

## Riggs CIV Jennifer A

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**Subject:** FW: Developmental Training

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Good afternoon ODTAs,

Some of you participated in the developmental training last month that was presented by Jennifer Riggs. Based on the feedback from that training and after evaluating the things we see across the board, beginning in May we will be presenting a focused developmental class each month that will be approximately 45 minutes. Below is a list of topics and proposed audiences so be on the lookout in your email for the upcoming class in May.

<b>Audience</b>	<b>Topic</b>
ODTA	Complete Traveler Report best practices
ODTA	Routing Lists best practices
AO/RO	How to Review/Approve Vchs
ODTA	DD 577/permissions
ODTA AO/RO	Reports Training
ODTA AO/RO	CTW Class
ODTA AO/RO	Foreign Receipts class
AO/RO	How to Review/Approve Auths
FDTA	Navigating the Budget Tool/creating budgets and lines of accounting
FDTA	How to roll over LOA's & where to pull reports

R/S,  
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