



TRAINING

14.1 Training (REVISED, 9/9/08)

TRAINING DIVISION MISSION AND DEVELOPMENT

- A. Proponent:** USMS Training Division, 912 267-2505; FAX 912-267-2882.
- B. General:** The Training Division's mission is to provide, in the most cost effective manner possible, the highest quality, state-of-the-art law enforcement training. It is also the responsibility of the Division to provide guidelines concerning the development, review and implementation of USMS Training curricula.
- C. Policy:** It is the policy and practice of the USMS to provide the most relevant, practical and contemporary training to all employees, to include, basic, advanced, in-service and specialty disciplines.
- D. Course Development:** Course development, to include periodic review of existing curricula, will be accomplished through curricula development teams (CDTs) and curricula review teams (CRTs). The CDTs will consider the most effective sequence for learning; that is, to provide information, to allocate practice and to evaluate student performance to ensure learning has taken place. A course or block of instruction most typically will be presented by the following means:
- 1. Lecture/Classroom:** A training session, indoors or outdoors in which instructional material is presented by Division or visiting instructors. Mode of instruction will be by lecture, the use of visual aids (slides, overheads, computer-based projections and video tapes) satellite teleconferencing and instructor demonstration.
 - 2. Laboratory:** An untested training situation, indoors or outdoors, in which students practice skills under the guidance of an instructor(s).
 - 3. Practical Exercise:** An evaluation/testing situation, indoors or outdoors, in which students, under the supervision of training staff, participate in scenarios and skills that are evaluated/graded.
- E. Training Committee**
- 1.** The USMS Training Committee is authorized to review, evaluate and offer recommendations relative to the USMS training program. The Assistant Director, Training Division serves as the chairperson of the Training Committee, which is comprised of members from the Training Division Management Team, to include Branch Chiefs of the Training Academy, and two senior instructors. New or replacement members of the Training Committee are appointed by the Chief, Training Academy and serve at the discretion of the appointing authority.
 - 2.** Training Division personnel will provide information relative to training issues, techniques, programs, and equipment to the Training Committee. The Training Committee will be assisted by subject matter experts from both the field offices and headquarters divisions. Input from district managers and Division Senior Staff should be constantly encouraged, to stimulate ideas and provide constructive assessments of existing or developing topics. Division Senior Staff will provide suggestions to the USMS Training Committee resulting from sub-committee reviews, meetings and discussions. On a continuous basis, headquarters divisions and district offices will provide training materials, relative policies, and suggestions to the Academy to facilitate an aggressive and contemporary training agenda. Upon request, divisions and districts will also provide the Academy with subject matter experts to deliver course material.

3. The Training Committee will review and evaluate current programs, and identify and recommend future USMS training needs. The Committee will meet at least once each year. Recommendations will be forwarded by the Training Committee chairperson through the chain-of-command for further review, coordination, approval and funding, unless the recommendations are within the Training Committee chairperson's authority to implement.

F. Specialized Training

1. The Training Division is responsible for the development, maintenance and delivery of all courses (operational and administrative) as delegated by the Human Resources Division. Additionally, the Division will, assist other components of the agency to develop and refine operational "specialty" curricula and courses. Specialized training provided to personnel includes the following:
 - a. Development of skills, knowledge and abilities specific to the specialty function;
 - b. Ensuring performance standards are addressed and emphasized;
 - c. Ensuring agency policies, procedures and regulations are thoroughly covered during instruction;
 - d. Management, administration, supervision, personnel policies, and support services relative to the function; and
 - e. Supervised on-the-job training.

G. Mission and Development Training

1. Mission and Development Functions identified for specialty training include the following disciplines:
 - a. Court Security
 - b. Witness Security
 - c. Detention Enforcement
 - d. Prisoner Handling
 - e. Audit Training
 - f. Protective Investigations
 - g. Operational Management Training
 - h. ADP Training
 - i. Fugitive Investigations
 - j. Basic Administrative Training
 - k. Firearms Instructor
 - l. Basic Instructor Training
 - m. Property Management Training
 - n. Hazardous Response

o. Asset Forfeiture

Note: All high liability training; e.g., firearms, defensive tactics, less lethal devices, etc., must be taught by an instructor currently certified in the respective discipline.

ANNUAL RETRAINING PROGRAM

- A. Proponent:** USMS Training Division, 912 267-2505; FAX 912-267-2882.
- B. General:** This policy directive ensures the existence, implementation, and documentation of an annual retraining program for all U.S. Marshals Service (USMS) personnel, with particular emphasis on firearms, use of force, less-than-lethal devices, updates on pertinent legal issues, and emergency contingency plan operations. Additionally, this directive identifies supervisory responsibilities for managers at all organizational levels within the USMS.
- C. Authority:** The Director's authority to administer and supervise training of USMS personnel is set forth in 28 USC 566.
- D. Policy:** The objective of this program is to implement and maintain annual Servicewide training, recertification, and requalification. This program does not supersede the authority of USMS management to conduct retraining, recertification, or requalification on a more frequent basis or on training subjects beyond those discussed in this directive. The annual retraining program is designed to assist management in ensuring the highest possible standards of personnel performance. The annual retraining program is not a single event process, but rather an ongoing process that ensures the coverage of all relevant training subjects during a one-year time period.
- E. Procedures:** Documentation of the conduct and completion of the annual retraining program is to be maintained by the organizational component.
1. **Firearms Qualifications:** All employees are required to complete weapons qualifications as specified in the *Firearms* directive. The minimum required weapon qualification time periods are as indicated below:
 - a. **Every six months**
 - (1) *Primary duty handgun qualification*
 - (2) *Secondary or off-duty handgun qualification*
 - (3) *Rifle qualification*
 - (4) *Shotgun familiarization*
 - (5) *If applicable, Submachine Gun/Semi-automatic 9 mm carbine*
 - b. USMS personnel who are authorized to use other firearms are required to qualify with these weapons in accordance with *Firearms* directive.
 2. **Less Lethal Devices Qualifications:** All operational employees **are** required to be retrained and certified annually to maintain current certification to deploy all less than lethal devices or, at a minimum, one of the following devices: OC spray, expandable baton or projectile stun gun.
 - a. OC Spray
 - b. Expandable Baton
 - c. Electronic Restraint Devices (Stunbelt, Band-it)
 - d. Electronic Immobilization Devices (stunguns)

- e. Projectile Stunguns, if the District/Division possesses one
3. **Legal Training Updates:** U.S. Marshals and Assistant Directors are required to conduct an update of important statutory laws and case law decisions which influence the operations of the USMS. Important laws and legal decisions which affect the areas of use of force; search, seizure, and arrest; interrogation and interview; and investigative techniques and methods should be disseminated immediately through in-service training at least once a year based on information and materials provided by the Office of General Counsel.
4. **Miscellaneous Retraining Issues:** Retraining should immediately address substantial changes such as agency policy, procedures, rules, and regulations; the performance evaluation system; emergency fire suppression techniques; hazardous materials incidents; and contingency plans for emergency situations. U.S. Marshals and Assistant Directors will identify and implement necessary retraining.
5. **Collateral Duties Retraining:** This type of training is used to maintain the required level of performance and skill in collateral duties.

F. Responsibilities

1. **U.S. Marshals/Assistant Directors:** Responsible for performing the following:
 - a. Implement an effective annual retraining program within their respective organizational components. Certain responsibilities of the actual implementation may be delegated to other managers, supervisors, training officers, or other personnel; however, ultimate responsibility rests with the U.S. Marshals or Assistant Directors. Training may be conducted during normal duty hours or, if necessary, prior to the start of the workday or after normal duty hours; and
 - b. Analyze the needs of the district or division and use available training resources such as local law enforcement agency training courses and specialty-oriented private vendors in coordination with the USMS *External Training Program* directive.
2. **Training Officers:** Responsible for performing the following:
 - a. Use effective methods of instruction that are consistent with the circumstances of the training situation;
 - b. Stay abreast of training developments;
 - c. Advise senior management personnel of the need for specific training and retraining;
 - d. Maintain liaison with the Training Division to keep abreast of recent training matters and developments;
 - e. Conduct and document all retraining; and
 - f. Maintain records for all retraining that does not fall under the specified responsibility of another specific collateral duty function.
3. **Collateral Duties Officers:** Responsible for performing the following:
 - a. Advise district or division management of the necessity to conduct specific retraining and requalifications, within the required time period; and
 - b. Implement and document the requalifications programs
4. **District/Division Supervisory Personnel:** Responsible for performing the following:
 - a. Coordinate and schedule training and retraining; and

Training

- b. Ensure the attendance of all personnel within their component at scheduled retraining activities.

G. Definitions

1. **Retraining:** Describes the concept of all vehicles of informal or formal training conducted by district/division personnel and intended to supplement the more formal academy training environment within the annually required time period. Retraining is often in-house training which is often conducted by in-house personnel. Intended to maintain professional development and practices as required by USMS policy and between the formal academy retraining sessions.

EXTERNAL TRAINING PROGRAM

A. Proponent: Training Division, HRD, (912) 267-2505; Fax (912) 267-2882. This policy directive has been negotiated with and approved by the International Council of U.S. Marshals Service Locals, American Federation of Government Employees.

B. Purpose: To establish policy and procedures for approval and funding of training that is not conducted by the United States Marshals Service (external training) for Marshals Service employees funded through the Salaries and Expenses Appropriation.

C. Authority: The Director's authority to supervise the USMS and issue written directives is set forth in 28 CFR 0.111 and 28 USC 561(g).

D. Policy: Districts and divisions may request external training for employees when the training is clearly relevant to the employee's position or continued career-related development.

1. External training must meet the following criteria to be considered for approval:
 - a. Be located in the local commuting area (travel and per diem costs associated with training outside the local commuting area will be borne by the requesting office);
 - b. Does not duplicate training recently received by the requesting employee as part of Marshals Service internal training;
 - c. Is not available within the USMS, Federal Law Enforcement Training Center, or other available government training resources; and
 - d. Sufficient funding is available.
2. The following sources may be authorized to provide external training:
 - a. Interagency vendors, such as the Office of Personnel Management, U.S. Department of Agriculture, and other federal agencies
 - b. State and local agencies
 - c. Nongovernmental vendors, such as private educational or training institutions
 - d. Military training programs
 - e. Commercial corporations and companies providing specific training beneficial to the USMS
 - f. Training Conferences; i.e., NOBLE, HAPCOA, NSA, IACP, etc.

Nongovernmental or commercial vendor training will be approved **only** if no comparable internal USMS training or other interagency training is available.

E. Procedures

1. **Training Sources:** Employees should research available training programs and resources within the government before requesting external training. A variety of up-to-date information can be found at U.S. Department of Agriculture, [GS Graduate School](#). Information on internal and external training sources can also be obtained from the Training Division, Professional Development Branch, or the Training Academy web site.
2. **Requesting External Training:** Districts and divisions (including Assistant Directors and U.S. Marshals) must submit an [SF-182](#), *Request, Authorization, Agreement and Certification of Training*, to the Training Academy for approval of all external training, assignment of document control numbers, processing and funding.
 - a. The employee requesting training will complete the necessary information, including trainee information, training course data, and estimated costs and billing information, on the [SF-182](#).
 - (1) The requesting district's/division's address is entered in the section for billing instructions because the employee's division or district office will initially pay for the training course and the Training Academy will process a funds transfer through the Budget Transfer System upon completion of the approval process.
 - (2) [SF-182](#) must be accompanied by a relevant course description, syllabus, or outline that clearly describes the objectives and topics to be covered. [SF-182s](#) without sufficient supporting documentation will be returned to the requesting office with a request for additional information.
 - b. The requesting employee will submit the completed [SF-182](#) to his or her immediate supervisor, who approves the training by signing in Section D - Block 26a. If applicable to the requesting employee, a second-line supervisor must sign in Section D- Block 27a, indicating the need and approval for the requested training. Only requests approved by district and division management will be processed by the Training Academy.
 - c. The requesting district/division office will transmit the completed [SF-182](#) to the Chief, Professional Development Branch, Training Academy, at least 15 working days prior to the registration deadline **and/or class start date** for the requested external training to allow sufficient time for processing. [SF-182](#) transmitted late or after the training has been completed will not be approved and funded. **An additional 15 working days will be needed to process and approve all tactical training.**
 - d. No-cost local training that is in furtherance of the USMS mission and within the employee job description, is located in the local commuting area, and is no cost to the Government, may be approved at the district/division level. At the conclusion of the training, participants must submit a completed form [SF-182](#), *Request, Authorization, Agreement and Certification of Training*, to the Training Academy for training record purposes.
3. **Training Division Authorization:** Upon receipt, the [SF-182](#) will be processed by the Training Academy and issued a document control number. The Chief, Professional Development Branch or designee (training officer), will sign in Block 28a of the [SF-182](#) to indicate a recommendation for authorization in accordance with this policy. If approved, the Assistant Director for Training, or designee will sign Block 29a, which authorizes the use of funds for employees at the GS-15 level and below, and return the completed form to the requesting district/division Administrative Officer.
4. **Disapproval of Request:** Requests that are not recommended for approval will be forwarded to the Assistant Director for Training, or designee with an explanation. Training requests that are rejected will be returned to the requesting district/division with an explanation of the specific reason for disapproval and a list of alternative programs or courses that may be considered. **Districts/Divisions may not expend funds** from their workplans for training, tuition, registration or associated fees **that has not been approved by the Training Academy.**
5. **U.S. Marshal/Assistant Director Requests:** U.S. Marshals and Assistant Directors requesting training must forward a form [SF-182](#) to the Training Academy, attention: Chief, Professional Development Branch. The Training Academy will forward the [SF-182](#), to the Deputy Director's

Training

- Office with a recommendation for appropriate action. The approved SF-182 will be returned, along with an evaluation form to the requesting district/division. The Training Academy will convey the reason for any disapproved training to the requesting individual. The only exception to this requirement is for approved national conferences as published by Executive Services. SF-182 requests for attendance at approved conferences should be forwarded to Executive Services Division in accordance with guidance distributed by Executive Services for each conference.
6. **Tactical/SRT Training:** Requests for tactical or Special Response Team (SRT) training from any source will be forwarded to the Commander, Special Operations Group (SOG) upon receipt at the Training Academy for concurrence consistent with the policy and training requirements for SRT teams. An additional 15 working days to process these requests is necessary.
 7. **Academic Degree Programs:** Unless agency directed, the external training program may not be used for the sole purpose of providing an academic degree. College courses, whether in an undergraduate or graduate program of study, are limited to one course within the program per fiscal year. The class must be in furtherance of the USMS mission and within the employee's job description.
 8. Courses offered by the Federal Law Enforcement Training Center at Glynco, Georgia **must be coordinated through the Professional Development Branch Chief** prior to registration of the attendee.
 9. **Evaluation of Training:** Employees must evaluate external training using the form provided by the Training Division.
 - a. Completed evaluation forms must be returned to the Chief, Professional Development Branch, Training Academy.
 10. **Funding:** Following approval, the Training Academy will process a funding transfer in the Budget Transfer System. Funding will not be proportioned according to the district's previous work plan training allocation. The Training Division, FSD, and the districts will work in consonance to ensure needed and approved training is properly funded.
 11. **Cancellations to Approved Training:** For approved training, circumstances may arise that prohibit attendance by the employee for training. For example, a vendor may elect to change the training dates or cancel the training due to insufficient participation, or workload commitments prohibit the employee from attending. In these circumstances, the employee approved for the training must immediately notify the Professional Development Branch Chief, or Training Coordinator, at 912-267-2505, to modify or cancel the approved SF-182 and the approved funding will be removed from the Division/District work plan.

F. Responsibilities

1. **Training Academy:** Review and make approval determinations for all external training requests, provide information on relevant training programs, maintain data on completed training, and fund approved training through the Budget Transfer System.
2. **U.S. Marshal/Assistant Director:** Approve employee requests for external training within their offices/divisions consistent with the employee's position, this policy, and ensure that SF-182's are forwarded to the Training Academy in a timely manner.
3. **USMS Employees:** Research available training programs, request appropriate external training and complete training evaluation form.

PROFESSIONAL DEVELOPMENT TRAINING (NEW SECTION ADDED 8/26/08)

- A. **Proponent:** USMS Training Division, 912-267-2505; FAX 912-267-2882
- B. **General:** This policy directive ensures the existence, implementation, and documentation of supervisory and leadership development training programs for all newly promoted supervisors,

Training

Administrative Officers, GS-13 Supervisors, GS-13 Division Specialists, GS-13 Program Managers, Chief Deputy U.S. Marshals and Headquarters Division Managers. This directive mandates attendance to *Supervisory Leadership Development* training within set time frames and provides information on other leadership development programs available to GS-14 and GS-15 managers. *Professional Development Training* is designed to assist supervisors and managers in ensuring the highest possible standards of performance. It is essential to ensure our employees are receiving the latest information, policies and techniques to effectively execute their duties.

C. Authority: The Director's authority to administer and supervise training of USMS personnel is set for in 28 USC 566

D. Policy: All newly promoted GS-13 supervisors, GS-13 division specialists, and Administrative Officers are required to attend the USMS *Supervisory Leadership Development (SLD)* Training program within 18 months of assuming the duties of their position, funds permitting. Current GS-13 Supervisors, GS-13 division specialists, and Administrative Officers who have not attended the former programs, *Introduction to Management and Leadership (IML)* and/or *Managing for Success (MFS)*, will be scheduled for SLD to meet the contemporary training requirements. Following completion of SLD, GS-13 Supervisors, GS-13 division specialists, and Administrative Officers, will become eligible to attend the *Chiefs Development Program (CDP)*. There is no set time line established for operational GS-13 SLD graduates to attend CDP. Newly promoted Chiefs (GS-14 and above) will attend the next available CDP class, funds permitting. Additionally, senior managers (GS-14 and 15) are eligible to attend other *Leadership Development Programs* which are announced annually by the Training Division through the USMS *External Training Program* (link to directive), such as, the *Center for Creative Leadership's Leadership Development Program* or the *Police Executive Research Forum*. Managers are encouraged to seek out developmental opportunities through external training vendors who provide management/leadership training.

E. Procedures: All newly promoted GS-13 supervisors, GS-13 division specialists and Administrative Officers will be scheduled for and required to attend *Supervisory Leadership Development* training within 18 months of assuming their position.

1. The Training Division will notify district/division managers and participants who are subject to meeting the requirement.
2. Employees meeting the criteria may contact the Training Division, Professional Development Branch Chief to request to attend SLD. Employees meeting the criteria must attend barring exigent circumstances. Should there be exigent circumstances which prevent an employee from attending the training program, the employee's supervisor must submit, in writing to the Training Division, an explanation why the employee is unable to attend training. An employee unable to attend a course once offered will be scheduled for the next class.
3. Documentation verifying attendance will be maintained by the Training Division. Once SLD has been successfully completed or the supervisor/program manager has attended IML or MFS, they are eligible to attend the *Chiefs Development Program* and other leadership development programs.
4. Chief Deputy U.S. Marshals and GS-14 and 15 Program Managers are eligible to attend the Center for Creative Leadership's *Leadership Development Program* on a space available basis. All eligible supervisors and managers are encouraged to seek training opportunities either through USMS internal courses or external training sources.

F. Responsibilities:

1. **U.S. Marshals/Associate Directors for Operations and Administration/Assistant Directors:** Managers will ensure all eligible Administrative Officers, GS-13 Supervisors, GS-13 Division Specialists and GS-13 Program Managers attend the required *Supervisory Leadership Development Program* within 18 months of assuming their position. If an employee meeting the criteria has not been contacted to attend the SLD and other leadership development programs, managers should contact the Professional Development Branch for assistance in scheduling an employee for a class.

Training

2. **Training Division:** Monitor promotion lists, develop training class rosters and provide training classes within 18 months of an affected employee's promotion. Notify eligible participants of the *Chiefs Development Program* and other leadership development programs.
3. **Newly promoted GS-13 Supervisors, GS-13 Division Specialists, Administrative Officers and those who have direct reports:** Will make themselves available for the mandatory training within the time guidelines.

ADVANCED OPERATIONAL TRAINING (NEW SECTION ADDED, 9/9/08)

- A. Proponent:** USMS Training Division, 912-267-2505; FAX 912-267-2882
- B. General:** This policy directive ensures the existence, implementation, and documentation of advanced classroom training programs for GS 1802 and GS 1811 series personnel. This directive requires attendance within set time frames to advanced operational training in Advanced Deputy U.S. Marshal and Advanced Detention Enforcement Officer. The advanced training programs are designed to assist the USMS in ensuring the highest possible standards of personnel performance. It is essential to ensure employees are receiving the latest information, policies and techniques to effectively execute their responsibilities. Advanced training programs are an ongoing process which ensures the coverage of all relevant training subjects. Additionally, this directive identifies supervisory responsibilities for managers at all organizational levels within the USMS.
- C. Authority:** The Director's authority to administer and supervise training of USMS personnel is set for in 28 USC 566.
- D. Policy:** This policy establishes an on-going training standard based upon a seven year training cycle for all USMS personnel in the GS-1811 Criminal Investigator/Deputy U.S. Marshals GS-11/12 grade levels, and a five-year training cycle for all GS-1802, Detention and Aviation Enforcement Officers. Advanced training for either job series is based upon available funding.
1. **GS-1811 Deputy United States Marshals** are required to attend the *Advanced Deputy U.S. Marshal (ADUSM) Training* program seven years after completion of basic training and within a seven-year time frame thereafter.
 2. **GS-1802 Detention and Aviation Enforcement Officers** are required to attend *Advanced DEO (ADEO) Training* program within five years of completion of basic training and within a five-year time frame thereafter.
- E. Procedures:**
1. The Training Division will notify district/division managers and employees of their advanced training requirement.
 2. Notified employees will attend advanced training barring exigent circumstances. If there are exigent circumstances that prevent an employee from attending the Advanced Training program, the employee's respective Chief Deputy or Chief must submit in writing to the Training Division an explanation why the employee is unable to attend the required training and provide a suitable replacement.
 3. Operational personnel who decline to attend the required advanced training more than twice in a one year period will not be afforded an opportunity to attend external training until the required advanced training is completed.
 4. Upon promotion to a supervisor or other divisional specialty position, personnel covered by this policy are no longer subject to the seven year training cycle requirement. Promoted employees will attend USMS professional development training. However, if an employee is promoted and has not attended at least one advanced training class, they must complete one before the requirement is removed. Managers, Supervisors, and divisional specialists may attend advanced training, space permitting.

5. Documentation verifying attendance at the advanced training course will be maintained by the Training Division.

F. Responsibilities:

1. **U.S. Marshals/Associate Directors/Assistant Directors:** Managers will ensure all eligible operational employees (GS 1802 and GS 1811-11/12) are available and attend the required Advanced training at the Training Division within the five year or seven year time frames, as appropriate based on position classification, and thereafter. The district/division will immediately locate and provide a suitable replacement for the employee who is unable to attend the advanced training.
2. **Training Division:** Will prepare rosters within the guidelines, notify participants and managers of the need for advanced training, conduct the advanced training and maintain documentation of completion.
3. **USMS Operational Employees:** Must recognize the need to meet the advanced training requirement and request to attend advanced training within the time frames listed by notifying the appropriate approving authority in a timely manner.

LEARNING MANAGEMENT SYSTEM: LEARNDOJ (NEW SECTION ADDED, 3/17/09)

A. Proponent: Training Division, 912-267-2505; FAX 912-267-2882

B. SEQ CHAPTER 1h 1r 1Purpose: To establish procedures for the U.S. Marshals Service (USMS) Learning Management System (LMS), *learnDOJ*. All components must report their employees' training data electronically to the Department of Justice (DOJ) for further reporting to the Office of Personnel Management (OPM). Employee training information is reported to OPM as Enterprise Human Resources Integration (EHRI) data. *LearnDOJ* is an on-line DOJ LMS that provides training opportunities to all USMS employees and makes employees' training data available electronically.

The LMS provides substantial benefits to employees by tracking their personal training history, attaining and enhancing mission critical competencies, adapting to changes in technology and content of work, and serving to attract and retain employees for whom self development is a priority. *LearnDOJ* provides other options such as offering training course registration, locating training courses within course catalogs, and taking on-line courses.

C. Authority: The Director's authority to supervise the USMS and issue written directives is set forth in 28 CFR 0.111 and 28 USC 561 (g). The USMS may use a full range of options to meet its mission-related organizational and employee development needs. These options include classroom training, on-the-job training, and technology-based training (5 CFR 410.204).

D. Policy: *LearnDOJ* will be used by all USMS employees to automate administrative processes associated with training in accordance with 5 CFR 410.701, which includes routing and approval of external training requests; routing and approval of internal training schedules; verifying and tracking training completions; and creating training transcripts and reports.

E. Procedures: Training referenced in this guidance encompasses internal, external and on-line training.

1. Internal Training

- a. All internal USMS training must be recorded in *learnDOJ*. Each training class or event will be assigned a unique "Item ID" in *learnDOJ*. The completion of training will be recorded in the "Learning History" for each employee who successfully completes a specific training event. Items entered into *learnDOJ* will be constructed to capture required EHRI data according to OPM guidelines.
- b. Headquarters divisions and districts that conduct internal training will provide course information to the Chief, Learning Management Branch, Training Division. The required training data will be submitted by utilizing the *Training Submission Form (USM-452)*

posted on the intranet forms page and on the Training Division's intranet site. Training courses that will be entered into *learnDOJ* are those approved by the Training Division and provided to USMS employees on a recurring basis by USMS divisions, other government agencies, or vendors contracted by the USMS to present material primarily to employees of the USMS.

- c. Employees may be assigned to attend internal USMS training by the Training Division or district/division managers. Assigned training may be in-service/refresher training, or as a result of a new work assignment. Registration in *learnDOJ* for internal training at the Federal Law Enforcement Training Center (FLETC) will be administered by the Training Division. Employees will be notified of their selection for training by the Training Division. Employees approved for training facilitated by headquarters divisions will be notified by that division or by the Training Division. Divisions will communicate changes in class rosters to the Training Division prior to the commencement of the training. Final rosters containing the names of successful graduates must be provided to the Learning Management Branch, Training Division, within five (5) days after training has concluded. If self-registration is available to employees for specific internal courses, availability will be listed in the course offering in *learnDOJ*.
- d. Training provided at the local level may be recorded in an employee's *learnDOJ* Learning History at the direction of the Training Division. District/division administrators and training coordinators will record successful completion of training through their administrative account in *learnDOJ*. Guidance on the recording of training will be provided by the Learning Management Branch, Training Division.

2. External Training

- a. All external training requests will be in accordance with Policy Directive 14.1, External Training.
- b. Employees must log into their *learnDOJ* account and verify that their first level supervisor is correctly listed and their appropriate DOJ e-mail address is entered in their user profile (*learnDOJ*).
- c. USMS employees requesting to attend external training will submit a *Request, Authorization, Agreement & Certification of Training (SF-182)* through *learnDOJ*. After completing the SF-182, employees must check the "I Agree" box in the required approval process in *learnDOJ* for the request to be processed. Contractors and detailed government employees will submit hard copies of the SF-182 form. Documentation such as course descriptions will be provided to the requesting employee's supervisor in accordance with Policy Directive 14.1.
- d. Employee requests for external training, along with an e-mail notification, will be electronically forwarded through *learnDOJ* to the employee's immediate supervisor for approval. Additional notification will be sent to the designated *learnDOJ* Training Coordinator, who can act as an alternate approver if the appropriate supervisor is unavailable to act on the request. Training Coordinators should **NOT** take action on the request unless directed to do so by district/division management.
- e. Once approved by the first level supervisor, the request will be forwarded along with an e-mail notification through *learnDOJ*, to the second level supervisor for subsequent approval. The designated Training Coordinator may take alternate approval action at the second level, if necessary. Training Coordinators should take approval action **ONLY** at the direction of district/division management. If the request is approved by the employee's second level supervisor, the request will be forwarded to the Professional Development Branch, Training Division for final approval action. If a training request is denied at any level in the approval process, the employee who submitted the request will receive a notification via e-mail of the denial. Reasons for the denial will be listed in the comments section.
- f. Each request will generate a unique "Request ID" in *learnDOJ* which is displayed on the SF-182. Employees will provide the Request ID to administrative staff in their respective

office for future tracking of the reimbursement of funds. The Training Division will generate a document control number, which will be linked to the Request ID in *learnDOJ*, for each request. Unless otherwise specified, the registration and payment for training is the responsibility of the office of the requesting employee.

- g. **U.S. Marshals** requesting external training will complete a *Request, Authorization, Agreement & Certification of Training (SF-182)* through *learnDOJ*. The request will be electronically forwarded to the Deputy Director, USMS, for initial approval. Once approved by the Deputy Director, the request will be forwarded through *learnDOJ* to the Director. If approved by the Director, the request will be forwarded to the Professional Development Branch, Training Division, for approval action.
- h. **Chief Deputy U.S. Marshals (CDUSM)** requesting external training will submit a *Request, Authorization, Agreement & Certification of Training (SF-182)* through their *learnDOJ* account. The request will be forwarded to the U.S. Marshal as the first level supervisor for approval. Once approved by the U.S. Marshal, a notification will be sent to the Deputy Director and the designated district/division Training Coordinator for approval action. No approval by the Deputy Director is necessary for CDUSM training requests. **Once approved by the U.S. Marshal, the designated Training Coordinator will act as the alternate approver for the second level supervisor.** The training request will be electronically forwarded to the Training Division. Districts should coordinate the submission of CDUSM external training requests to ensure that the first and second level approvals within a district can be completed contemporaneous to each other.
- i. Once an external training event is concluded, employees must verify the completion of training in *learnDOJ*. The verification of completed training will be forwarded to the employee's first level supervisor. The employee's supervisor must validate the employee's training in *learnDOJ*. The "approval" of an employee's verification indicates that the completion status as indicated by the employee is accurate. Once the training completion is validated by the employee's supervisor, a record of that training will be displayed in the employee's Learning History in *learnDOJ* and reported as EHRI data to OPM.

3. On-line Training

- a. Employees have access to on-line courseware through *learnDOJ*. On-line courseware is available on any computer station with internet access, and is therefore available during duty and non-duty hours.
- b. No approval process is required in *learnDOJ* to access on-line courseware. Managers may allow employees access to on-line courseware during duty hours depending on workload. Supervisors have discretionary authority to determine the number of hours employees can dedicate to on-line training in an administrative work week.
- c. Employees may access on-line courseware at any time during non-duty hours. Utilization of on-line training during non-duty hours is voluntary and does not entitle an employee to overtime or compensatory time. Supervisors and managers should follow existing bargaining agreements related to training if applicable. Compensation for training will be in accordance with 5 CFR 410.402.
- d. Completed on-line training accessed through *learnDOJ* is automatically recorded in an employee's learning history upon completion of the training course.
- e. Additional training opportunities are available through *learnDOJ* from other government entities, such as the National Advocacy Center. Employees should adhere to registration procedures established by those agencies and Policy Directive 14.1 to access that training.

4. Administration

- a. The Learning Management Branch, Training Division, is responsible for the

administration of *learnDOJ* for the USMS. Key system administrators will coordinate with DOJ as needed with respect to implementing and maintaining *learnDOJ*.

- b. Each district/division will assign personnel within that entity to act as administrators for their respective district/division. Districts/divisions requesting personnel be granted administrative access to *learnDOJ* will submit a written request (DOJ e-mail is sufficient) to the Chief, Learning Management Branch, Training Division. The request will identify the employee to be granted administrative access and the role in *learnDOJ* to be assigned to that employee. The two administrative roles in *learnDOJ* assigned to district/division personnel are: Administrators and Training Coordinators.
District/division managers must notify the Chief, Learning Management, if administrative access to *learnDOJ* by assigned employees is to be withdrawn due to transfer, change in job duties, separation from service or other reason as determined by management. Once notification is made, the assigned administrative account will be removed from *learnDOJ*.
 - c. Once a request for an administrator account is received, the employee identified will be sent a "Rules of Behavior" form that must be signed and returned to the Learning Management Branch, Training Division, prior to access being granted to site administration. The Training Division will maintain the signed Rules of Behavior forms as required by DOJ.
 - d. Upon receipt of the signed "Rules of Behavior," an administrative account will be created for the employee identified in the submitted request and for the domain to which they are assigned. Login information for the administrative account and additional guidance will be sent to the assigned employee.
 - e. Administrators (both "Administrator" and "Training Coordinator") will have access to employee records only within their respective *learnDOJ* domain (district/division).
5. **Compensation for Training Beyond Regular Work Hours:** Supervisors and managers should follow existing bargaining agreements related to training, if applicable.
- a. There is no entitlement to overtime or compensatory time under the *learnDOJ* program.
 - b. In accordance with 5 CFR 410.402, an agency may **not** use its funds, appropriated or otherwise available, to pay premium pay to an employee engaged in training by, in, or through government or non-government facilities. There are, however, specific exceptions which permit the payment of premium pay, and they are:
 - 1. Continuation of premium pay;
 - 2. Training at night;
 - 3. Cost savings;
 - 4. Availability pay; and
 - 5. Standby and administratively uncontrollable duty.

In order for premium pay to be considered, a supervisor must review the specific exceptions, identify, in writing, which of the exceptions is being invoked, the conditions requiring premium pay payment, etc. The supervisor must ensure that district/division management is advised prior to approval of premium pay for completion of *learnDOJ* training. The supervisory documentation will be maintained locally.
6. **Course Completion:** Employees must complete all course modules to have the course recorded on their learning history (student transcript).

F. Responsibilities

- 1. **Assistant Director, Training Division:** Provides overall leadership and vision for the USMS on e-learning.
- 2. **Chief, Learning Management, Training Division:** Provides direction and guidance on all aspects related to the collection of employees' training records. This includes:

- a. Disseminating guidance on all aspects of *learnDOJ* and informing managers and supervisors of DOJ's LMS purpose and capabilities;
- b. Determining overall training needs of the USMS by reviewing workforce planning documents, learning and developmental assessments, and other relevant materials; and
- c. Administering *learnDOJ* in accordance with policies set by DOJ.

3. **Training Division:** Provides instruction on *learnDOJ* during appropriate training classes.

4. **Assistant Director, Information Technology Division:** Provides technical advice and assistance on information technology issues.

5. **U.S. Marshals, Chief Deputy U.S. Marshals and Supervisors:** Encourage employees to meaningfully participate in on-line training via *learnDOJ*, allowing adequate time for study, ensuring employees are taking the appropriate training and adhering to the policy for training during duty hours. Managers have discretionary authority to determine the number of hours employees may dedicate to training during the work week. Managers will ensure that all approval processes are followed as set by USMS Policy Directives.

6. **LearnDOJ Administrators and Training Coordinators:** Coordinate administrative issues with the Training Division. Report any violations of administrative policy set by the Rules of Behavior to the Chief, Learning Management Branch, Training Division. Assist employees with administration of their accounts. Record completed training as necessary in employee Learning Histories. Act as alternate approvers for external training as necessary and only at the direction of district/division managers.

7. **USMS Employees:** Log into *learnDOJ* and verify information listed on the profile page as directed in paragraph E.2.b. of this Directive. Monitor learning history to ensure training is recorded appropriately. Notify *learnDOJ* administrators of incorrect records or problems related to the use of *learnDOJ*.

G. **Cancellation:** Supersedes USMS Policy Directive **14.1, Training**. This is a new policy section added to the Policy Directive 14.1.

H. **Authorization and Date of Approval:**

By Order of:

Effective Date:

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John F. Clark
Director
U.S. Marshals Service