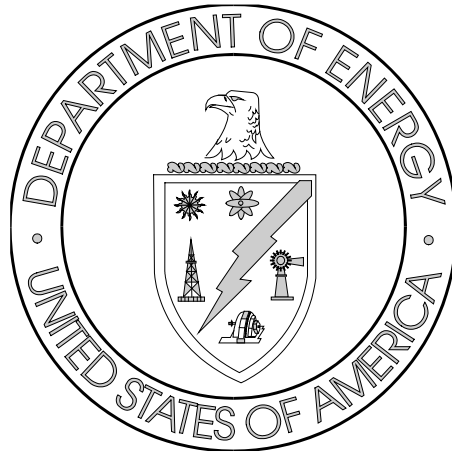


**Section 5**  
**Training Report for the**  
**Office of Assistant Manager for Administration**  
**(AMA)**





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

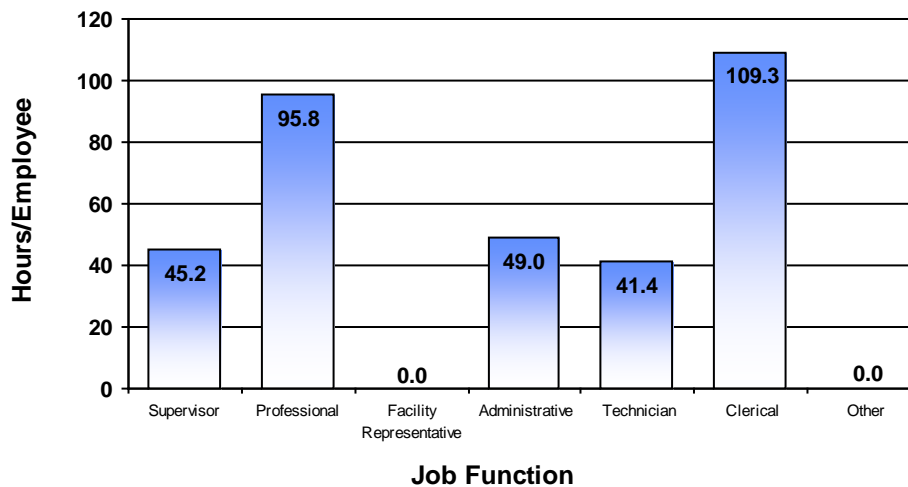
**AMA Employee Training  
by Job Function:  
FY 2009**

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 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 2008	FY 2009	FY 2008	FY 2009
Supervisor	11	11	505	497
Professional	30	29	3,003	2,779
Facility Representative	0	0	0	0
Administrative	38	40	1,599	1,960
Technician	10	8	673	331
Clerical	3	3	209	328
Other	1	1	7	0
Totals	93	92	5,996	5,895
Average Hours/Employee			64.5	64.1



## Section 5

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

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#### AMA 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 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

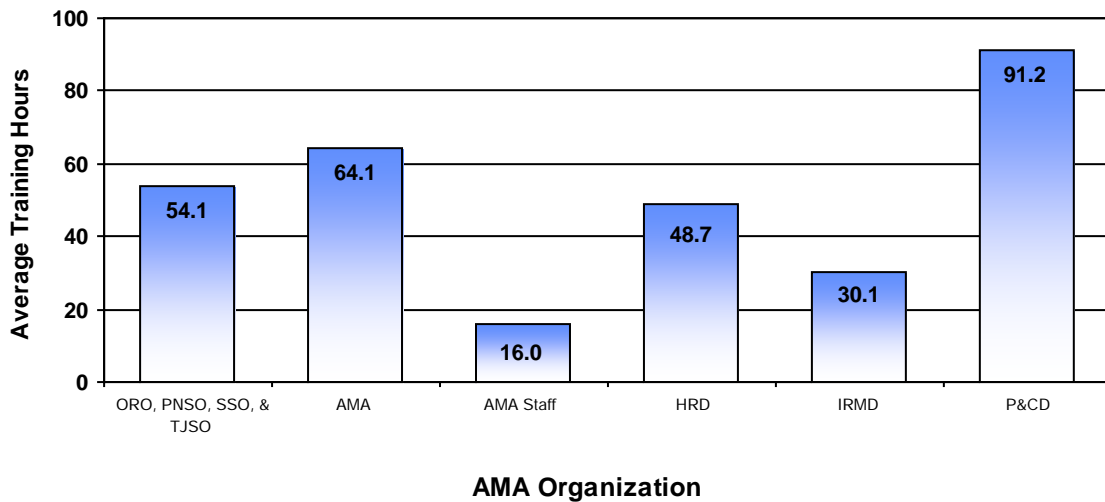
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#### Average Training Hours per Employee by AMA Organization: FY 2009

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 Organization*





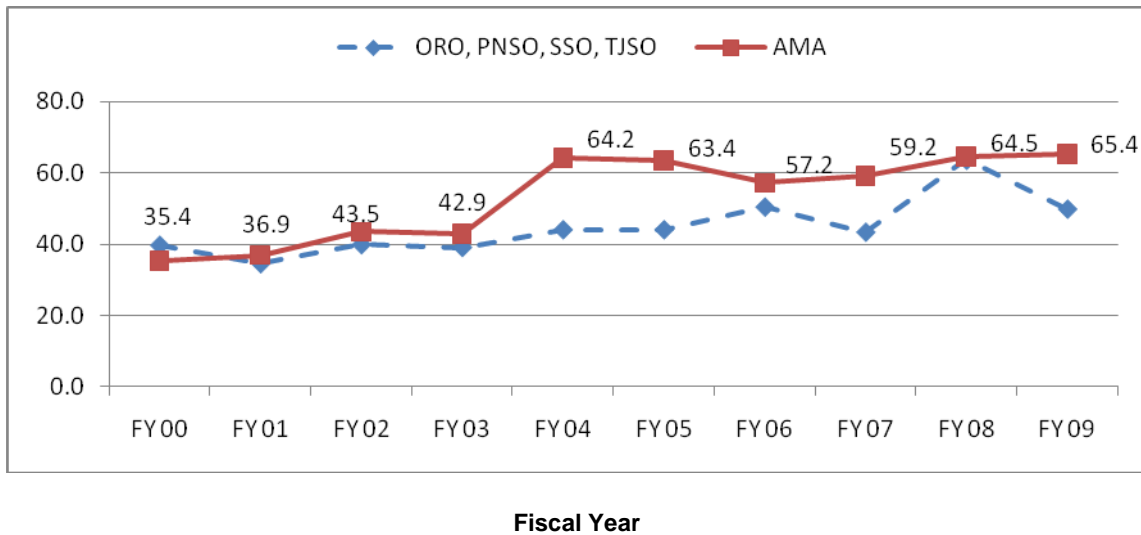
## Section 5

### 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 2000.

Figure 5.d Average Annual Hours of Training per Employee





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

**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 2008</b>	<b>FY 2009</b>
Total number of employees enrolled	5	4
Total number of courses attended	17	16
Total cost of education	\$17,233	\$9,381
Average cost per employee attending	\$3,447	\$2,345