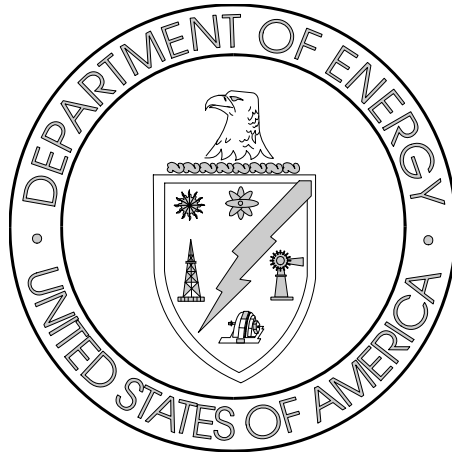


**Section 5**  
**Training Report for the**  
**Office of Assistant Manager for Administration**  
**(AMA)**





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**Training Report for the**  
**Office of Assistant Manager for Administration**

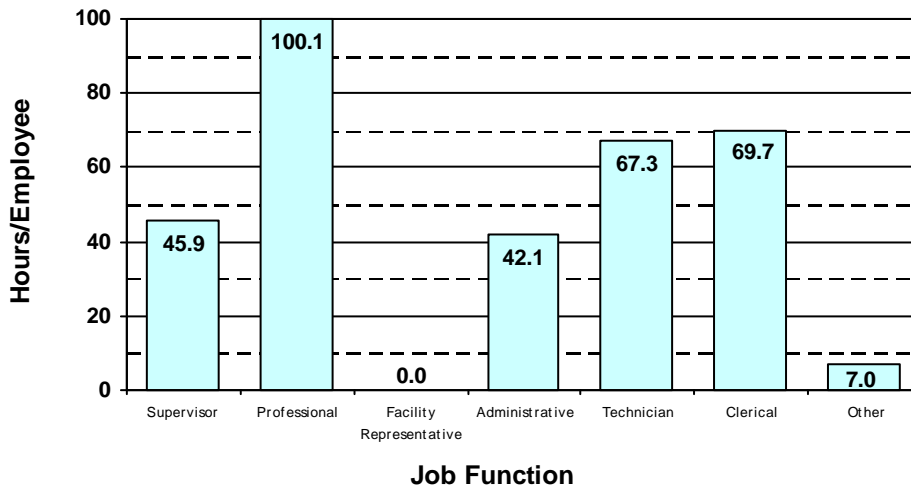
**AMA Employee Training  
 by Job Function:  
 FY 2008**

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 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 2007	FY 2008	FY 2007	FY 2008
Supervisor	10	11	474	505
Professional	26	30	2,437	3,003
Facility Representative	0	0	0	0
Administrative	39	38	1,497	1,599
Technician	9	10	511	673
Clerical	2	3	233	209
Other	1	1	1	7
Totals	87	93	5,153	5,996
Average Hours/Employee			59.2	64.5



## Section 5

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#### AMA 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 AMA are depicted in Figure 5.b.

*Figure 5.b AMA Employee Training Hours by Training Category*





## Section 5

### Training Report for the Office of Assistant Manager for Administration

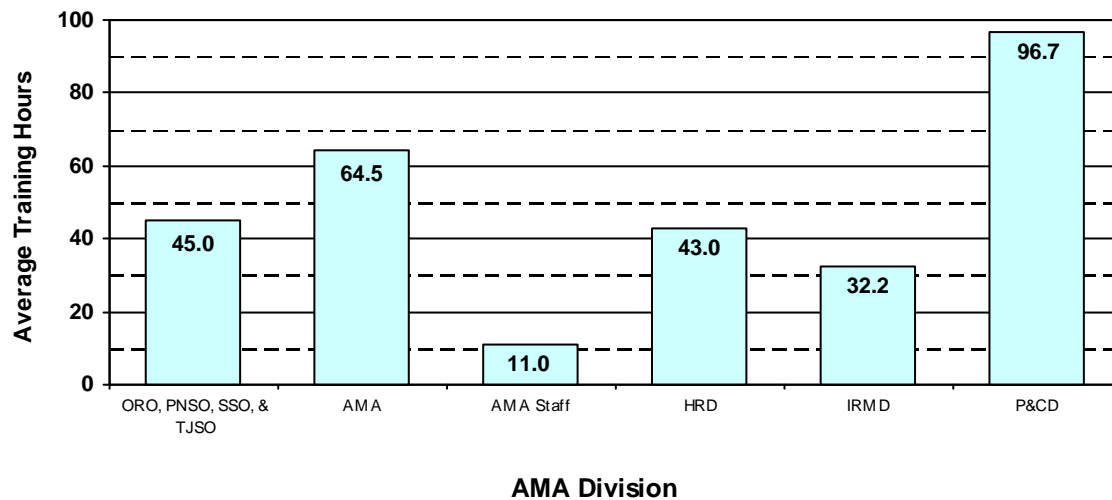
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#### Average Training Hours per Employee by AMA Division: FY 2008

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*





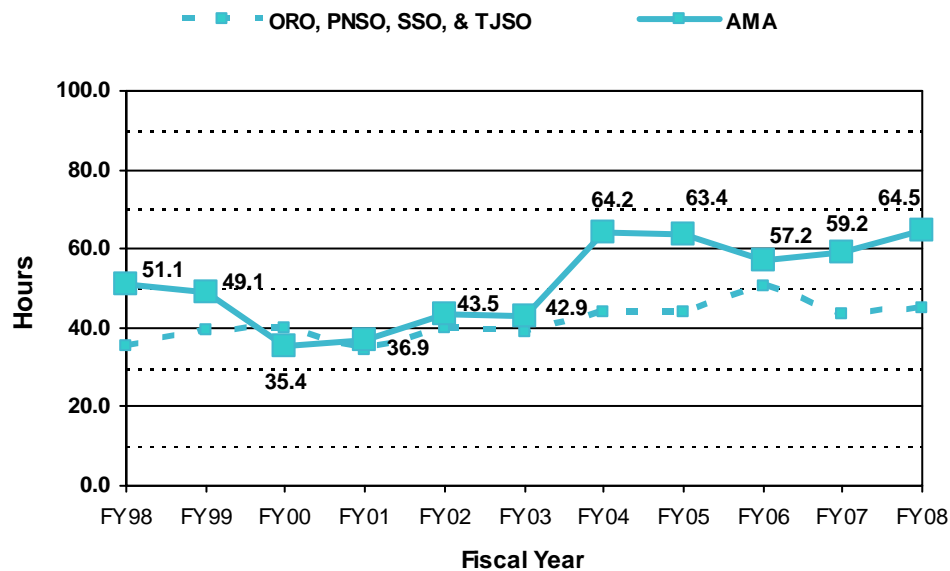
## Section 5

### Training Report for the Office of Assistant Manager for Administration

#### 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. Information available from the CHRIS database is shown, beginning with FY 1998.

Figure 5.d Average Annual Hours of Training per Employee





**Section 5**  
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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)

	<b>FY 2007</b>	<b>FY 2008</b>
Total number of employees enrolled	6	5
Total number of courses attended	22	17
Total cost of education	\$30,885	\$17,233
Average cost per employee attending	\$5,148	\$3,447