

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: OFF-SITE TRAINING</p>	<p>Number/Rev. MP 2.2, Rev. 5 Page 1 of 1</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File</u> 3/19/09 T. L. Frye Date Human Resources</p>	<p>APPROVED BY:</p> <p><u>Approval on File</u> 3/19/09 M. F. Sharif Date WTS General Manager</p>
<p>1.0 POLICY</p> <p>Washington TRU Solutions LLC (WTS) will assure that off-site training is used in a cost-effective manner, paying particular attention to mission goals and objectives. Off-site training will be used to develop employee skills and knowledge in support of the mission; to develop human resource assets; and to enhance employee retention.</p> <p>2.0 REQUIREMENTS</p> <p>Department managers will approve all off-site training to (1) assure efficient utilization of funding dedicated to training; (2) avoid duplication of training efforts, wherever practical; and (3) assure training quality.</p> <p>3.0 RESPONSIBILITIES</p> <p>3.1 Department Managers</p> <p>Department managers are responsible for the following:</p> <ul style="list-style-type: none"> • Review and approve planned off-site training. • Provide oversight for periodic review of training utilization. • Collaborate with Human Resources to avoid duplication and assure training quality. <p>3.2 Section Managers</p> <p>Section managers are responsible for the following:</p> <ul style="list-style-type: none"> • Assessment of individual training needs through collaboration with employees. • Assurance that planned training reflects attention to mission goals and objectives, as well as attention to human resources asset development. • Recommend and discuss proposed off-site training with department manager. 	