

Section 8

Training Report for the Office of Assistant Manager for Financial Management (AMFM)





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Office of Assistant Manager for Financial Management

AMFM 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 8.a Average Number of Training Hours by Job Function

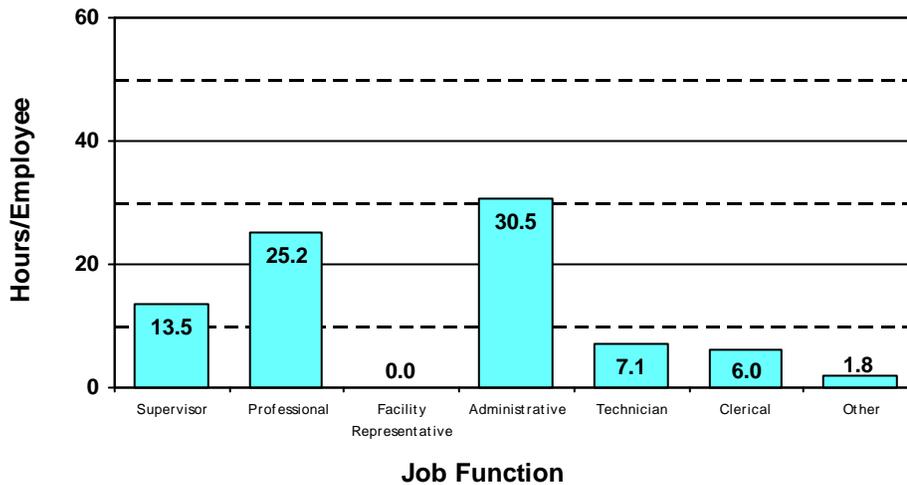


Table 8.a Total Number of AMFM Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2006	FY 2007	FY 2006	FY 2007
Supervisor	8	8	96	108
Professional	30	33	824	830
Facility Representative	0	0	0	0
Administrative	18	17	302	518
Technician	10	9	163	64
Clerical	4	3	256	18
Other	4	4	0	7
Totals	74	74	1,641	1,545
Average Hours/Employee			22.2	20.9



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AMFM 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 AMFM are depicted in Figure 8.b.

Figure 8.b AMFM Employee Training Hours by Training Category





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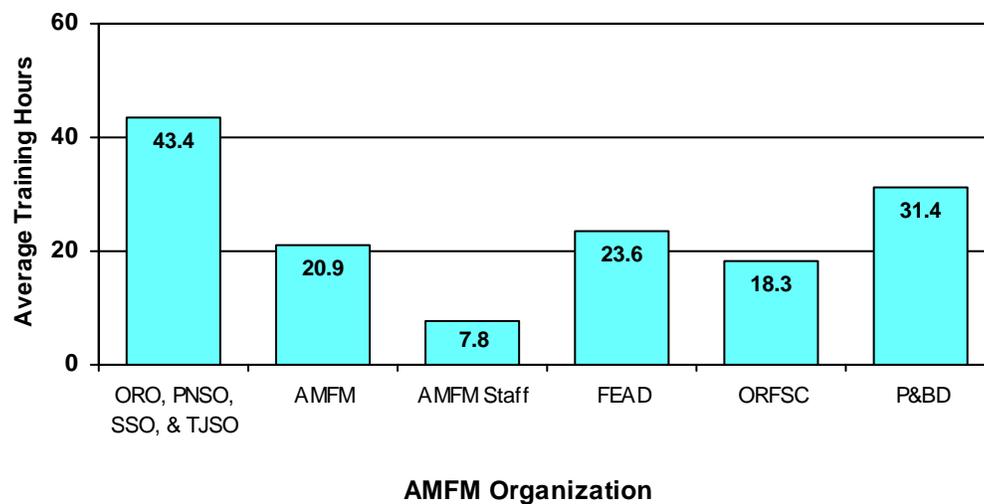
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Average Training Hours per Employee by AMFM Organization: FY 2007

The following organizations are represented in the figure below:

- Office of Assistant Manager for Financial Management (AMFM)
- Financial Evaluation and Accountability Division (FEAD)
- Oak Ridge Financial Service Center (ORFSC)
- Planning and Budget Division (P&BD)

Figure 8.c Average Training Hours per Employee by AMFM Organization





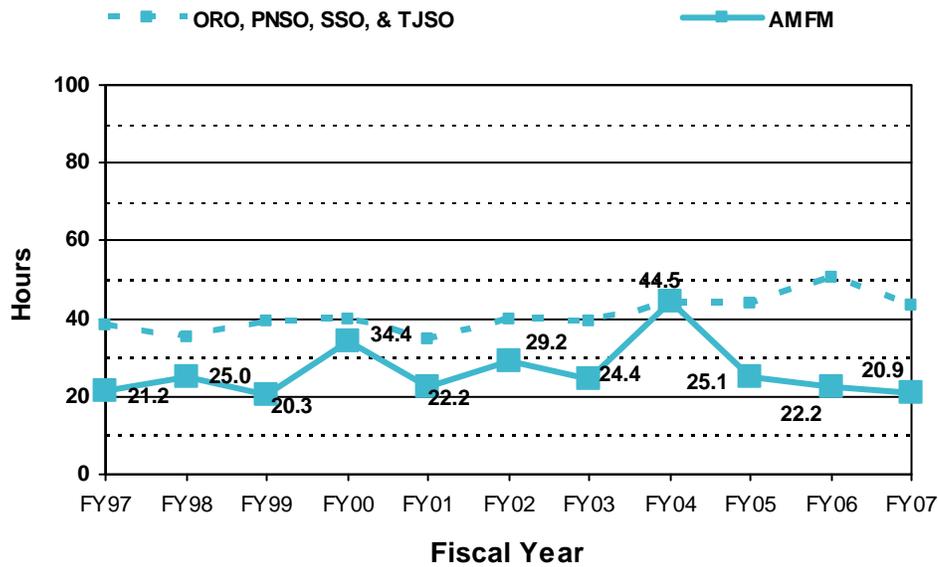
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Average Training Hours per AMFM Employee: Trending

Figure 8.d depicts the average annual training hours per AMFM 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 8.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 8.b AMFM Employees Enrolled in Educational Institutions
 (College [two and four years], university, and technical training school)

	FY 2006	FY 2007
Total number of employees enrolled	3	2
Total number of courses attended	7	3
Total cost of education	\$6,238	\$3,105
Average cost per employee attending	\$2,079	\$1,553