

What Is Technical Assistance (TA)?

NIC's Technical Assistance initiative is designed to respond directly to the needs, problems, and individual requirements of state and local correctional agencies, as identified by the requesting agency. Our technical assistance includes onsite guidance, support, consultation or training provided by an experienced technical resource provider or NIC staff member who serves in an advisory capacity and works with agency staff to:

- Assess programs and operations.
- Implement effective practices.
- Improve agency management, operations, and programming.
- Improve the design, delivery, management, and evaluation of staff training programs.
- Improve offender job training and placement efforts.

How Do We Apply for TA?

The chief executive officer of the agency seeking assistance must sign a letter of request prepared on official agency stationery that:

- Briefly describes the problem for which assistance is requested, including why the need cannot be met within the agency.
- Identifies the agency contact person by name (if different from the agency head), address, telephone number, and e-mail address.
- References any supporting documentation or background materials that have an impact on the problems and identifies the NIC program staff who assisted the applicant if the request was preceded by a telephone call.
- Specifies a desired timeframe for service delivery.

Where to Apply for TA

To request technical assistance specifically related to **jails, prisons, community corrections, research and evaluation, or offender workforce development**, send a written request to the Technical Assistance Manager of the appropriate division or office at the following address:

National Institute of Corrections

*320 First Street, NW
Washington, DC 20534
Phone: 800-995-6423
Fax: 202-307-3361*

DC TA Managers

Jails Division: Fran Zandi; Prisons Division: Wayne Hill; Community Corrections Division: Cathy Banks; Transition/Offender Workforce Development: Francina Carter; Research and Evaluation: Dee Halley

For technical assistance related to **training activities**, send the written request via mail, fax, or scan email to the Technical Assistance Manager of the Academy Division at the following address:

National Institute of Corrections

Leslie LeMaster, Technical Assistance Manager
Academy Division
791 Chambers Road
Aurora, CO 80011
llemaster@bop.gov
Fax: 303-365-4455

For training-related requests, priority consideration will be given to those that have regional impact or build agency capacity to deliver training.

What Happens Next?

Upon receipt at NIC, funds permitting, we will send you an acknowledgment letter that we have received your request, and will begin the TA needs assessment process.