

GENERAL INFORMATION MEMORANDUM

GIM NO. 1-PY05

DATE: November 18, 2005

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EQUAL
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TO: ALL LOCAL WORKFORCE DEVELOPMENT BOARDS
OWTD STAFF

FROM: REESE FULLERTON, EXECUTIVE DIRECTOR
Reese Fullerton

BY: BILL DUNBAR, DEPUTY DIRECTOR

SUBJECT: IMPLEMENTATION OF THE GENERAL
INFORMATION MEMORANDUM (GIM)

The Governor's Office of Workforce Training and Development (OWTD) is implementing a formal procedure for transmitting information to all Local Workforce Development Boards (LWDB). Effective November 18, 2005, and beginning with this first GIM, the OWTD will now transmit information through a GIM. The GIM has been implemented in an effort to formally transmit and track all information communicated to LWDB's. The OWTD will maintain a file of all GIM's transmitted to any LWDB and encourages all LWDB's to do the same.

All GIM's will be assigned a numerical tracking number followed by the Program Year (PY) to which the GIM is transmitted in. Every July 1, numerical tracking numbers will commence with the No. 1 and the new PY. All GIM's will be transmitted from Reese Fullerton, Executive Director and an originator listed in the "BY" section of the GIM. Any questions regarding the GIM may be directed to the originator.

The OWTD hopes that this will only assist in the communication with your LWDB. If you have any questions, please contact Bill Dunbar, Deputy Director at 827-9658. Thank You.