

## Memorandum

Date: May 4, 2018

To: CDFW Managers and Supervisors

From: Gayle Martin, Manager  
Office of Training and Development

Subject: FY 2018-2019 Group Training Funds Requests

The Office of Training and Development (OTD) invites you to submit Group Training Funds Requests (GTFR) for the 2018-2019 Fiscal Year.

The GTFR 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 GTFR process is intended to meet special training needs for groups of staff. Individual training requests should still be made through [LEARN](#) and are funded by the program.

If you would like to take advantage of the GTFR opportunity, complete a GTFR form (Sections 1-4) for each group training request. Please give special attention to the following:

1. **Training Category** (Section 2): Review the definitions of the training categories listed on page two of the GTFR form and select appropriately.
2. **Purpose of Training** (Section 2): Provide a summary of the training. Additional details may be attached.
3. **Who will conduct the training?** (Section 2): List the name and, if a contract is necessary, the name of the contract manager/coordinator.
4. **Expenses (Section 3)**: Provide details on anticipated training-related expenses. Food or other refreshments should not be included.
5. **Approvals (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.

OTD will review all GTFRs, make recommendations for Executive Review Committee (ERC) approval, and notify requestors of status. If the GTFR 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 LEARN registration.

The GTFR form is available on the CDFW Intranet:

<http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=157237&inline>

Please submit completed request forms by Friday, June 8, 2018. For questions about the GTFR process, please contact Jeri-lynn Van Dyke at [jeri-lynn.vandyke@wildlife.ca.gov](mailto:jeri-lynn.vandyke@wildlife.ca.gov) or (916) 928-8335.

cc: Training Coordinators  
OTD Staff