



TRAINING

14.1 Training

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 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.