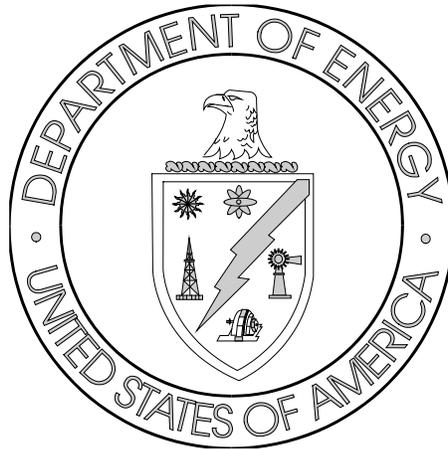


# **Section 8**

## **Training Report for the Office of Assistant Manager for Financial Management (AMFM)**





**Section 8**  
**Training Report for the**  
**Office of Assistant Manager for Financial Management**

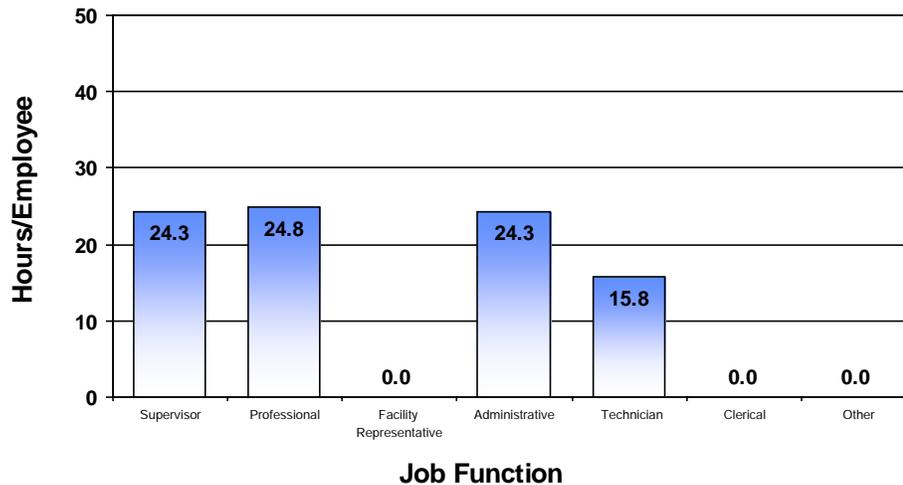
**AMFM Employee**  
**Training by Job**  
**Function: FY 2010**

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



**Table 8.a Total Number of AMFM 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	9	8	218	194
Professional	38	38	945	941
Facility Representative	0	0	0	0
Administrative	15	15	376	364
Technician	12	10	197	158
Clerical	0	1	0	0
Other	3	1	16	0
Totals	77	73	1,752	1,657
Average Hours/Employee			22.8	22.7



## Section 8

### Training Report for the Office of Assistant Manager for Financial Management

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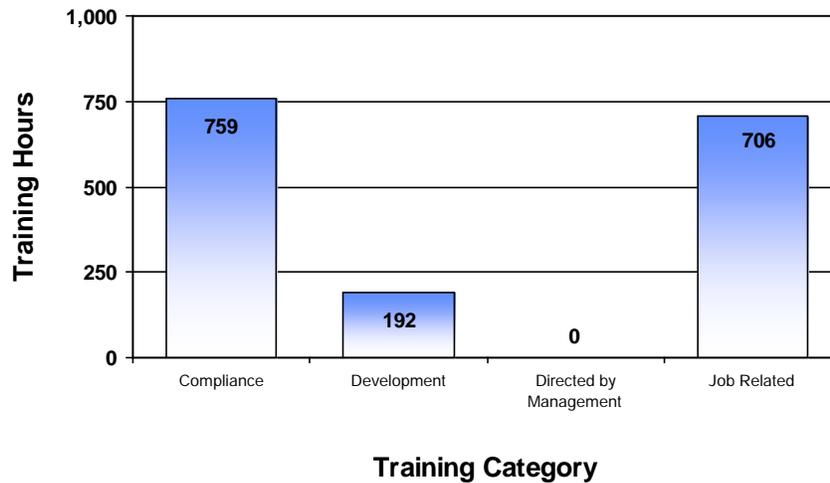
#### AMFM Employee Training by Training Category: FY 2010

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 AMFM are depicted in Figure 8.b.

*Figure 8.b AMFM Employee Training Hours by Training Category*





## Section 8

### Training Report for the Office of Assistant Manager for Financial Management

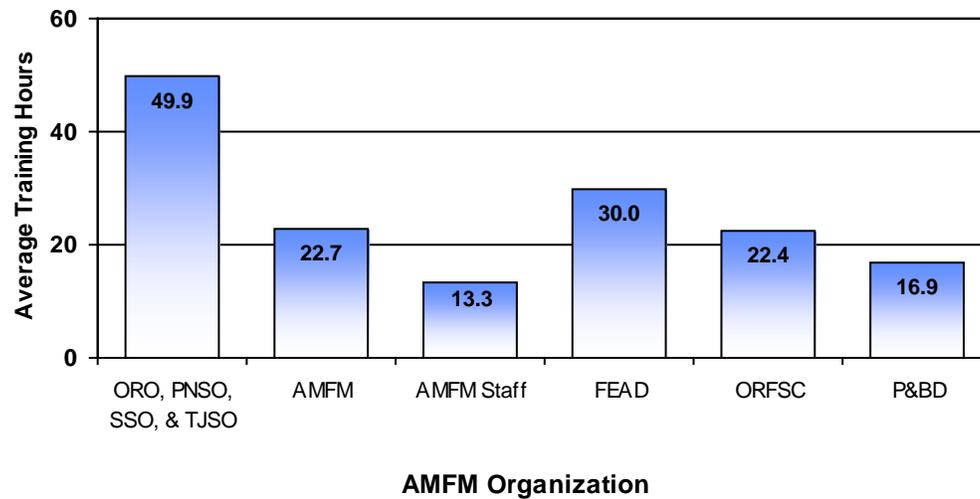
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#### Average Training Hours per Employee by AMFM Organization: FY 2010

The following organizations are represented in the figure below:

- Office of Assistant Manager for Financial Management (AMFM)
- Financial Evaluation and Accountability Division (FEAD)
- Oak Ridge Financial Service Center (ORFSC)
- Planning and Budget Division (P&BD)

*Figure 8.c Average Training Hours per Employee by AMFM Organization*



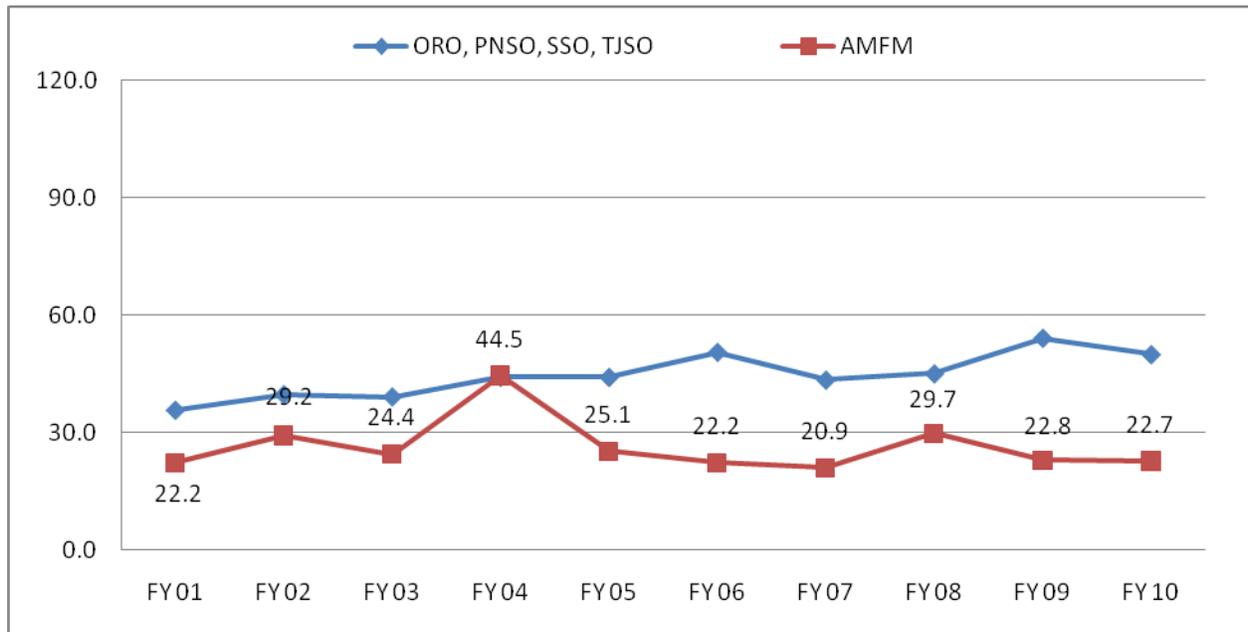


## Section 8 Training Report for the Office of Assistant Manager for Financial Management

### Average Training Hours per AMFM Employee: Trending

Figure 8.d depicts the average annual training hours per AMFM 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 8.d Average Annual Hours of Training per Employee*





**Section 8**  
**Training Report for the**  
**Office of Assistant Manager for Financial 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 8.b AMFM 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	0	3
Total number of courses attended	0	5
Total cost of education	\$0	\$7,782
Average cost per employee attending	\$0	\$2,594