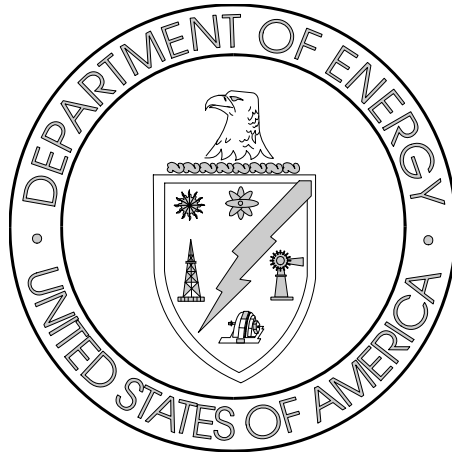


Section 4

Training Report for the Office of the Manager





Section 4
Training Report for the
Office of the Manager

Office of the Manager
Employee Training by
Job Function: FY 2008

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 4.a Average Number of Training Hours by Job Function

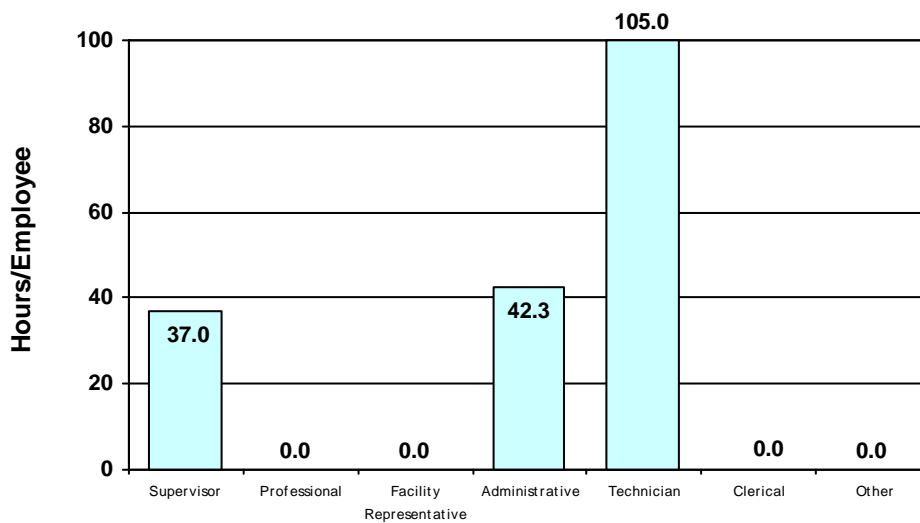


Table 4.a Total Number of Office of the Manager Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2007	FY 2008	FY 2007	FY 2008
Supervisor	3	2	55	74
Professional	0	0	0	0
Facility Representative	0	0	0	0
Administrative	3	3	43	127
Technician	0	1	0	105
Clerical	1	0	237	0
Other	0	0	0	0
Totals	7	6	335	306
Average Hours/Employee			47.9	51.0



Section 4

Training Report for the Office of the Manager

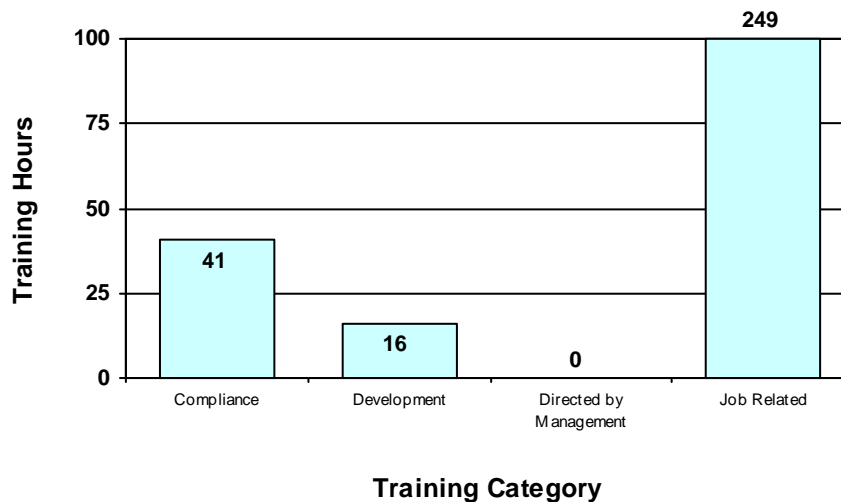
Office of the Manager Employee Training by Training Category: FY 2008

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 the Office of the Manager are depicted in Figure 4.b.

Figure 4.b Office of the Manager Employee Training Hours by Training Category



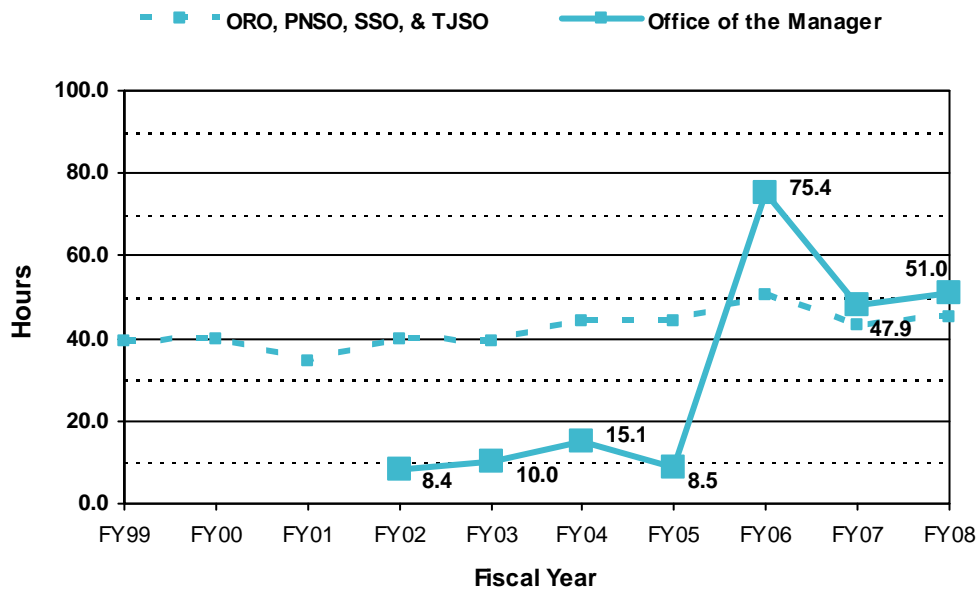


Section 4
Training Report for the
Office of the Manager

Average Training Hours per Office of the Manager Employee: Trending

Figure 4.c depicts the average annual training hours per Office of the Manager employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 1998.

*Figure 4.c Average Annual Hours of Training per Employee**



* No data prior to FY 2002 were available for the Office of the Manager.



Section 4

Training Report for the Office of the Manager

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 4.b Office of the Manager Employees Enrolled in Educational Institutions
(College [two and four years], university, and technical training school)

	FY 2007	FY 2008
Total number of employees enrolled	1	1
Total number of courses attended	7	3
Total cost of education	\$8,917	\$3,248
Average cost per employee attending	\$8,917	\$3,248