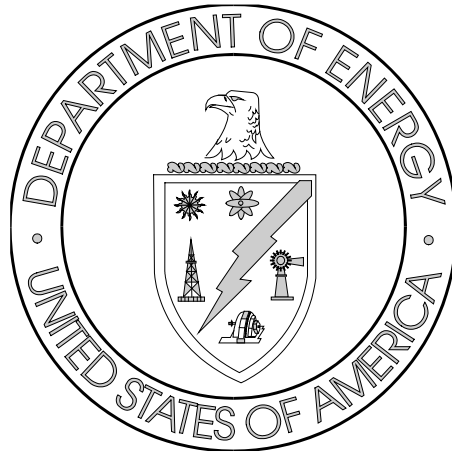


# Section 14

## Training Report for the Public Affairs Office (PAO)





**Section 14**  
**Training Report for the Public Affairs Office**

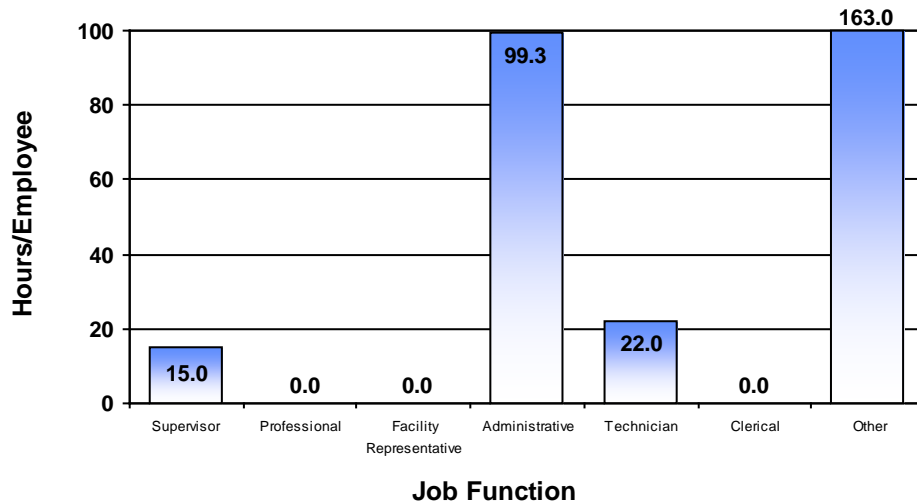
**PAO Employee Training  
by Job Function:  
FY 2009**

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



**Table 14.a Total Number of PAO 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	1	1	8	15
Professional	0	0	0	0
Facility Representative	0	0	0	0
Administrative	3	3	161	298
Technician	1	1	19	22
Clerical	0	0	0	0
Other	2	2	146	326
Totals	7	7	334	661
Average Hours/Employee			47.7	94.4



## Section 14

### *Training Report for the Public Affairs Office*

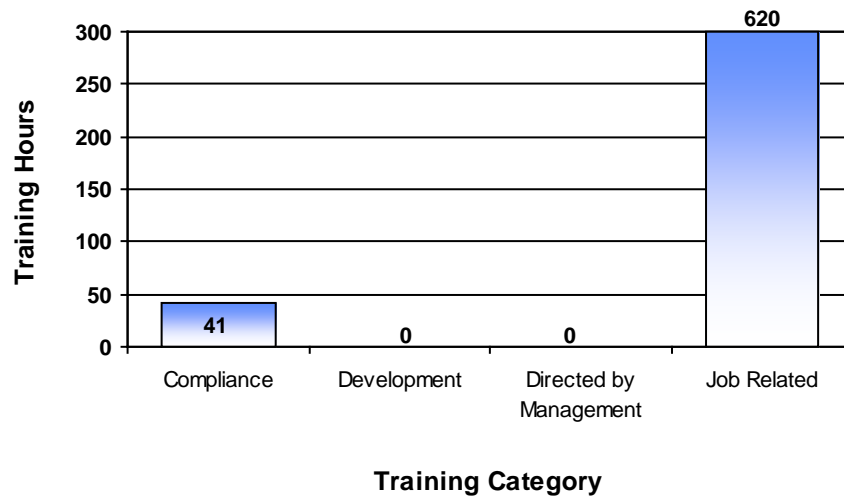
#### **PAO Employee Training by Training Category: FY 2009**

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 PAO are depicted in Figure 14.b.

*Figure 14.b PAO Employee Training Hours by Training Category*

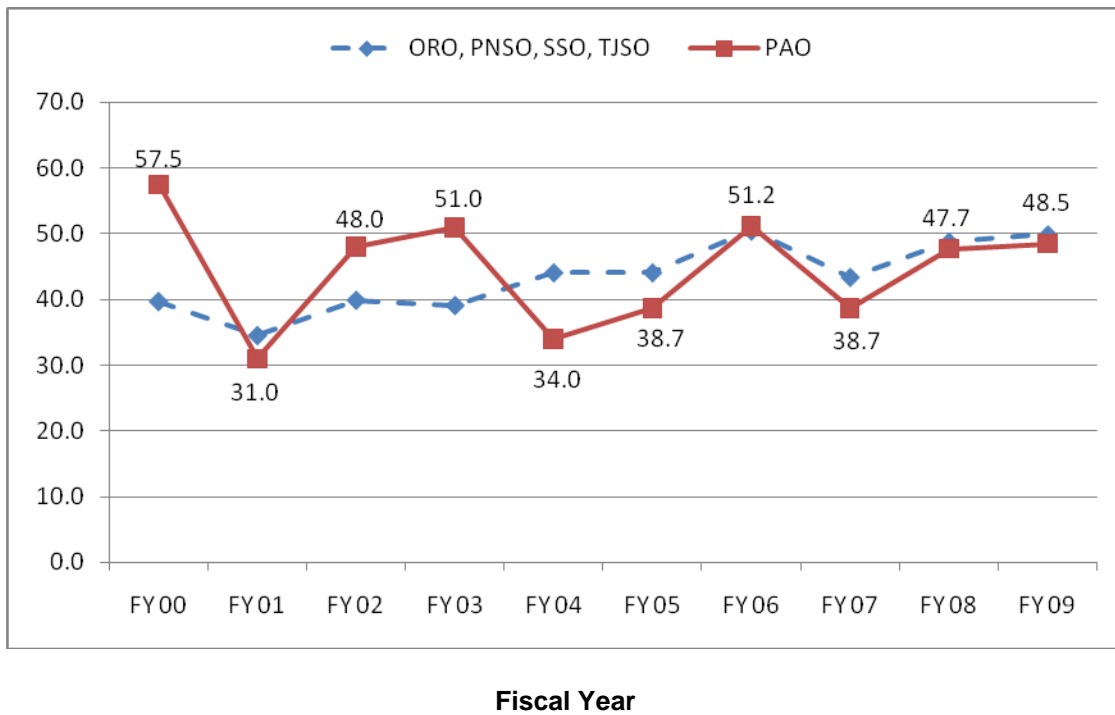


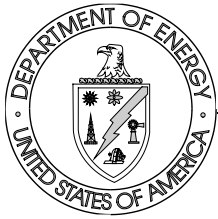


**Average Training Hours  
per PAO Employee:  
Trending**

Figure 14.c depicts the average annual training hours per PAO 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 14.c Average Annual Hours of Training per Employee*





**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 14.b PAO 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	2	2
Total number of courses attended	5	9
Total cost of education	\$3,281	\$6,357
Average cost per employee attending	\$1,641	\$3,179