

AIR RESOURCE MANAGEMENT (DARM)
Employee Development Plan (EDP)

Florida law requires that funds may not be used to pay for travel by state employees to foreign countries, other states, conference or staff training activities unless the Secretary approves, in writing, that such activities are critical to DEP’s mission. To simplify the process for obtaining approvals for mission critical employee development and training activities, while ensuring that funds are being spent in an appropriate and justified manner, each Program Administrator is expected to develop an annual plan for their respective Section(s). The plan should include, at a minimum, the information below. Once approved by the Secretary's Office, if there are no changes to the listed information, then no further approval is required except for travel documents which should be submitted for approval prior to attendance. Any changes to the plan require a re-submittal of the entire plan for approval.

Total Annual Operating Budget: \$10,072,348
Total Annual Expense Budget: \$797,689
Total Annual Training Budget: \$79,769

Prior Year Operating Budget: \$10,049,673
Prior Year Training Budget: \$79,769

Submitted by: Jeffrey J. Korman 4/25/2018
Date
Approved by: Margaret A. DeChoney
Deputy Secretary Date
Approved by: Noah Valenstein, Secretary Date

Notes:
*It is not necessary to include no cost travel.
*If the employee is only attending the conference and not speaking, this should be indicated on the training tab. Speakers should be listed on the conference tab.
*If multiple employees are attending the same training, they may be lumped together in one entry; however, employees must be identified by name and not just the number of attendees.
*If training is approved on the EDP, then the signed EDP should be attached on the employee's travel in LiveCycle, if applicable.

Event Date(s)	Name of Event	Overnight Travel Required? (Yes / No)	Travel Location (city, state & hotel or venue name)	Staff Attending	Bureau/ Program	Training or Certification	Vendor (if applicable)	Purpose?	Is attendance required as a condition of a grant? If so, which grant?	Is attendance required by the attendees' position?	Estimated Cost of Travel	Estimated Cost of Training and Associated Fees	Total Requested Event Cost
TBD	TREEO Asbestos Refresher (1/2 day)	No	Gainesville (TREEO)	One of the following: Pawan Subramaniam, E III Dennis Tyus, ES II	Office of Permitting & Complinance	Training & Certification	TREEO	Training needed for core competency.	No	Yes	\$0	\$150	\$150
TBD	Technical Writing	No	Tallahassee	Scott Lauder, E I Juan Mojica, E I Alexa Trischler, Met. Chambray Dowdell, EC OAM New Hire OAM New Hire	DARM	Training	N/A	Training needed to advance staff writing skills to support work efforts	No	Yes	\$0	\$900	\$900