

# Section 7

## Training Report for the Office of Assistant Manager for Environmental Management





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**Training Report for the**

**Office of Assistant Manager for Environmental Management**

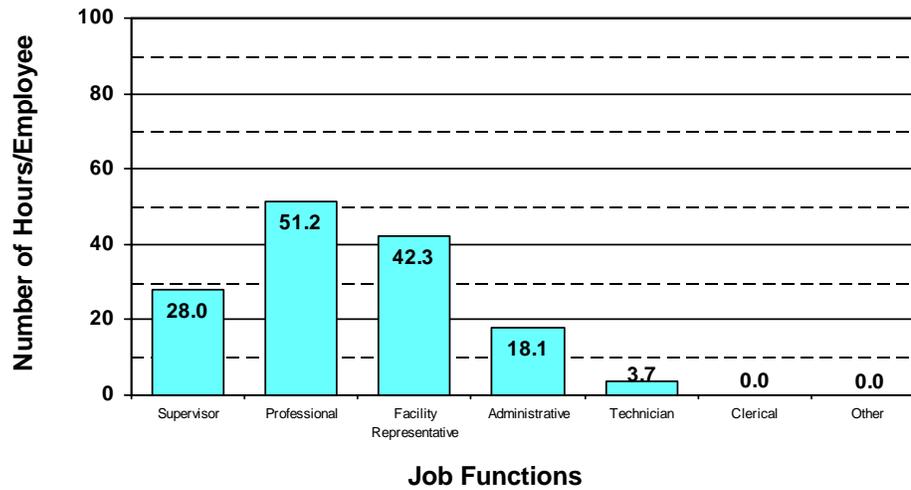
AMEM Employee Training  
by Job Function: FY 2003

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 7.a Average Number of Training Hours by Job Function**



**Table 7.a Total Number of AMEM 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	13	10	480	280
Professional	58	61	2,206	3,122
Facility Representative	17	16	773	677
Administrative	14	15	307	271
Technician	10	9	30	33
Clerical	0	1	0	0
Other	0	0	0	0
Totals	112	112	3,796	4,383
Average Hours/Employees			33.9	39.1



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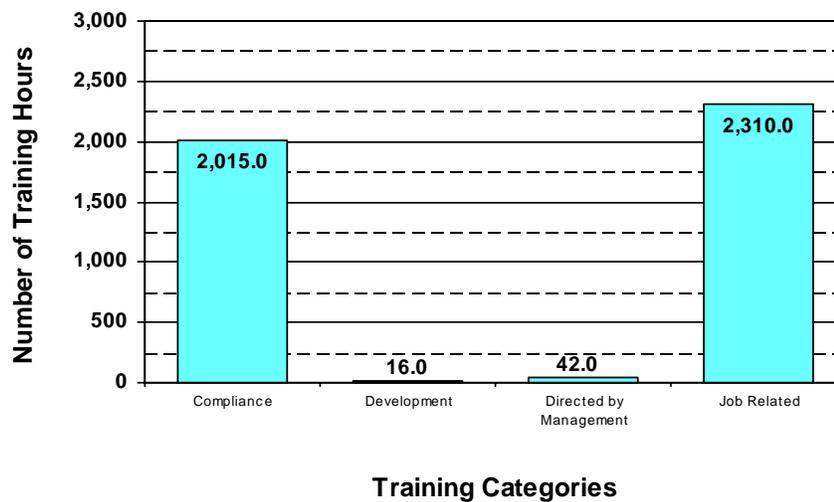
AMEM Employee Training  
by Training Category:  
FY 2003

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 AMEM are depicted in Figure 7.b.

**Figure 7.b AMEM Employee Training Hours by Training Category**





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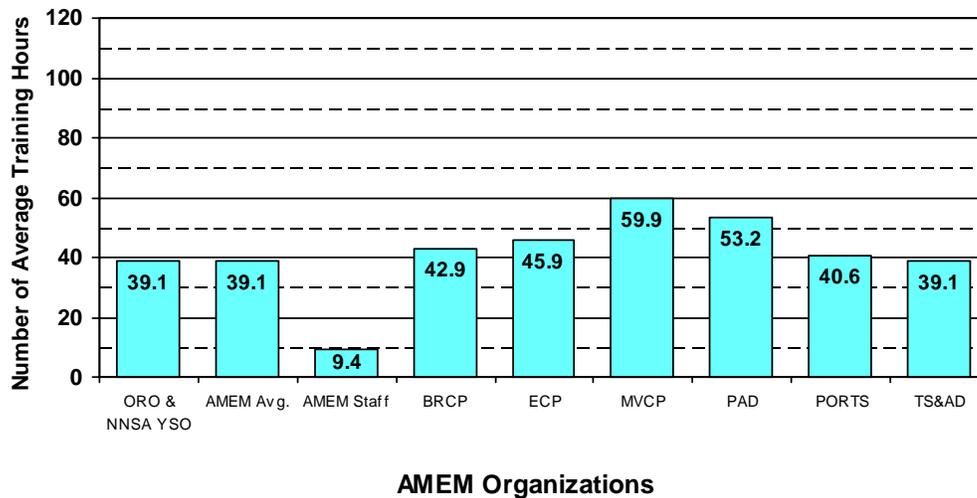
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Average Training Hours  
per Employee by  
Organization: FY 2003

The following organizations are represented in the graph below:

- Office of Assistant Manager for Environmental Management (AMEM)
- Balance of Reservation Closure Project (BRCP)
- ETTP Closure Project (ECP)
- Melton Valley Closure Project (MVCP)
- Paducah Site Office (PAD)
- Portsmouth Site Office (PORTS)
- Technical Support and Assessment Division (TS&AD)

*Figure 7.c Average Training Hours per Employee by AMEM Organization*





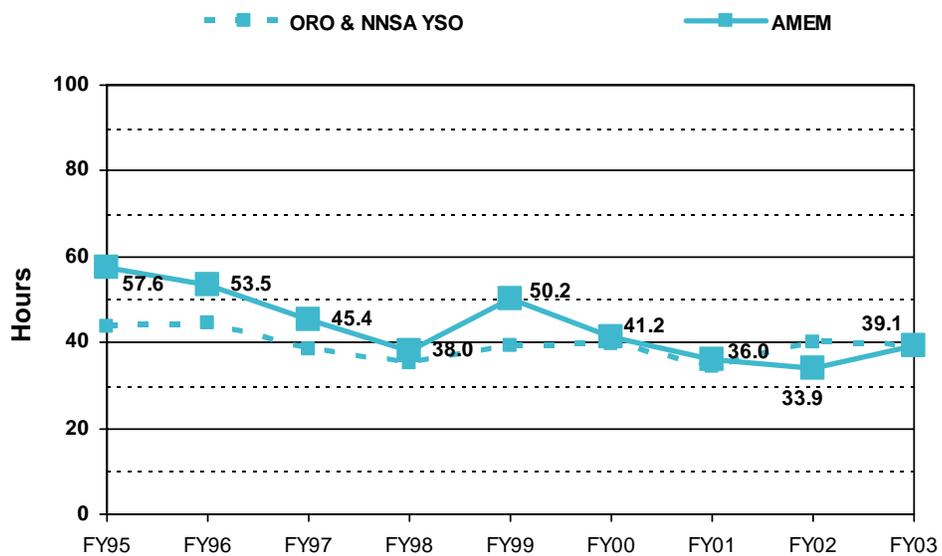
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Number of Training Hours per AMEM Employee:  
Trending

Figure 7.d depicts the average annual training hours per AMEM 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 7.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.

<b>AMEM Employees Enrolled in Educational Institutions</b>		
(College [two- and four-year], university, and technical training school)		
	<b>FY 2002</b>	<b>FY 2003</b>
Total number of employees enrolled	6	3
Total number of classes attended or being attended	19	7
Total cost of education	\$19,589	\$5,482
Average cost per employee attending	\$3,565	\$1,827