

GAVIN NEWSOM  
GOVERNOR



NANCY WARD  
DIRECTOR

September 6, 2025

**CA 9-1-1 BRANCH NOTICE 2025-21**

Expiration: WHEN SUPERSEDED OR RESCINDED

To: ALL 9-1-1 COUNTY COORDINATORS  
ALL PUBLIC SAFETY ANSWERING POINT MANAGERS

**Subject: ANNUAL TRAINING ALLOTMENT AUTHORIZATION**

The California 9-1-1 Emergency Communications Branch (CA 9-1-1 Branch) approves the 9-1-1 County Coordinator's and Public Safety Answering Point's (PSAP's) use of their Annual Training Allotment (ATA) for State Fiscal Year (FY) 2025-2026 to attend a five-month program, "Embassy Consulting Services: Civilian Leadership Institute," from July 13, through November 10, 2025. The program includes two-day sessions each month; see attached flyer for additional details. Please refer to the CA 9-1-1 Branch Operations Manual, Chapter III- Funding for the updated allotment per PSAP. Please see the attached course announcement for additional details. The 9-1-1 County Coordinators and PSAP's are responsible for monitoring and tracking their ATA. Training reimbursement cannot exceed the allotment in Chapter III for FY 2025-2026.

The attached State of California Travel Reimbursement Rates reference document provides information regarding the State's reimbursement rates for FY 2025-2026. The second page of the reference document reflects the ATA eligible lodging reimbursement rate for the State of California.

Please direct all questions to Neena Nand, Reimbursement Claims Coordinator, at (916) 894-5024 or Neena.Nand@CalOES.ca.gov.

Sincerely,

DocuSigned by:  
*Andrew Mattson*  
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ANDREW MATTSON  
Division Chief, Program Management  
California 9-1-1 Emergency Communications Branch

cc: State 9-1-1 Advisory Board Members  
California 9-1-1 Emergency Communications Branch Staff



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