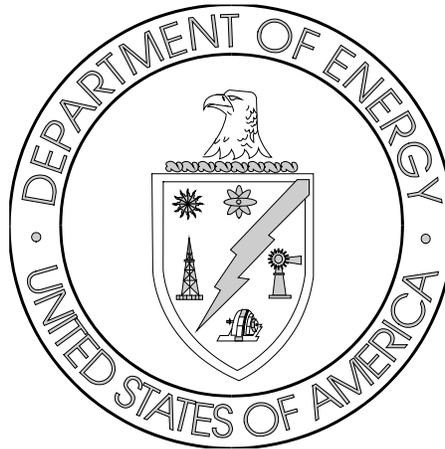
List of Acronyms

SC	DOE Office of Science
SCMS	Office of Science Management System
SHD	Safety and Health Division
SOSB	Security Oversight and Support Branch
SSI	Office of Safety, Security and Infrastructure
SSO	SLAC Site Office
STRIPES	Strategic Integrated Procurement Enterprise System
STSM	Senior Technical Safety Manager
TC	Training Center
TIM	Training Implementation Matrix
TJSO	Thomas Jefferson Site Office
TQP	Technical Qualification Program
TS&AD	Technical Support and Assessment Division
U-233	U-233 Project
Y-12	Y-12 Site



Appendix B

Job Functions





Appendix B Job Functions

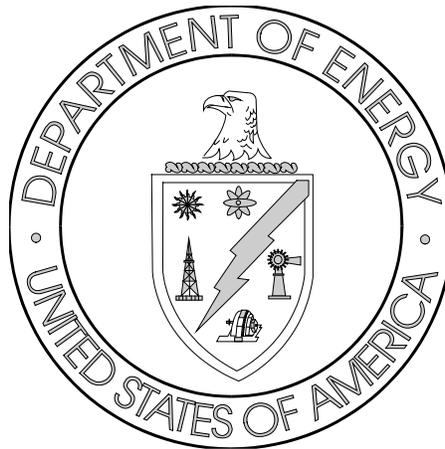
The Oak Ridge Office has categorized Federal employees into seven job functions, as defined below.

Job Function	Definition
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.



Appendix C

Training Categories





Appendix C

Training Categories

For management and reporting purposes, the Oak Ridge Office has classified employee training into the following four major categories.

Training Category	Definition
Compliance	Training that is required by applicable DOE directive, Federal, or state statutes and regulations, and/or DOE contractual requirements.
Development	Training that focuses on retirement planning.
Directed by Management	Training, other than compliance training, that is deemed to be required by management.
Job Related	Training that builds new or enhances current proficiencies.