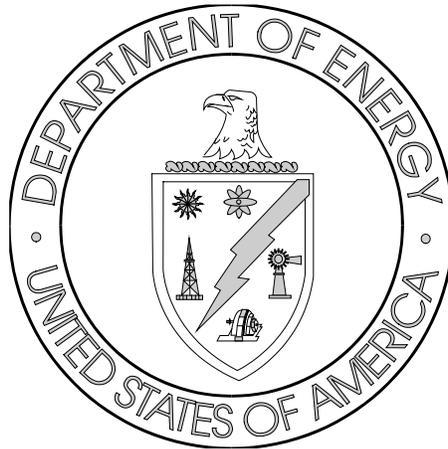


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(AMA)





Section 5
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**AMA 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 5.a Average Number of Training Hours by Job Function

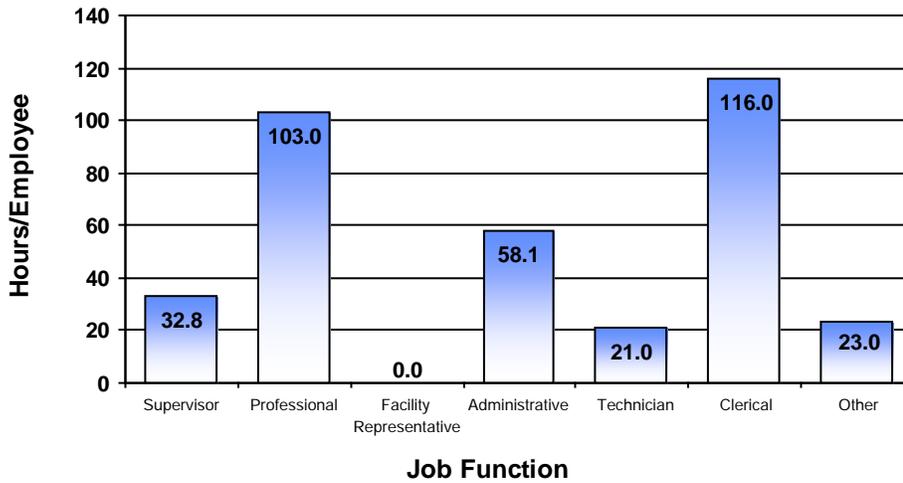


Table 5.a Total Number of AMA Employees and Total Number of Training Hours

Job Function	Number of Employees		Number of Training Hours	
	FY 2009	FY 2010	FY 2009	FY 2010
Supervisor	11	12	497	394
Professional	29	36	2,779	3,709
Facility Representative	0	0	0	0
Administrative	40	35	1,960	2,032
Technician	8	9	331	188
Clerical	3	2	328	232
Other	1	1	0	23
Totals	92	95	5,895	6,578
Average Hours/Employee			64.1	69.2



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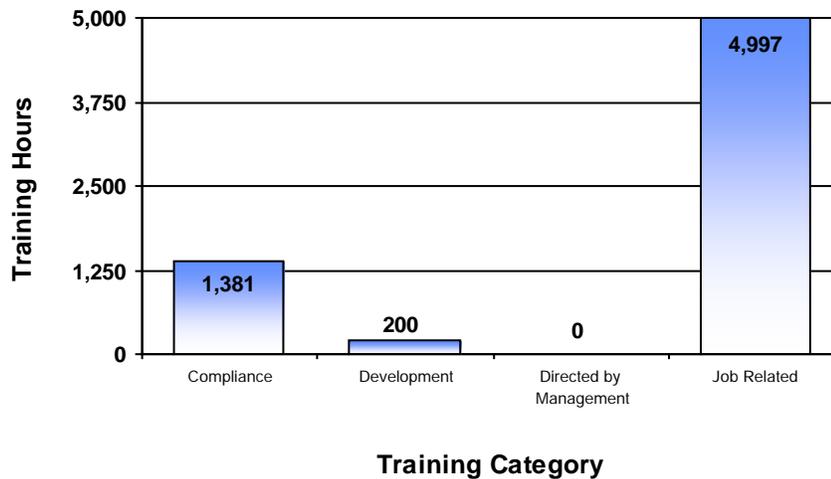
AMA Employee Training by Training Category: FY 2010

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 AMA are depicted in Figure 5.b.

Figure 5.b AMA Employee Training Hours by Training Category





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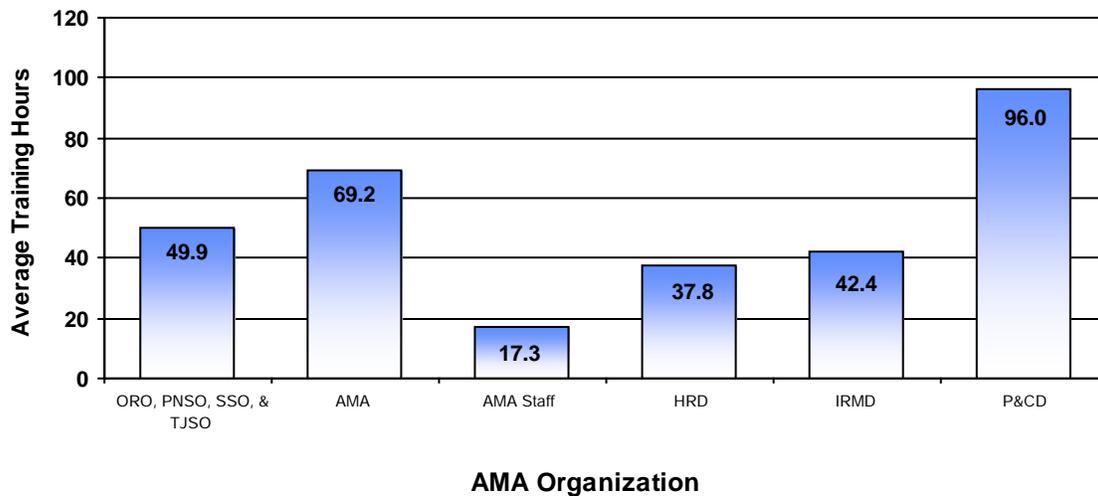
Training Report for the Office of Assistant Manager for Administration

Average Training Hours per Employee by AMA Organization: FY 2010

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





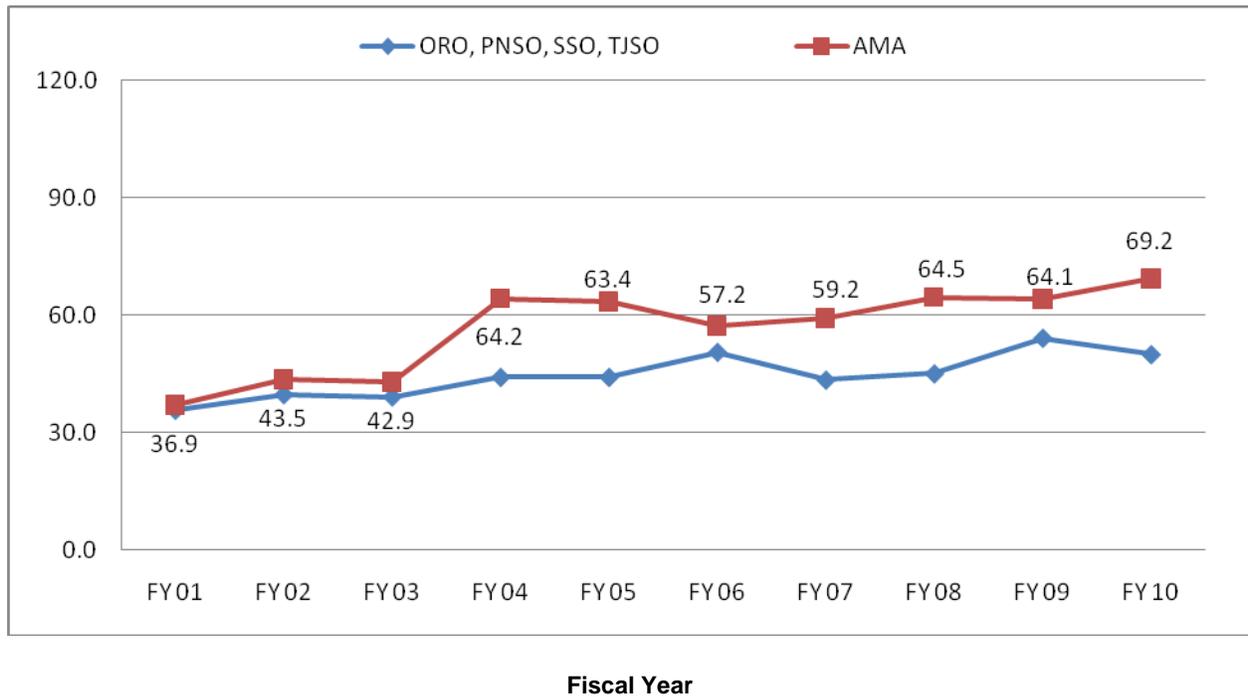
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Average Training Hours per AMA Employee: Trending

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 2001.

Figure 5.d Average Annual Hours of Training per Employee





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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)

	FY 2009	FY 2010
Total number of employees enrolled	4	4
Total number of courses attended	16	9
Total cost of education	\$9,381	\$7,216
Average cost per employee attending	\$2,345	\$1,804