

DJJ Office of Training – External Training Request Process

In accordance with DJJ 4.1, Training Program, applicable training presented by external sources may be approved to meet DJJ annual training requirements. External training programs must be approved through the chain of command and the Director of Training. Applicable training may be granted equivalency credit based on the program content being commensurate with the DJJ training requirements. External training will not substitute training identified as required by Department policy and/or the Office of Training.

DJJ personnel requesting to receive equivalency credit and/or Office of Training financial support to attend external training programs must follow the guidelines prescribed in this document. The Office of Training may not provide assistance, credit or support for requests made outside of the guidelines established in this document.

DJJ personnel requesting to attend an external training program must complete the following forms, provide the applicable documentation and forward the documents to the appropriate parties to be reviewed by the Office of Training:

- DJJ External Training Request Form
- Program Agenda
- External Training Event Registration Form (filled out but not submitted)
- DJJ Central Office Staff Action Cover Sheet (required for out of state training)
- Intrastate Travel Form (required for out of state training)
- Travel Advance Authorization Form (if applicable)

If approved, the Office of Training will provide financial support for DJJ personnel to attend external training programs:

- **For external training programs presented within Georgia** – the Office of Training will support up to 100% of registration and lodging cost. Additional costs associated with mileage and meals will be supported by the attendee's Division, unless the Office of Training determines financial support is feasible.
- **For external training programs presented outside the state of Georgia** - the Office of Training will support up to 100% of registration and airfare costs. Additional costs associated with lodging, meals and travel will be supported by the attendee's Division, unless the Office of Training determines financial support is feasible.

The Office of Training is providing the following step by step process as a guide for DJJ employees requesting to receive equivalency credit and/or Office of Training financial support to attend external training programs.

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Step 1:

The DJJ employee will initiate the request to attend an external training program by completing the **DJJ External Training Request Form** two (2) months prior to the program's early registration date.

- A. The DJJ employee will complete sections 1 – 10 of the External Training Request Form.
 1. Date the request is being submitted.
 2. Name of employee requesting external training.
 3. Office or facility location (*ex. Central Office, Metro RYDC, Thomas CSO...*)
 4. Employees supervisor's name
 5. DJJ Division (*ex. Division of Support Services...*)
 6. The employee's email address. The email address of the supervisor can be entered, if the employee doesn't have an address.
 7. The title of the external training program.
 8. The dates of the external training program.
 9. The location of the external training program.
 10. If the employee is requesting lodging, the name and address of the hotel.
- B. The DJJ employee will describe the external training program in section 11. The employee will include how the program will further develop their professional growth and benefit the agency.
- C. The DJJ employee will print/scan copies of the documents listed in section 12 of the External Training Request Form.
 - i. Print/scan a copy of the program agenda;
 - ii. The DJJ employee will complete the external training program's registration form, but will not submit the form to the training organization. If approved, the Office of Training will submit the registration form to the organization.
 - iii. If the external training program is outside the state of Georgia, the DJJ employee will complete the Interstate Travel form located in DJJ policy 2.1, Employee Travel Regulations, attachment E.
 - iv. If requesting a travel advance from the Agency, the DJJ employee will complete the Travel Advance Authorization form located in DJJ policy 2.1, Employee Travel Regulations, attachment D
- D. The DJJ employee will enter the expected travel arrangement.
- E. The DJJ employee will enter the estimated costs for the event; including all expected attendees from the division or office, lodging estimates, per diem estimates based on FY2014 Per Diem Rates, and mileage estimates.

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- F. The DJJ employee will present the completed form and required attachments for their supervisor's signature.
- G. Once signed by the supervisor, the External Training Request Form and required attachments will be forwarded to the Division Director or designee for signature.

Step 2:

For external training programs presented within Georgia – the Division Director or designee will forward the External Training Request Form and required attachments to the Office of Training Director two (2) months prior to the program's early registration date.

For external training programs presented outside the state of Georgia - the Division Director or designee will complete the DJJ Central Office Staff Action Cover Sheet. All documents (the Staff Action Cover Sheet, the External Training Request Form and required attachments) will be forwarded to the Office of Training Director two (2) months prior to the program's early registration date.

Step 3:

For external training programs presented within Georgia – the Office of Training Director will review the training request form and determine approval. Determination will be reported to the DJJ employee's supervisor and Division Director within two (2) business days.

For external training programs presented outside the state of Georgia – the Office of Training Director will review the training request form and determine approval.

If approved, the Office of Training Director will initial and date the DJJ Central Office Staff Action Cover Sheet and forward all documents to the Director of the Office of Human Resources within two (2) business days.

The Director of Human Resources will approve and forward all documents to the office of the Chief Financial Officer for review and approval within two (2) business days of receipt.

If approved by the CFO, the documents will be submitted to the Assistant Commissioner's office within two (2) business days of receipt.

The Assistant Commissioner will review all documents and make a determination. If approved, the Assistant Commissioner will sign the DJJ Central Office Staff Action Cover Sheet and forward all documentation to the Office of Training within three (3) business days of receipt.

Step 4:

For external training programs presented within or outside of Georgia – If approved, the Office of Training will complete the registration for the external training program and enter the program into the DJJ Training Resource Information System (TRIS) within three (3) business days of receipt.

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The Office of Training will inform the DJJ employee or their supervisor of the registration confirmation through email. When applicable, flight or lodging arrangements will be coordinated through email.

Step 5:

DJJ staff will submit an on-line travel statement to the Office of Training AOM no later than ten (10) business days from the date of return from the external training program. Lodging receipts (with zero balance), signed inter-state travel request form, shuttle, taxi, parking, etc. when applicable will be submitted with the electronic travel statement.

DJJ staff attending conferences, summits or training programs are encouraged to meet with their immediate supervisor to review knowledge gained from attending the event and how the Agency can benefit from their experience.