

**M E M O R A N D U M****DATE: July 10, 2002**

TO: SM/SC UNIT PERSONNEL
FROM: CZU TRAINING
SUBJECT: TR-3

All ranger unit personnel are required to submit a **Monthly Training Record (TR-3)**. The Training Battalion has developed an electronic TR-3 in order to facilitate the reporting of this necessary information. All stations are to complete their electronic TR-3 and forward it to their respective Battalion Chief by the 5th of the following month. Battalion Chiefs are to review and forward their TR-3s to CZU Training by the 10th of the month.

INSTRUCTIONS:

1. **To Open:** Double click on TR-3 attachment.
2. **To Enter Station Name:** Highlight "Enter Station Name" and then type the name of the Station.
3. **Enter month and year** the same way. **Example: JULY 2002**
4. **Enter station personnel name.** This will include all persons receiving training at your station that month. Career, Volunteers, Seasonals, etc... are to be included. **Example: JALBERT, SCOTT**
 - **Please list these names alphabetically.** You can do this by highlighting the names and all of the pertinent information regarding that individual. (If you don't highlight the name and their hours, the names will change but the hours won't, and your information will be incorrect.) Go to **DATA, SORT**, then enter the information asked and click **OK**.
5. **Enter Hours of Training:** Tab to the **Hours** column and enter the hours of training in that category for the person in that row.
 - **NOTE:** *Column A, B, C, & D correspond to Drill A, B, C, & D in the monthly **In-Service Training Plan**. If your station does additional training, enter the name of the additional class in the "**Training Subjects**" column and use the column with the corresponding letter to enter the hours for that topic.*
6. **To Save to your hard drive:** Click on **File**, click on **Save As**, and then enter the name and location that you would like to save the file. **Example: Desktop/(New Folder) TR-3-Felton 2002.**
7. Click **Close** (You should still be in Microsoft Outlook.)
8. It will ask you if you want to save your changes. This is to the temp file. Click **OK**.
9. If you want to forward the TR-3 to your Battalion Chief, click on **Actions**
10. Click on **Forward**
11. Click on **To:**
12. Type in name of Battalion Chief. **Example: Mike Snyder.**
13. Click on **Enter**
14. Click on **OK** (the person you are forwarding your TR-3 should appear in the field).
15. Click on **Send** and it should then go to your Battalion Chief.

BATTALION CHIEFS:

Review TR-3 and forward to **CZU Training**

1. Enter Battalion # and your name on the line at the bottom. Accountability will be verified by computer sent and receive times.
2. Click on **File**
3. Click on **Save**
4. Click on **X** to close
5. Click on **Actions**
6. Click on **Forward**
7. Click on **To:**
8. Type in CZU
9. Select **CZU Training** and double click.
10. Click **OK**
11. Click **Send**

Thank you for your assistance in keeping our training files accurate and up to date. If you have any questions, contact Ginny Petras at (831) 335-6745.

Steve Wert

Unit Chief

By:

Kathleen Lineberry

Battalion Chief, Training