

Section 5
Training Report for the
Office of Assistant Manager for Administration
(AMA)





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**AMA Employee Training
 by Job Function:
 FY 2007**

ORO has categorized Federal employees into 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 5.a Average Number of Training Hours by Job Function

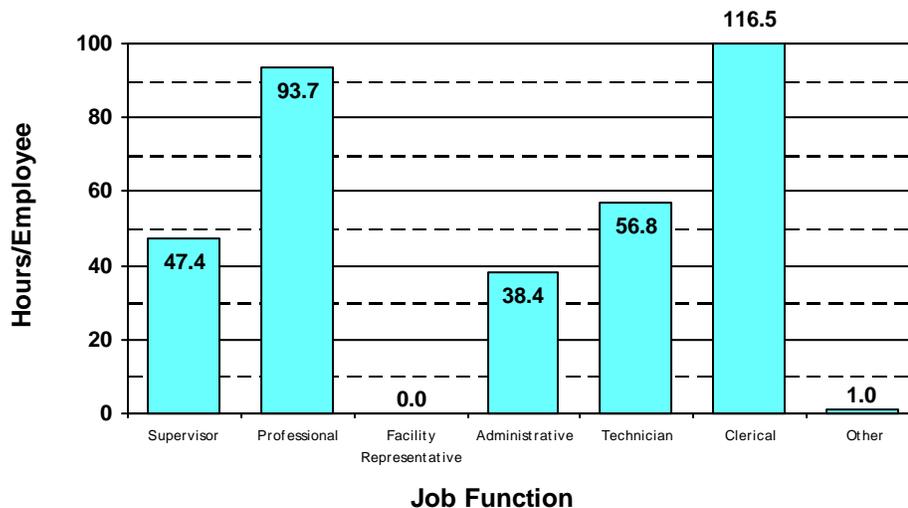


Table 5.a Total Number of AMA Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2006	FY 2007	FY 2006	FY 2007
Supervisor	11	10	407	474
Professional	27	26	2,483	2,437
Facility Representative	0	0	0	0
Administrative	39	39	1,692	1,497
Technician	10	9	583	511
Clerical	4	2	37	233
Other	0	1	0	1
Totals	91	87	5,202	5,153
Average Hours/Employee			57.2	59.2



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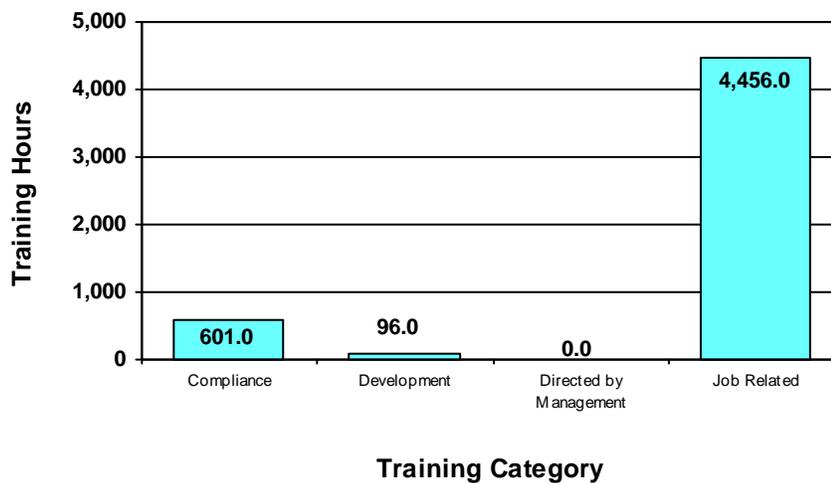
AMA Employee Training by Training Category: FY 2007

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 5.b.

Figure 5.b AMA Employee Training Hours by Training Category





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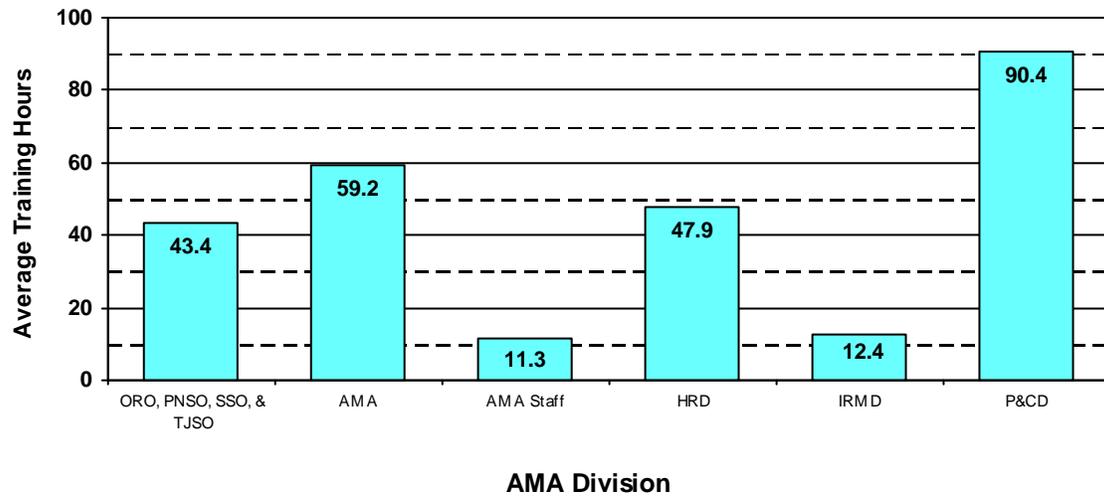
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Average Training Hours per Employee by AMA Division: FY 2007

The following organizations are represented in the figure below:

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

Figure 5.c Average Training Hours per Employee by AMA Division



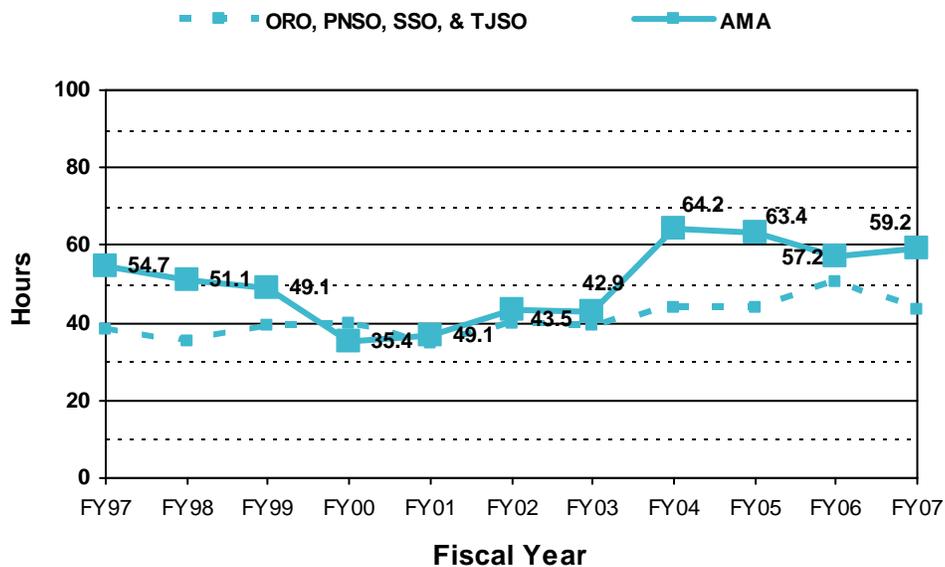


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Average Training Hours per AMA Employee: Trending

Figure 5.d depicts the average annual training hours per AMA employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. All information available from the CHRIS database is shown, beginning with FY 1997.

Figure 5.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. HCAG maintains a tracking database through CHRIS for attendance at courses provided by institutions of higher learning.

Table 5.b AMA Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2006	FY 2007
Total number of employees enrolled	7	6
Total number of courses attended	28	22
Total cost of education	\$39,350	\$30,885
Average cost per employee attending	\$5,621	\$5,148