



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Community Supervision Services
Deputy Associate Director*

MEMORANDUM – INTERNAL

TO: Branch Chief
Community Supervision Services

FROM: McKinley Rush, Deputy Associate Director
Community Supervision Services

DATE: April 26, 2004

SUBJECT: Training Request

Reference is made to our policy, ***“Directive on Training Conferences/Training Events Participation”*** issued on April 19, 2000 by Associate Director Thomas H. Williams. Recently, I have received request submitted from staff outside the established timeline of at least (45) days before the training that is requested commence. Please note that in the Directive, (Request Process 2.0) we require documentation supporting the travel submitted to the Associate Director or his designee 45 days in advance of the travel.

Community Supervision Services will continue to review all requests that will enhance the performance and knowledge base of staff in their current assignment. Please note that currently staff in the Administrative Office is under complement, therefore please emphasize to your managers and line staff we must have the request as soon as possible, but no later than 45 days before the activity is scheduled to occur.

Thank you for your attention and support in this matter.

cc: Mr. Thomas H. Williams
Associate Director, CSS

Mr. Freddie Burnette
Director, Office of Administration