

# Fiscal Year 2016 External Training Update

## Background

Transforming Assets into Business Solutions (TABS) Task Force Report recommended the centralization of training coordination from the offices to the Office of the Chief Human Capital Officer (OCHCO). Effective October 1, 2013, external training funds were centralized into OCHCO for all offices except the Atomic Safety and Licensing Board Panel, the Office of the Commission, the Office of the General Counsel, the Office of Investigations, and the Regions.

By centralizing this function in headquarters, efficiencies can be achieved and resources conserved in the following ways:

- Increased ability to ensure that the agency's highest priority training needs are being funded consistently across the agency.
- Savings achieved through increased use of enterprise contracts and reduction in FTE across the agency to manage external training.
- Consistency, uniformity and fairness in training approvals

## Implementation

OCHCO partnered with Office of the Executive Director for Operations (OEDO) to streamline and improve efficiency of the external training process and improve guidance to the centralized offices. The External Training Process Business Process Improvement was executed from September to December 2014 using the traditional Lean Six Sigma methods.

OCHCO evaluated and implemented recommendations in the following external training areas:

- Roles, responsibilities, policy, and requirements
- Planning, processing, and tracking of training requests
- Process documentation and performance measurement

Examples of implemented recommendations include:

- Created and updated job aids, frequently asked questions, and overall policy guidance information
- Implemented process for notifying and sending training reminders more frequently
- Improved efficiency by reducing the use of purchase cards

In FY 2016, OCHCO increased data call frequency to bi-annually to allow offices to adapt to changing agency priorities.

## FY2016 Status Update

As a result of decreases to the agency's travel and training budgets, it is anticipated that total FY16 spending for external training will be less than in previous years. OCHCO is working closely

with the Offices to ensure that all high priority external training is approved and funded. In addition, OCHCO is working with the Human Capital Council's Executive Steering Committee for External Training to ensure that all decisions made on external training are in accordance with agency standards and implemented fairly across all offices.