# 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.

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

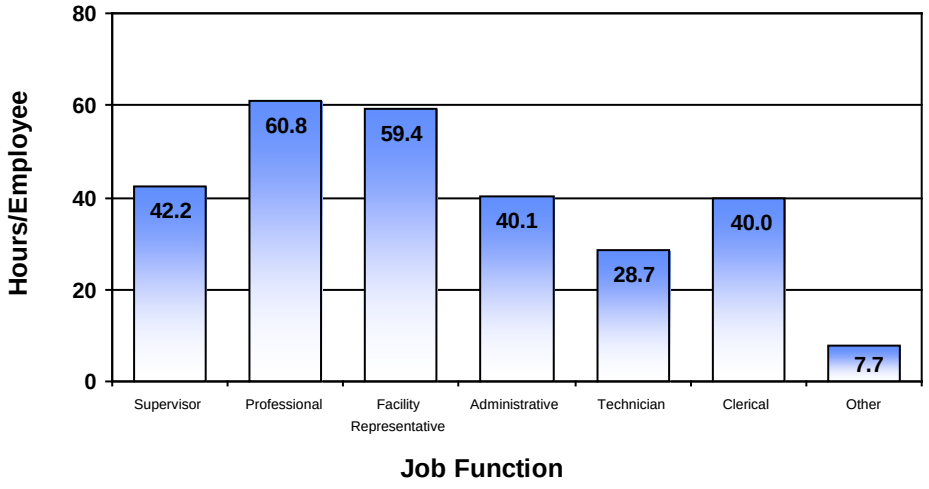



*Table 3.a Total Number of Employees and Total Number of Training Hours*

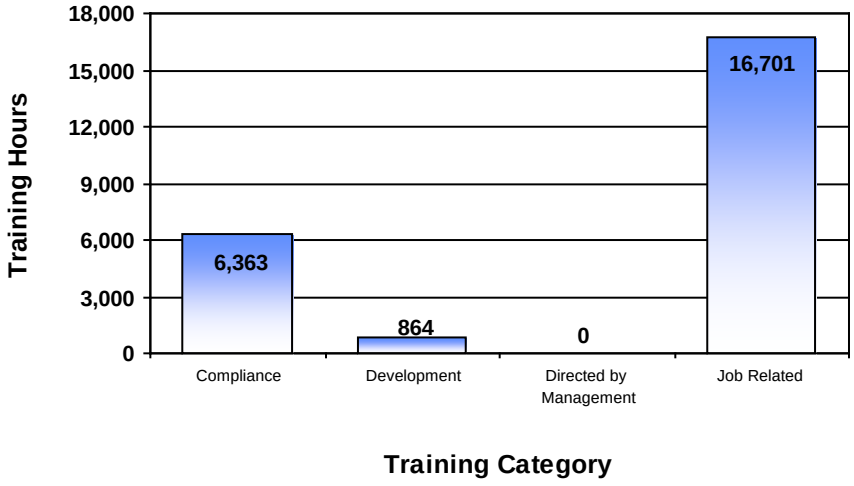
| Job Function | Number of Employees | | Number of Training Hours | |
|---|---|---|---|---|
| | FY 2009 | FY 2010 | FY 2009 | FY 2010 |
| Supervisor | 63 | 63 | 3,784 | 2,656 |
| Professional | 213 | 220 | 12,949 | 13,378 |
| Facility Representative | 28 | 25 | 1,245 | 1,485 |
| Administrative | 128 | 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 |

## 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***

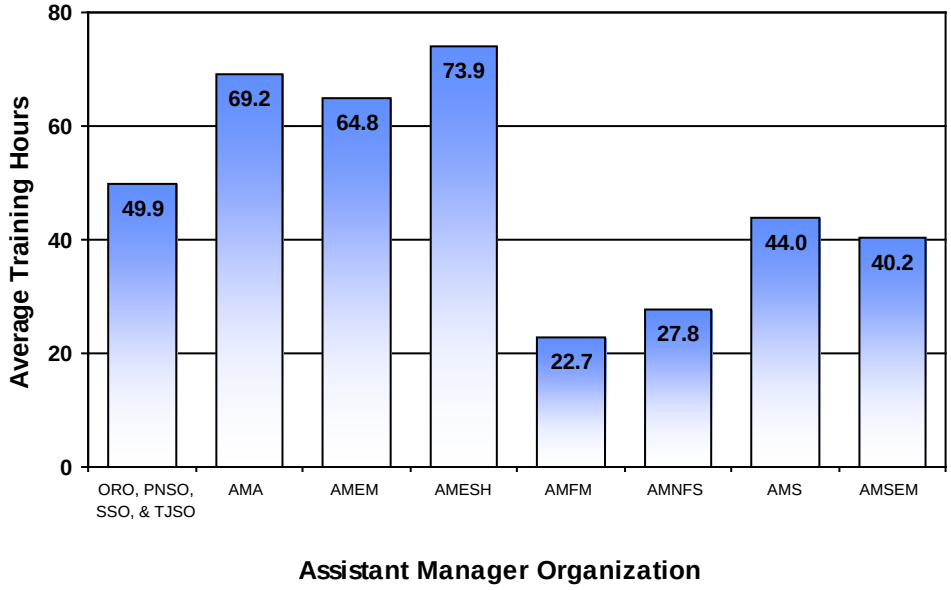


**Average Training Hours per Employee by Assistant Manager Organization: FY 2010**

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***

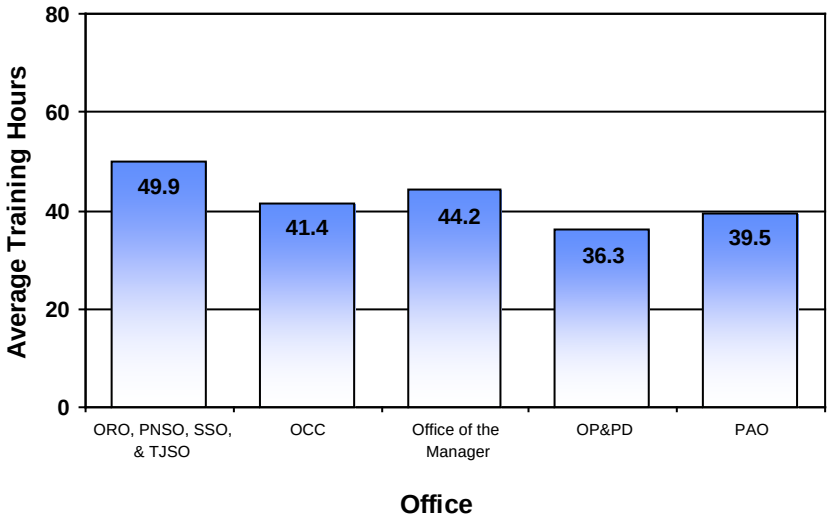


## Average Training Hours per Employee by Office: FY 2010

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)

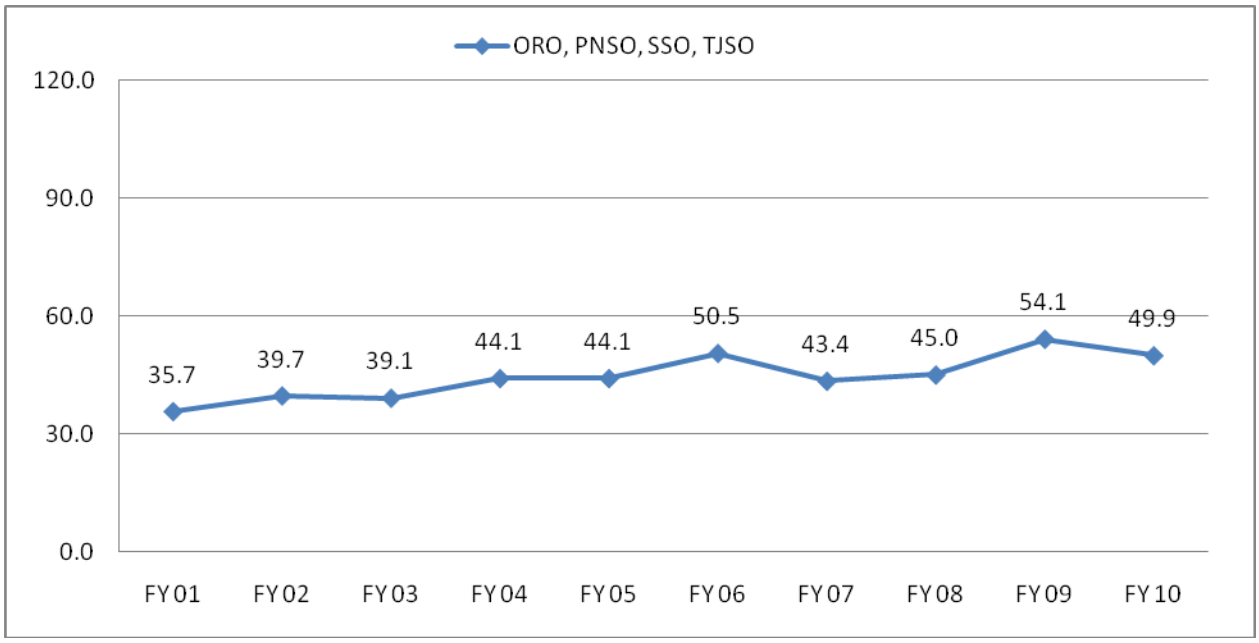
***Figure 3.d Average Training Hours per Employee by Office***



**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***



## 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)***

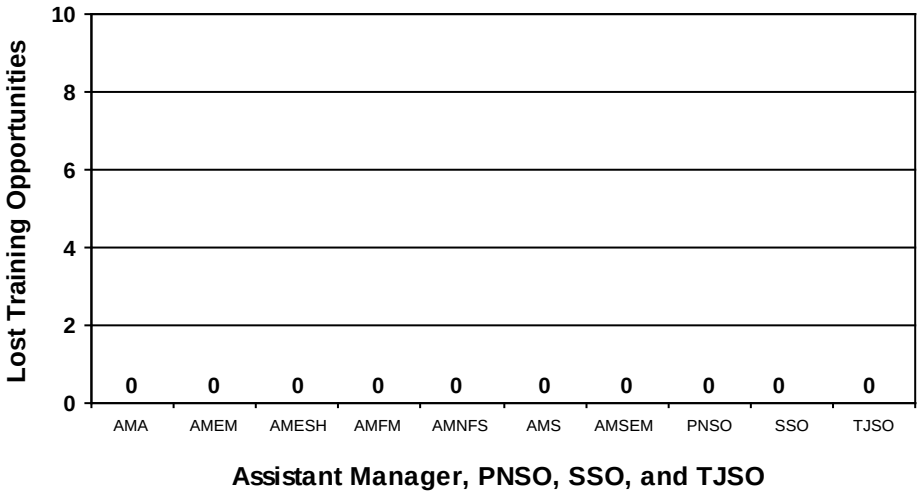



***Figure 3.g No-Shows and Late Cancellations (ORO Offices)***

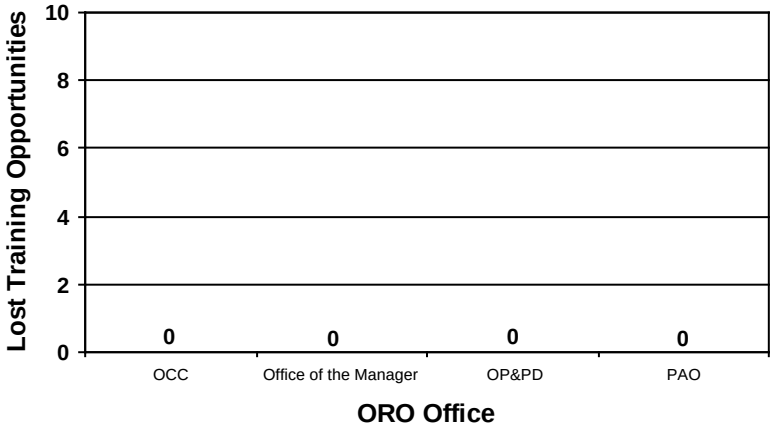


*Figure 3.h Lost Costs (Assistant Manager, PNSO, SSO, and TJSO)*

*Figure 3.i Lost Costs (ORO Offices)*

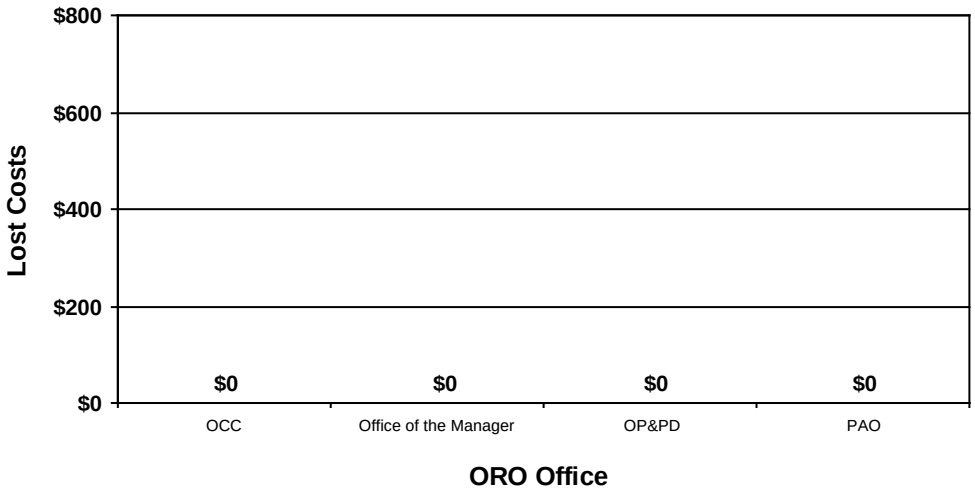


***Figure 3.j Lost Training Opportunities—ORO, PNSO, SSO, and TJSO***

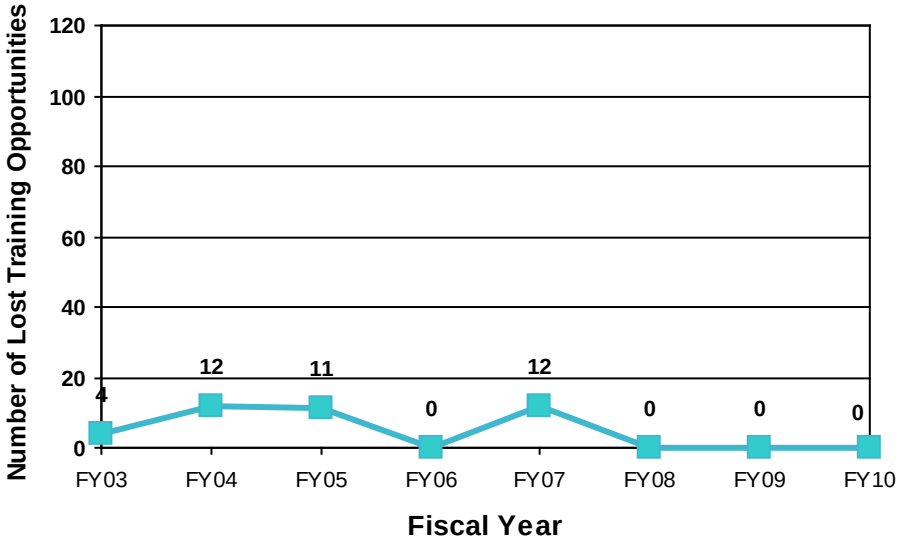
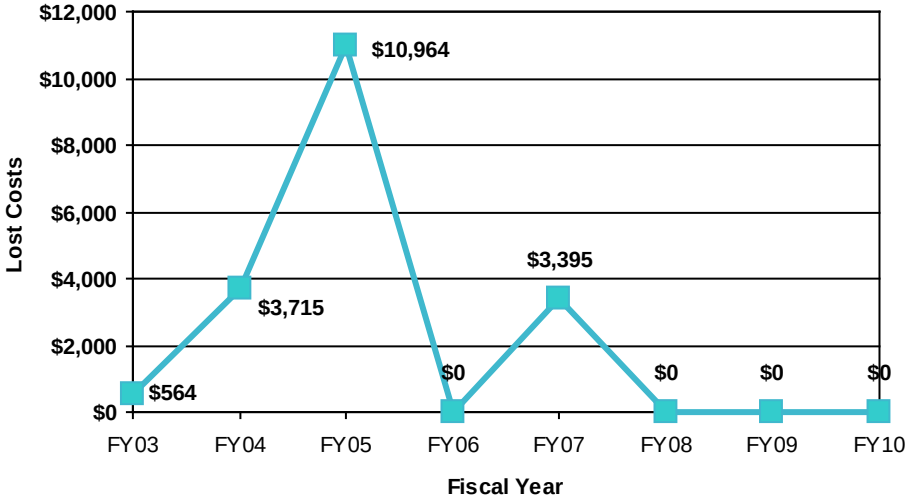



***Figure 3.k Lost Training Costs—ORO, PNSO, SSO, and TJSO***
(No data available for FY 2001)



## 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 |