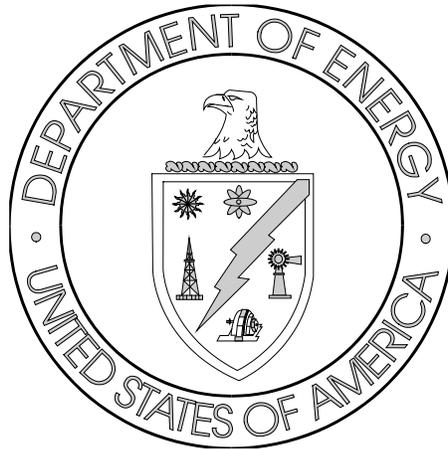


# Section 4

## Training Report for the Office of the Manager





**Section 4**  
**Training Report for the**  
**Office of the Manager**

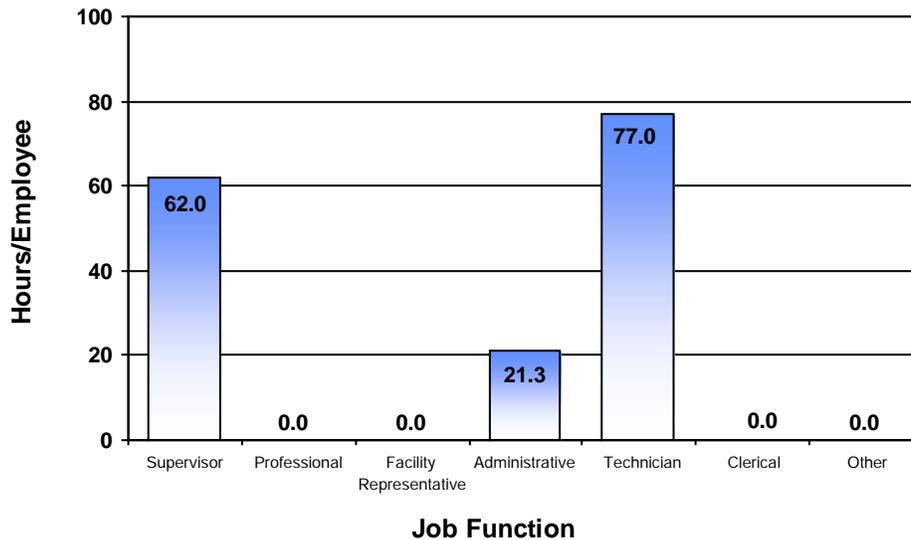
**Office of the Manager**  
**Employee Training by**  
**Job Function: FY 2010**

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 2009	FY 2010	FY 2009	FY 2010
Supervisor	2	2	70	124
Professional	0	0	0	0
Facility Representative	0	0	0	0
Administrative	3	3	147	64
Technician	1	1	245	77
Clerical	0	0	0	0
Other	0	0	0	0
Totals	6	6	462	265
Average Hours/Employee			77.0	44.2



## Section 4

### Training Report for the Office of the Manager

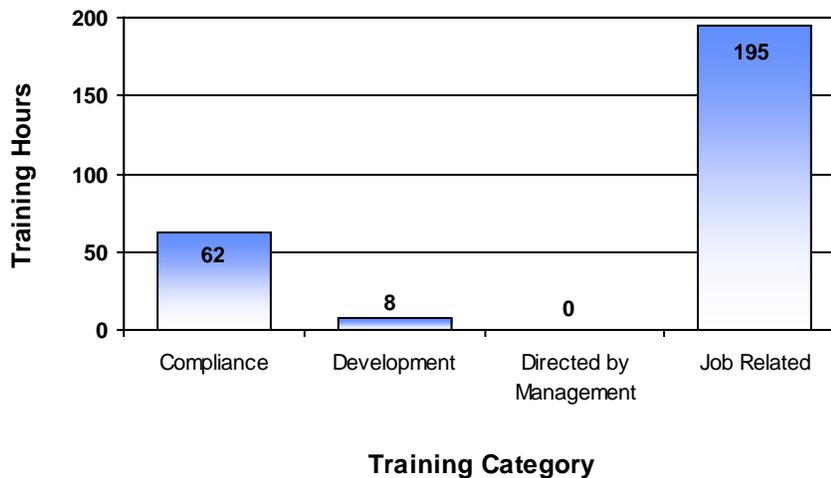
#### Office of the Manager Employee Training by Training Category: FY 2010

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*



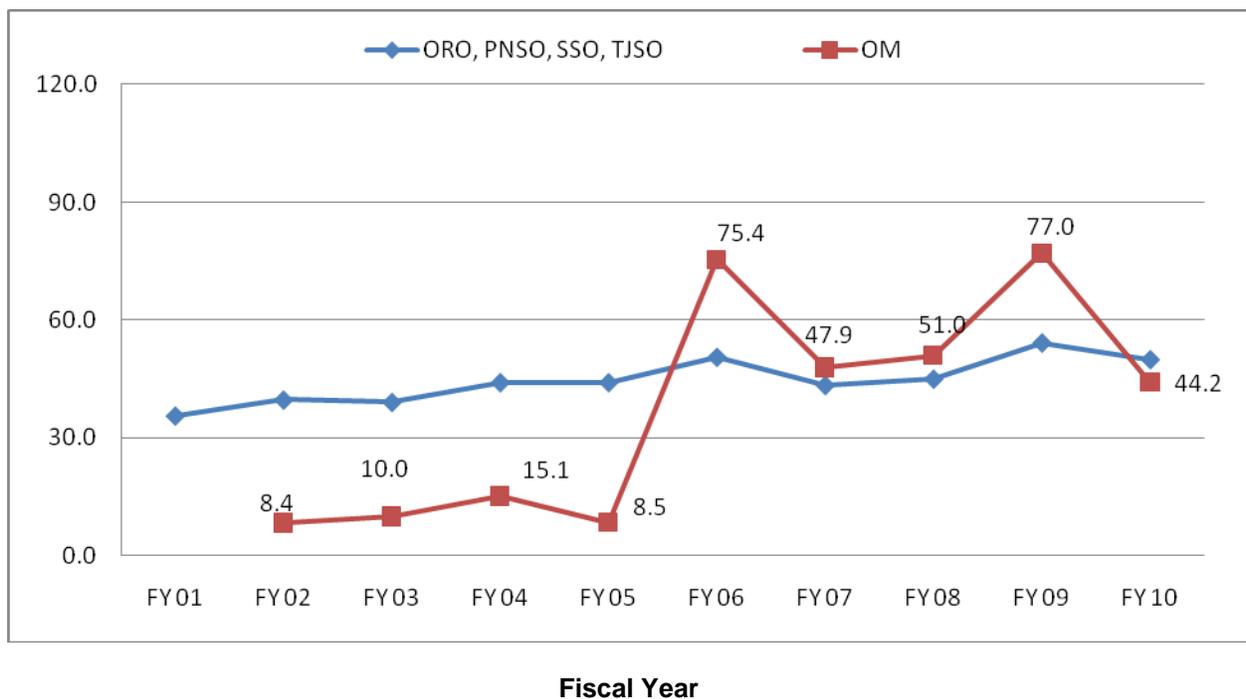


## Section 4 Training Report for the Office of the Manager

### 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 2001.

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



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



**Section 4**  
**Training Report for the**  
**Office of the Manager**

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

	<b>FY 2009</b>	<b>FY 2010</b>
Total number of employees enrolled	1	1
Total number of courses attended	7	1
Total cost of education	\$6,974	\$1,200
Average cost per employee attending	\$6,974	\$1,200