



**U.S. Department of Justice  
Federal Bureau of Prisons**

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*Office of the Reentry Affairs Coordinator*

*Federal Correctional Complex  
3901 Klein Blvd  
Lompoc, California 93436*

October 26, 2011

Dear Volunteers:

It is time again to establish dates for volunteer training for calendar year 2012.

In accordance with policy, all current volunteers must attend refresher training each year. Below are the established **refresher training dates for 2012**. Please use attached form to RSVP.

**Refresher Training (current volunteers)**

- February 1, 2012 6:00 p.m. to 8:00 p.m.
- June 6, 2012 6:00 p.m. to 8:00 p.m.
- August 11, 2012 10:00 a.m. to 12:00 p.m. (Saturday)
- November 7, 2012 6:00 p.m. to 8:00 p.m.

If you know anyone who is interested in becoming a **NEW VOLUNTEER**, please have them contact me as soon as possible. They must be cleared before they can attend training. Below are the established dates for new volunteer training.

**Initial Training - REQUIRES BEING PRE-CLEARED - NO EXCEPTIONS**

- January 24, 2012 5:00 p.m. to 9:00 p.m.
- April 10, 2012 5:00 p.m. to 9:00 p.m.
- July 10, 2012 5:00 p.m. to 9:00 p.m.
- October 20, 2012 10:00 a.m. to 2:00 p.m. (Saturday)

If you have any questions, please do not hesitate to contact us at (805)736-4154, ext. 5511, [mdwolfe@bop.gov](mailto:mdwolfe@bop.gov), or [jbesse@bop.gov](mailto:jbesse@bop.gov) (805) 735-2771, ext. 3261.

Thank You,

Maria D. Wolfe  
Reentry Affairs Coordinator

Jennifer Besse  
Reentry Affairs Coordinator

**FCC LOMPOC  
VOLUNTEER TRAINING  
(PLEASE READ THIS FORM IN ITS ENTIRETY)  
RESERVATION FORM**

**NAME OF VOLUNTEER:** \_\_\_\_\_

**BADGE EXPIRATION DATE:** \_\_\_\_\_  
(If your badge will expire in 2012, you **MUST ATTEND TRAINING** on one of the dates before your expiration date)

**TRAINING DUE DATE:** \_\_\_\_\_  
(Your badge will be pulled and put into inactive status if your training is 1 year overdue. Once you attend a training session, you will become active again).

PLEASE SELECT ONE OF THE FOLLOWING DATES BASED ON THE ABOVE INFORMATION:

_____	Feb 1	6:00 p.m. to 8:00 p.m.
_____	June 6	6:00 p.m. to 8:00 p.m.
_____	Aug 11	10:00 a.m. to 12:00 p.m.
_____	Nov 7	6:00 p.m. to 8:00 p.m.
_____	Jan 24	5:00 p.m. to 8:00 p.m.
_____	April 10	5:00 p.m. to 9:00 p.m.
_____	July 10	5:00 p.m. to 9:00 p.m.
_____	October 20	10:00 a.m. to 2:00 p.m.

**SEND THIS FORM TO ONE OF THE FOLLOWING:**

**EITHER MAIL TO:** FCC Lompoc, Attn: Maria D. Wolfe, or Jennifer Besse, Reentry Affairs Coordinators, 3901 Klein Blvd, Or Fax to; 805-737-3125 **E-MAIL TO:** [Jbesse@bop.gov](mailto:Jbesse@bop.gov) or [Mdwolfe@bop.gov](mailto:Mdwolfe@bop.gov).