

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Distribution


DATE: May 24, 1994

FILE NO:

TELEPHONE NO: 465-6973

TEXT TELEPHONE: 465-3652

FAX NUMBER: 586-8365


FROM: Helvi K. Sandvik
Deputy Commissioner

SUBJECT: Clarification of Department
Policy 08.04.010 *Training*

The following is intended to clarify the scope of department
Policy 08.04.010 *Training* (copy attached).

For purposes of this policy, employee attendance at or participation in conferences, symposiums, professional organization committee meetings, or similar types of events, are not to be considered "training." This means that employees, unless their director determines that their attendance is for training, are not required to complete a Training Request Form and are not required to sign a Reimbursement Agreement. Attendance at these events will not be identified in the employee training plan or entered as training taken in any training records. In most cases, employees participating in these types of events are representing the state. They are not receiving "training."

If there are regional or system policies or procedures that conflict with this interpretation, please revise them immediately.

When considering department representation at conferences, committee meetings and similar events, managers are reminded of Commissioner Campbell's June 7, 1993, memo addressing outside travel to attend these types of functions (copy attached). Significant discretion is to be exercised in determining that attendance at these functions is absolutely necessary to the mission and best interests of the department. This determination should be made by you before an outside travel request is forwarded to the Commissioner. The same careful scrutiny should be applied to attendance at events held within the state.

Distribution: ALL HOLDERS OF THE DEPARTMENT POLICY MANUAL
Roger W. Allington, P.E., Acting Director, Statewide Planning
Greg Dronkert, System Director, Alaska Marine Highway System
Dick Friest, Chief, Internal Review
Duane Horn, Director, Information Systems Division
John D. Horn, P.E., Regional Director, Central Region
Ron B. Lind, Director, Administrative Services Division

Mal Linthwaite, Deputy Chief Engineer/Director, Engineering & Operations Standards

Jonathan W. Scribner, P.E., Regional Director, Southeast Region

Stephen C. Sisk, P.E., Regional Director, Northern Region

Schuyler J. Stevens, P.E., State Chief Engineer

John Ungar, Controller, Alaska International Airport System

Jonathan A. Widdis, Director, Statewide Aviation

Attachments