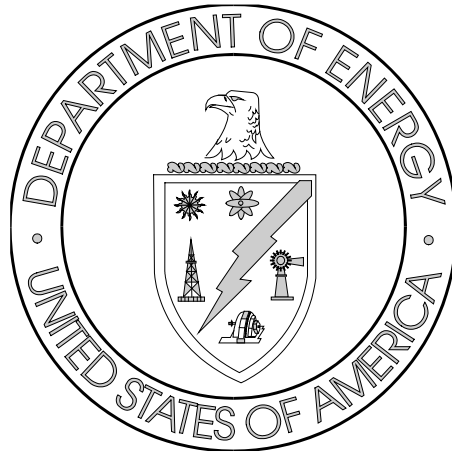


# Section 11

## Training Report for the Office of Assistant Manager for Security and Emergency Management (AMSEM)





**Section 11**  
**Training Report for the Office of Assistant Manager for Security and  
 Emergency Management**

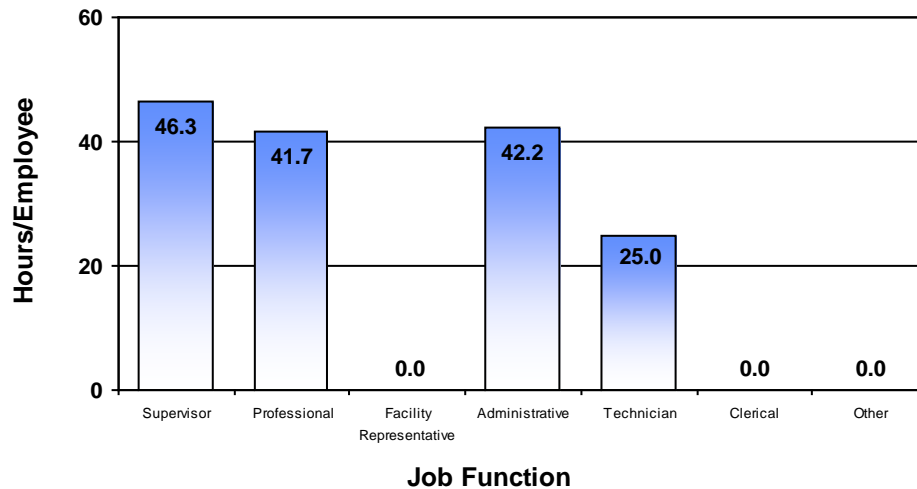
**AMSEM Employee  
 Training by Job  
 Function: FY 2009**

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



*Table 11.a Total Number of AMSEM Employees and Total Number of Training Hours*

Job Function	Number of Employees		Number of Training Hours	
	FY 2008	FY 2009	FY 2008	FY 2009
Supervisor	5	6	235	278
Professional	9	7	178	292
Facility Representative	0	0	0	0
Administrative	21	22	893	929
Technician	1	1	9	25
Clerical	0	0	0	0
Other	0	0	0	0
Totals	36	36	1,315	1,524
Average Hours/Employee			36.5	42.3



## Section 11

### *Training Report for the Office of Assistant Manager for Security and Emergency Management*

---

#### **AMSEM Employee Training by Training Category: FY 2009**

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 AMSEM are depicted in Figure 11.b.

*Figure 11.b AMSEM Employee Training Hours by Training Category*





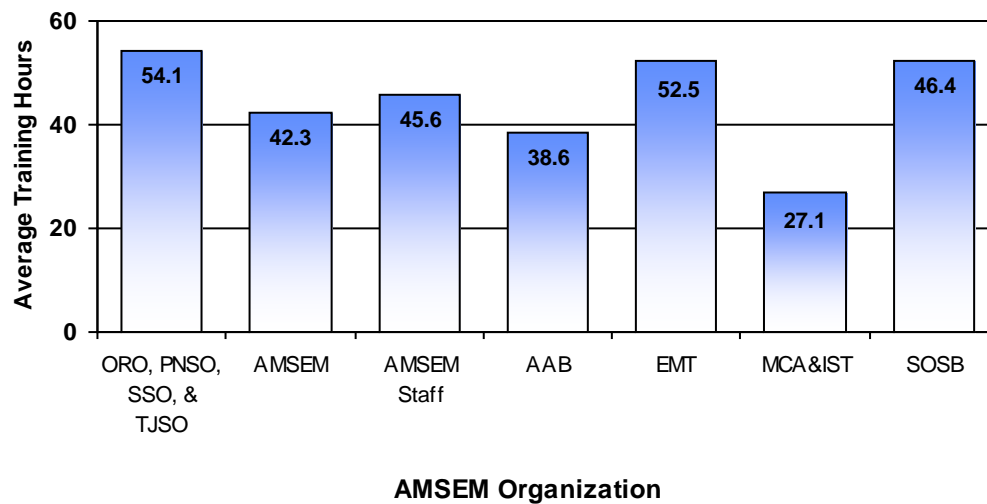
**Section 11**  
**Training Report for the Office of Assistant Manager for Security and  
Emergency Management**

**Average Training Hours  
per Employee by  
AMSEM Organization:  
FY 2009**

The following organizations are represented in the figure below:

- Office of Assistant Manager for Security and Emergency Management (AMSEM)
- Access Authorization Branch (AAB)
- Emergency Management Team (EMT)
- Materials Control and Accountability and Information Security Team (MCA&IST)
- Security Oversight and Support Branch (SOSB)

*Figure 11.c Average Training Hours per Employee by AMSEM Organization*





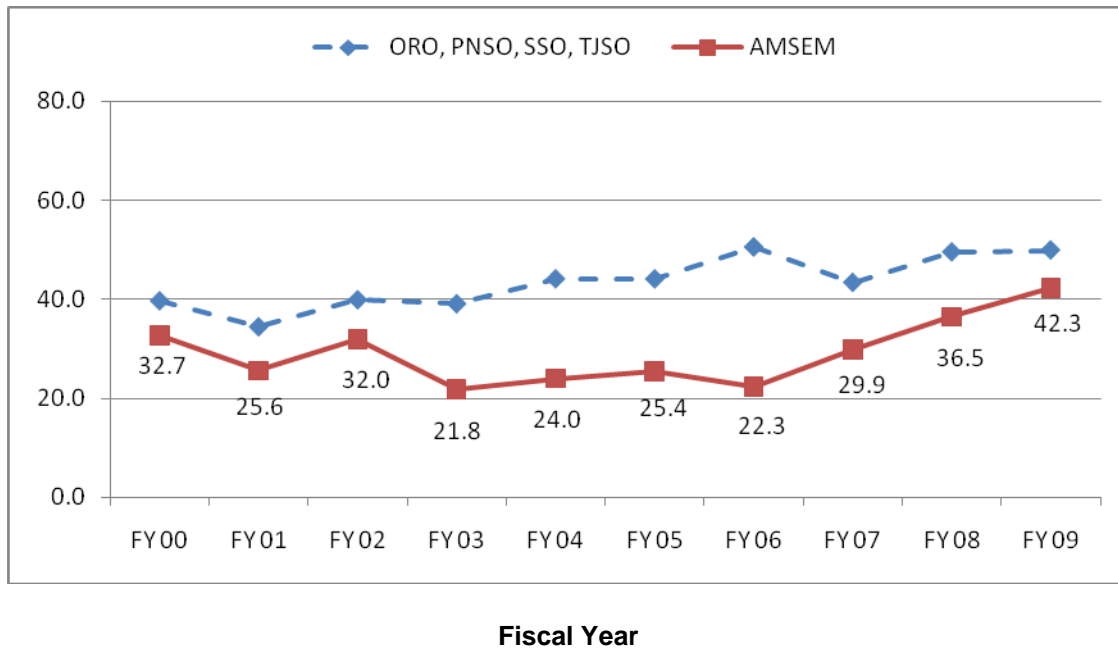
## Section 11

### *Training Report for the Office of Assistant Manager for Security and Emergency Management*

#### Average Training Hours per AMSEM Employee: Trending

Figure 11.d depicts the average annual training hours per AMSEM employee as compared to the combined ORO, PNSO, SSO, and TJSO annual average. Information available from the CHRIS database is shown, beginning with FY 2000.

*Figure 11.d Average Annual Hours of Training per Employee*



\* FY 2004 and prior year data are shown for Office of Safeguards Security, the predecessor of AMSEM



**Section 11**  
***Training Report for the Office of Assistant Manager for Security and  
 Emergency Management***

**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 11.b AMSEM Employees Enrolled in Educational Institutions***  
 (College [two and four years], university, and technical training school)

	<b>FY 2008</b>	<b>FY 2009</b>
Total number of employees enrolled	0	0
Total number of courses attended	0	0
Total cost of education	\$0	\$0
Average cost per employee attending	\$0	\$0