

Memorandum

Date: May 9, 2016

To: CDFW Managers and Supervisors

From: Carol Smith, Manager
Office of Training and Development

Subject: FY 2016-2017 Group Training Requests

The Office of Training and Development (OTD) invites you to submit Group Training Requests (GTR) for the 2016-2017 Fiscal Year.

The GTR process is an opportunity for Programs/Divisions/Regions to request funds to train groups of staff in order to meet program needs. Examples of the types of training that have been funded in the past include Fire Safety, Wildlife Necropsy, and Helicopter Safety. This GTR process is intended to meet special training needs for groups of staff. Individual training requests should still be made through the TR-290 process and are funded by the program. Information regarding the TR-290 process is available on the OTD website at:

<http://dfgintranet/portal/Training/ClassSchedule/OTDClassEnrollment/tabid/145/Default.aspx>

If you would like to take advantage of the GTR opportunity, please follow the guidelines outlined below:

1. Complete a GTR form (Sections 1-4) for each group training request. Please give special attention to the following:
 - Section 2: Training categories – please review the definitions of the training categories listed on page two of the GTR form and select appropriately.
Purpose of Training – must provide a brief summary of the training on the form in the space provided. Additional details may be attached.
 - Section 3: Provide details on anticipated training-related expenses. Food or other refreshments should not be included.
 - Section 4: Requests require executive signature (Regional Manager or Deputy Director).
The executive signature confirms that the training requested is a priority for the Region/Division, and that the appropriate training category has been selected.
2. OTD will review all GTRs, make recommendations for Executive Review Committee (ERC) approval, and notify requestors of status.
3. If the GTR is approved, the requesting Program/Division/Region is responsible for procuring and coordinating the training. Upon request, OTD is available for consultation and can provide assistance with training announcements or registration.

The GTR form is available in the CDFW Document Library at:
<http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=122876>

Please submit completed request forms by Wednesday, June 8, 2016. For questions about the GTR process, please contact Jeri-lynn Van Dyke at jeri-lynn.vandyke@wildlife.ca.gov or (916) 928-8335.

cc: Training Coordinators
OTD Staff