

**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:

4/25/2018

Date

Approved by:

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.

Air Resources Management - OUT OF STATE & CONFERENCE

Event Date(s)	Name of Event	Overnight Travel Required? (Yes / No)	Travel Location (city, state & hotel or venue name)	Staff Attending	Bureau/ Program	Conference, Out of State Meeting or Outreach	Vendor (if applicable)	Purpose ? (OUTREACH: Describe Benefit to DEP)	Will the attendee be presenting?	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 Registration Cost and Associated Fees	Total Requested Event Cost
TBD	EPA Region 4 Annual Enforcement Workshop	Yes	Atlanta, GA	One of the following: Syed Arif, PA Jessica Dalton, EA	Office of Permitting and Compliance	Out-of-State	N/A	Workshop provides updates directly from EPA on enforcement policy and guidelines. Attendance is key to maintaining fully informed permitting program administration.	No	No	Yes	\$800	\$0	\$800
TBD	EPA Region 4 Annual Permit Managers Workshop	Yes	Atlanta, GA	One of the following: Syed Arif, PA David Read, EA	Office of Permitting and Compliance	Out-of-State	N/A	Workshop provides updates directly from EPA on permit management policy and guidelines. Attendance is key to maintaining fully informed permitting program administration.	No	No	Yes	\$800	\$0	\$800
Spring 2019	Annual Emissions Measurement Technology Workshop	Yes	Research Triangle Park, NC	One of the following: Jessica Dalton, EA Tom Rogers, ES III	Office of Permitting and Compliance	Out-of-State	N/A	Workshop provides updates directly from EPA on policy and guidelines pertaining to emissions measurement technologies. Attendance is key to maintaining fully informed permitting program administration.	No	No	Yes	\$1,250	\$0	\$1,250
TBD	EPA Region 4 Asbestos Workshop	Yes	Atlanta, GA	One of the following: Tammy McWade, E IV Pawan Subramaniam, E III	Office of Permitting and Compliance	Out-of-State	N/A	Workshop provides updates directly from EPA on policy and guidelines pertaining to asbestos program management. Attendance is key to maintaining fully informed permitting program administration.	No	No	Yes	\$800	\$0	\$800