




**Rick Scott**  
Governor  
**Cynthia R. Lorenzo**  
Director

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## MEMORANDUM

**DATE:** March 8, 2011

**TO:** Selected Regional Workforce Board Executive Directors\*

**FROM:** Lois A. Scott, Program Manager, One-Stop and Program Support 

**SUBJECT:** Veterans' Program Grant Mandated Training

The purpose of this memorandum is to announce that the Agency for Workforce Innovation's State Veterans' Program is offering an in-state Labor Employment Specialist (LES) veterans' staff training session in Tallahassee. This training is required for all veterans' program staff. Normally veterans' program staff would travel to Denver to complete this training at the National Veterans Training Institute (NVTI). Due to the large number of new staff members hired for this program year, NVTI has agreed to provide the training in Florida.

The training session for your veteran staff participation is scheduled for June 20-24, 2011, which is the only date that NVTI is available to provide this training. The training will be conducted at the Workforce Plus One-Stop Center, 2525 South Monroe St., Town South Plaza, Tallahassee, FL 32301. The training session will convene at 8:30 AM and adjourn at 4:30 PM each day. Veterans' program staff from workforce regions 1-5 and 7-10 have been scheduled to attend this training session. Please provide the registration form(s) (e-mail to [michael.murphy@flaawi.com](mailto:michael.murphy@flaawi.com)) for your AWI veterans' program staff no later than close of business on June 6, 2011. Only veteran program staff, who have not previously completed this training, may participate.

The purpose of the training sessions is to provide essential information to veterans' program staff so that they can effectively assist veterans in achieving their employment goals and employers meet their staffing needs. Before attending this on-site training, participants must complete the on-line Orientation to Veterans' Services (OVS) course located at <http://www.nvti.ucdenver.edu/training/orientation.htm>. Staff not able to attend this in-state training will need to be scheduled for out of state training as soon as possible.

### Agency for Workforce Innovation

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The RWB's will initially pay the travel and per diem expenses. The Agency will reimburse the region by increasing the RWB's NFA. DVOP and LVER staff should charge these expenses to their local grant numbers for DVP11 and LVR11.

After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount, by grant program, to Usha Putcha via e-mail at [usha.putcha@flaawi.com](mailto:usha.putcha@flaawi.com). The Agency will issue NFA's increasing each RWB's allocation to cover these expenditures. If needed, travel advances may be authorized by RWB's in accordance with state travel policies.

We have attached a synopsis of the training for your information. We have also attached a list of available hotels in the area of the training which participants may contact to make accommodation reservations. There are no preset arrangements for room rates or set-aside rooms with these hotels. The list also does not imply any endorsement of the facilities nor constitute an all inclusive list of available hotels in the area.

Please contact Shawn Forehand at (850) 245-7424 or [shawn.forehand@flaawi.com](mailto:shawn.forehand@flaawi.com); or Michael Murphy at (850) 921-3867 or [michael.murphy@flaawi.com](mailto:michael.murphy@flaawi.com) with registration confirmations, questions about the training or if assistance is needed in making travel arrangements.

LAS/mem

Attachments

\*Susan Nelms, Mary Lou Reed, Richard Williams, Kimberly L. Bodine, Kimberly A. Moore, John Chastain, Bruce Ferguson, Angela Pate, Rusty Skinner

cc: Cliff Atkinson  
Sam Collins  
Shawn Forehand  
Michael Murphy  
Usha Putcha  
Ronnie Carter  
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