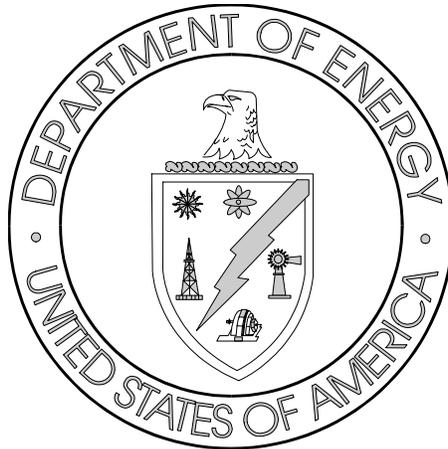


Section 4

Training Report for the Office of Assistant Manager for Administration





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AMA Employee Training by
Job Function: FY 2003

For purposes of training management and reporting, the ORO has categorized Federal employees in 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

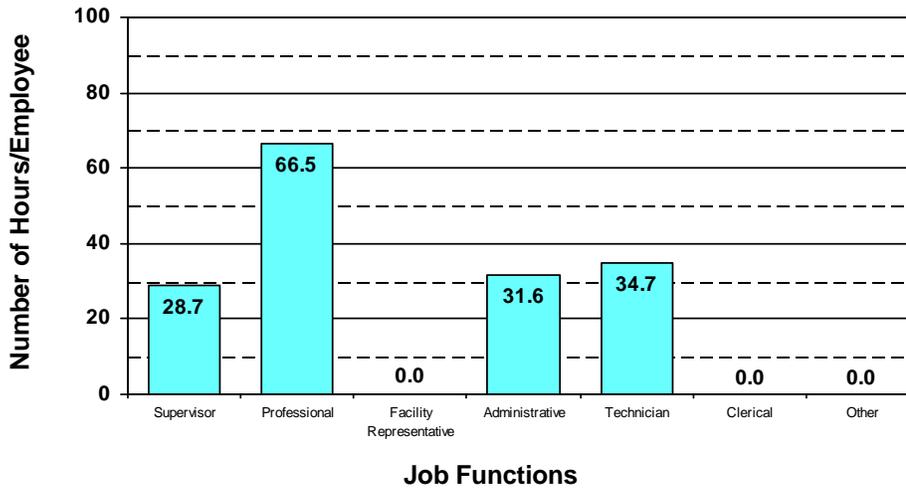


Table 4.a Total Number of AMA Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2002	FY 2003	FY 2002	FY 2003
Supervisor	11	9	600	258
Professional	26	28	1,476	1,862
Facility Representative	0	0	0	0
Administrative	33	37	1,389	1,168
Technician	16	14	275	486
Clerical	0	0	0	0
Other	0	0	0	0
Totals	86	88	3,740	3,774
Average Hours/Employees			43.5	42.9



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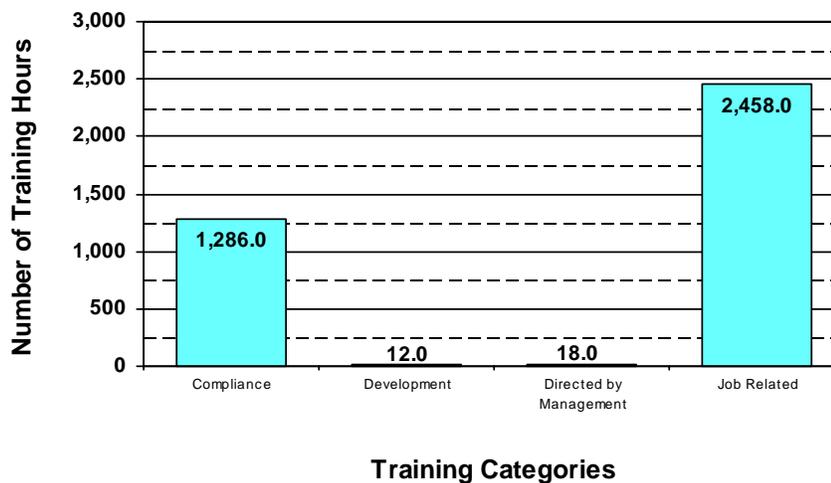
AMA Employee Training by
Training Category:
FY 2003

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 4.b.

Figure 4.b AMA Employee Training Hours by Training Category





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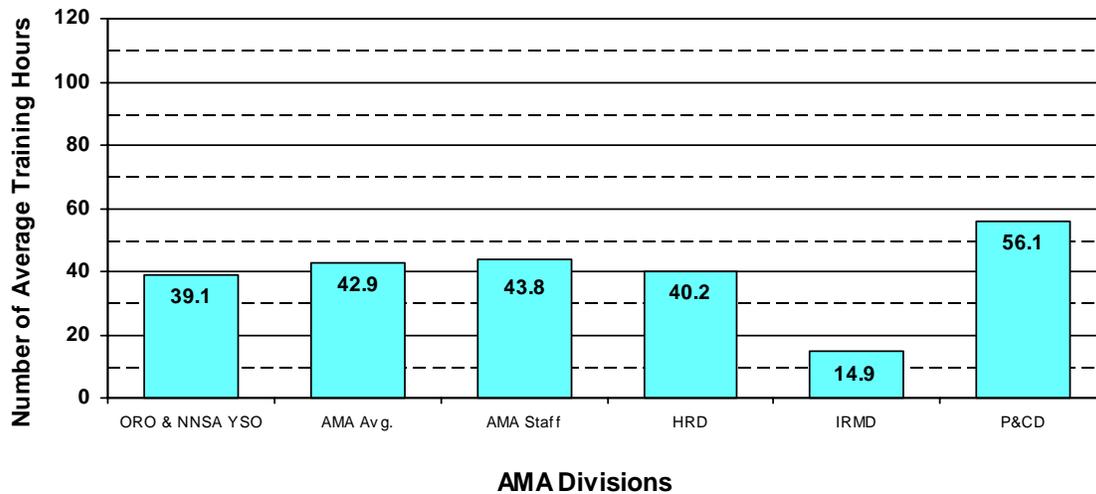
Training Report for the Office of Assistant Manager for Administration

Average Training Hours
per Employee by Division:
FY 2003

The following organizations are represented in the graph below:

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

Figure 4.c Average Training Hours per Employee by AMA Division





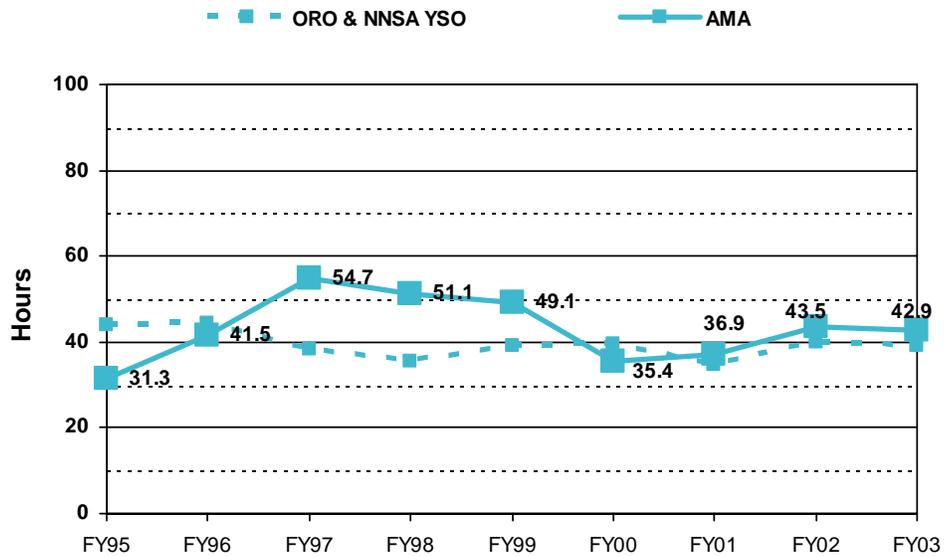
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Training Report for the Office of Assistant Manager for Administration

Number of Training Hours
per AMA Employee:
Trending

Figure 4.d depicts the average annual training hours per AMA employee as compared to the combined ORO and NNSA YSO annual average. All information available the CHRIS database is shown, beginning with FY 1995.

Figure 4.d Average Annual Hours of Training per Employee





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Continuing and Advanced Education

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

AMA Employees Enrolled in Educational Institutions		
(College [two- and four-year], university, and technical training school)		
	FY 2002	FY 2003
Total number of employees enrolled	4	7
Total number of classes attended or being attended	12	21
Total cost of education	\$7,644	\$14,098
Average cost per employee attending	\$1,911	\$2,014