

To: All ORO Employees

Subject: **IMPACTS OF NEW LMES TRAINING DATABASE (SAP)**

Lockheed Martin Energy Systems (LMES) has implemented a new training database called Systems, Applications, and Products (referred to as SAP). The implementation of SAP will affect how Oak Ridge Operations (ORO) employees and their support personnel participate in LMES training. Specific impacts are outlined below.

### **IMPACTS TO FEDERAL EMPLOYEES**

SAP will allow you to take LMES web-based training without providing a charge number when you sign on to the system. However, since there is a charge for all LMES training, a training request must be submitted and approved by the Training and Development Group prior to the start date of the training to ensure funding is available and obligated. The Training and Development Group will backcharge costs for LMES training that is not approved in advance to the discretionary account of the employee's organization.

SAP identifies participants by their 6-digit badge number, located on the bottom right hand corner of your badge. LMES has entered all ORO employees into SAP. However, if you need to take LMES training and SAP does not recognize your badge number, please call Patty Dockery at 423-576-1875.

The charge for LMES training is based on the method of delivery. Therefore, please note on your training request form the method of delivery you will take, e.g. WBT (web-based training), WDT (web-delivered test), CLA (classroom), SIM (simulation), LAB (laboratory), etc. (Put the method in parenthesis beside the course name.) In the event you fail an LMES training class and must retake it, please notify the TDG; additional funding must be obligated to cover the second class.

### **IMPACTS TO ORGANIZATIONAL SUPPORT PERSONNEL**

If you have support contractors, State of Tennessee employees, or others who support your organization and must take LMES training, LMES will need the following information in order to enter those individuals into SAP:

1. Employee's badge number, and
2. Employee's full name, and
3. Indicate whether the cost should be billed to the individual's company OR prepare a work request reflecting the applicable funding codes and provide the work request number to LMES.

Please provide the above information to Sharon Price by E-mail to [usp@ornl.gov](mailto:usp@ornl.gov) or by mail to 701 Scarboro Road, Mail Stop 8240, Oak Ridge, TN, 37831. You will also need to remember to notify Sharon when there are additions or deletions to your list.

As other impacts are identified, we will try to keep you informed. If you have any questions, please contact me at 423-576-0662 or Patty at 423-576-1875.

Sincerely,

Jim Vosburg, Team Leader  
Training and Development Group

cc: Susan Alexander, CCE  
Sharon Price, CCE