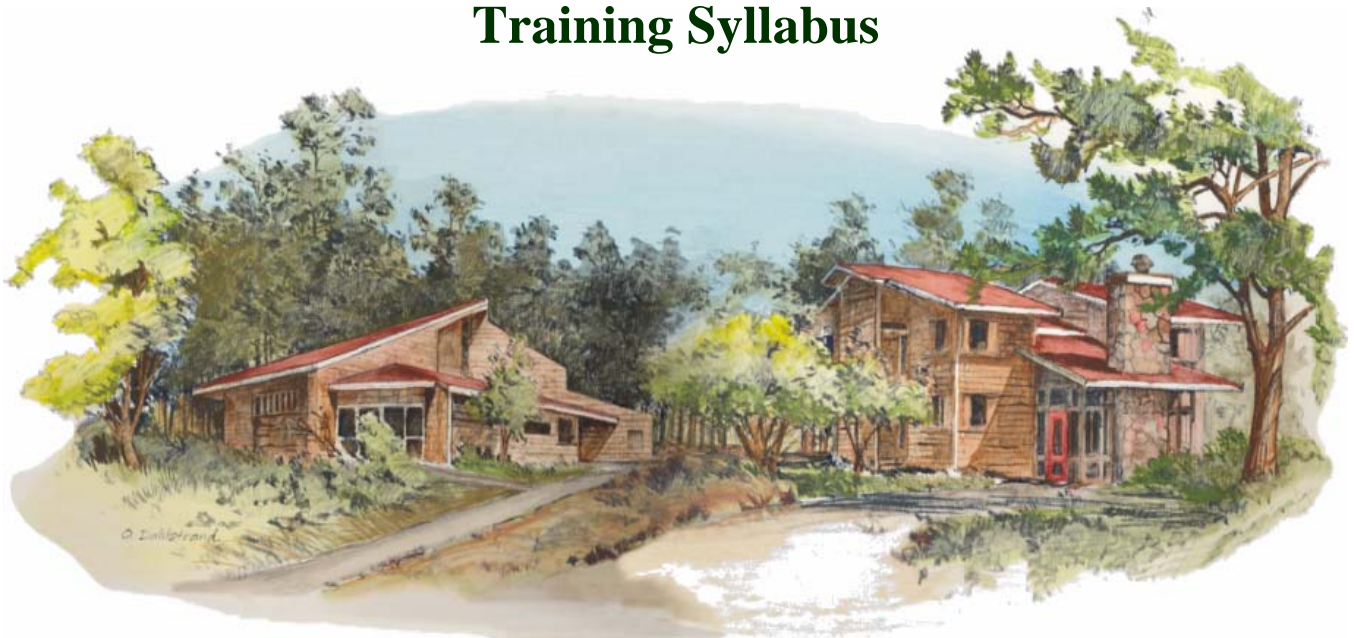


State of California . The Resources Agency . Department of Parks and Recreation

# CAMP EQUIPMENT PROPERTY MANAGEMENT

**JANUARY 5-7, 2009**

**Training Syllabus**



**William Penn Mott Jr. Training Center**



# Memorandum

**Date:** December 3, 2008

**To:** Supervisor

**From:** Department of Parks and Recreation  
William Penn Mott Jr. Training Center

**Subject:** Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

### Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Tina Williams  
Department Training Officer

Attachment

cc: Participant

## TABLE OF CONTENTS

Formal Training Guidelines .....	1
Directions and Parking .....	5
Program Attendance Checklist.....	7
Post-Training Assignment .....	8
Agenda.....	9
Course Objectives .....	10

### *Mission Statement Training Section*

*The mission of the Training Section is to improve organizational and individual performance through consulting, collaboration, training and development.*

## TRAINING CENTER STAFF

Tina Williams.....Department Training Officer  
Pat Bost ..... Office Manager || Joanne Danielson ..... | Academy Coordinator |
Chuck Combs.....	Training Specialist
Sara Skinner .....	Training Specialist
Dave Galanti .....	Training Specialist
Summer Kincaid.....	Training Specialist
Connie Breakfield.....	Cadet Training Officer
Matt Cardinet.....	Cadet Training Officer
Pamela Yaeger .....	Assistant Program Coordinator
Edith Alhambra.....	Assistant Program Coordinator
Bill Spencer .....	Assistant Program Coordinator
Eric Marks .....	Assistant Program Coordinator

## THE MISSION

*of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

---

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus. The syllabus outlines what you can expect from this training and what is expected of you. It also details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **TRAINING LOCATION:** The training for this program will occur at the Two Rivers Training Facility located at One Capitol Mall, Suite 350, Sacramento, CA 95814. One Capitol Mall is located on Capitol Mall (a street in downtown Sacramento), immediately east of the historic Tower Bridge. The building is immediately to the south of the Old Sacramento tourist area. Directions to the training facility are provided on page 5 of this syllabus.
2. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.

3. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
4. **TRAVEL:** Arrange your travel to and from Sacramento through your District or Office. (No reimbursement for travel expense -- including per diem costs -- will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.1. The Training Section does not have the capability to provide transportation to or from the Sacramento International Airport.
5. **HOUSING:** **The Training Section has reserved rooms at the Hawthorn Suites for individuals who reside outside of the Sacramento region only. You will need to call Eric Marks, Program Assistant, at (916) 319-9653 to secure your lodging. Please state that you are with the Department of Parks and Recreation CAMP Equipment Property Management Group 6 and confirm your lodging request.**

Your accommodations will be paid for by the Training Section. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact the Hawthorn Suites directly. When you arrive at the Hawthorn Suites, go directly to the front desk for your room key.

**Please Note:** You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Please be prepared to handle this appropriately.

**The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.**

The hotel is located at 321 Bercut Drive, Sacramento. Directions to the hotel are on page 6 of this syllabus.

6. **HOUSING CANCELLATION POLICY:** Hotel lodging, registration and associated fees will be charged to the employee's District or Office if a training cancellation is received with less than 72 hours notice.

7. MEALS: Meals are arranged at the discretion of the participant. There are numerous restaurants within walking distance of the Two Rivers Training Facility and elsewhere in the downtown Sacramento area. The Training Section will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to Mott Training Center for approval and processing. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
8. PARKING: There is a public lot (the Tower Bridge lot, operated by the City of Sacramento) located directly west of the One Capitol Mall building where your training will occur. Parking locations are listed on page 6 of this syllabus. You will be reimbursed for parking by the Training Center via a Travel Expense Claim (Std. 262a).
9. CLOTHING: **Field uniforms are not required.** Professional business attire should be worn.

One Capitol Mall houses both Department offices and offices of numerous private sector organizations. As such, the image we project as State Park employees is important. The clothing you wear should be appropriate.

10. BREAK TIMES: Participants will be given break times throughout the training day to visit the first-floor coffee kiosk, make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining office spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the hallway areas at any time.
11. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
12. TRAINING SECTION STAFF: Summer Kincaid (916-319-9657) is your contact while attending the course and has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Section Staff in the logistics of your training program; please work with Training Staff to help make your training experience pleasant and meaningful.
13. TRAINING MATERIALS: Training materials may be made available to you at both your unit and the Two Rivers Training Facility. Handout materials issued at your

unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.

14. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
15. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
16. **FAX:** The Two Rivers Training Facility's FAX number is (916) 319-9656.
17. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (916) 319-9657.
18. **COLLEGE CREDIT:** Most Training Section programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

**Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.**

20. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

**California State Parks  
Two Rivers Training Facility  
One Capitol Mall, Suite 350  
Sacramento, CA 95814**

**Directions**

Downtown Sacramento streets are labeled numerically and alphabetically. The Two Rivers Training Facility is located at One Capitol Mall, Suite 350, which is a private sector office building located on Capitol Mall (a street name) immediately east of the Tower Bridge (notable for its gold paint color).

Capitol Mall (the street) extends west from the steps of the State Capitol to the Tower Bridge. Although access to the building is possible from either the west (across the bridge from West Sacramento) or east (from the Capitol and downtown Sacramento), access to the parking facility can only be gained going westbound (from downtown Sacramento and the Capitol).

Entrance to One Capitol Mall is on the south side of the building, across from the Embassy Suites hotel. Take the lobby elevators to the third floor and proceed all the way down the hallway (making a left turn as you go) to Suite 350.

One Capitol Mall is not directly served by Sacramento's light rail system.

**Driving Directions:**

From **Sacramento Airport:** Drive south on Interstate 5 (towards downtown Sacramento) about nine miles to the J Street exit. Keep to the far right as you exit the freeway. Turn right on 3<sup>rd</sup> Street (which is the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **north:** Use the Sacramento Airport directions from either southbound Interstate 5 or southbound Highway 99 (which runs into Interstate 5 north of downtown Sacramento).

From points **west:** Take Interstate 80 eastbound to Highway 50/Business Interstate 80. Continue east to Interstate 5, head north to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **east:** Take Interstate 80 or Highway 50 to Interstate 5 (downtown Sacramento). Head north on Interstate 5 to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at



the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **south**:

From northbound Highway 99, proceed to downtown Sacramento. Go west on Highway 50 to northbound Interstate 5. Head north on Interstate 5 to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From northbound Interstate 5, head north to downtown Sacramento. Continue north to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

### **Parking**

Parking is at the Tower Bridge lot, operated by the City of Sacramento, located directly west of One Capitol Mall. Entrance to the parking lot is off of Front Street, which is the right turn between One Capitol Mall and the Tower Bridge. Access to Front Street can only be accomplished from westbound Capitol Mall (from downtown Sacramento). Participants traveling eastbound from West Sacramento need to make a “U” turn to come back westbound to enter Front Street.

Parking cost is \$15 per day, subject to change without notice. Parking fees will be reimbursed by the Training Section using a Travel Expense Claim (Std. 262a).

### **Directions to the Hawthorn Suites**

**321 Bercut Drive, Sacramento, CA 95814**

#### **From the NORTH:**

Take I-5 South toward Sacramento/Yuba City  
Exit Richards Boulevard  
Turn LEFT onto Richards Boulevard  
Turn RIGHT onto Bercut Drive  
End at 321 Bercut Drive, Sacramento, CA 95814

#### **From the SOUTH:**

Take I-5 North toward Redding  
Exit Richards Boulevard  
Turn RIGHT onto Richards Boulevard  
Turn LEFT onto Bercut Drive  
End at 321 Bercut Drive, Sacramento, CA 95814

## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the Two Rivers Training Facility, the following checklist is provided.

- Call Eric Marks at 916-319-9653 to confirm your lodging. State that you are with the Department of Parks and Recreation CAMP Equipment Property Management Group 6 and confirm your lodging. Securing lodging at another location will be at participant's own expense.**
  
- Be sure you have read and understand the CAMP Equipment Property Management Group 6 Program Syllabus prior to the first scheduled session.
  
- Arrange your travel through your District/Section Office.
  
- Bring the following with you to training:
  - CAMP Equipment Property Management Group 6 Program Syllabus
  - Professional business attire (uniforms are not required for this program)
  - Pens and pencils

**If you have questions or need assistance, contact Summer Kincaid, Assistant Program Coordinator:**

**Phone:** 916-319-9657  
**Fax:** 916-319-9656  
**Email:** [skincaid@parks.ca.gov](mailto:skincaid@parks.ca.gov)

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

**CAMP EQUIPMENT PROPERTY MANAGEMENT TRAINING GROUP 6 - AGENDA**  
**January 5-7, 2009**

**Monday**

**January 5**

0800-1300	Travel to Sacramento as needed	All
-----------	--------------------------------	-----

**Tuesday**

**January 6**

0800-0830	Welcome and Orientation	Kincaid
0830-0900	History of CAMP	Dennis/Olivas
0900-0930	Signing Into CAMP	
0930-1200	Searching and Filtering in CAMP	
1200-1300	Lunch	
1300-1700	Introduction to Equipment Management	

**Wednesday**

**January 7**

0800-1200	Introduction to Equipment Management	Olivas/Dennis/Laam
1200-1300	Lunch	
1300-1700	Introduction to Equipment Management	Olivas/Dennis/Laam

## **NEW CAMP USER TRAINING**

### **OVERALL COURSE OBJECTIVES**

Purpose: Participants will gain the skills, abilities and knowledge to successfully enter data of various program areas into the Computerized Asset Management Program (CAMP).

Performance Objectives: By the close of the session the participants will

1. Demonstrate proficiency in entering data into the appropriate program areas of CAMP.
2. Identify the needed information necessary to enter data into a program area of CAMP.
3. Use the data and information contained in CAMP.
4. Use the program efficiently and effectively upon return to their respective work locations.
5. Be familiar with the information available to them via the CAMP Bulletin Board on the 'N' Drive share folder and the CAMP Help Desk.

### **EQUIPMENT PROPERTY MANAGEMENT (EPM)**

Purpose: Participants will become familiar with the nomenclature and be able to use the Equipment Property Management elements of CAMP.

Performance Objectives: By the close of the session the participants will

1. Act in the capacity of DPR Property Custodian.
2. Appropriately tag property.
3. Conduct an annual equipment inventory.
4. Add equipment into the database using an electronic DPR 484a.
5. Discuss the process of having an EPM record approved.
6. Change the status of an equipment record.
7. Transfer equipment within DPR.

8. Transfer equipment outside of DPR.
9. Properly survey (dispose) of equipment.
10. Describe how to reactivate equipment.
11. Search and find specific records contained in CAMP.
12. Run various inventory reports from CAMP data as needed.
13. Meet State mandated property management policies and procedures.