



PROCUREMENT



TRAINING

14.1 Training

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 leadership development training programs for all newly promoted supervisors, Administrative Officers, GS-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 forth in 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. Additional 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 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.
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 time guidelines.

Effective Date:

8/26/08

By Order of:

/s/

John F. Clark
Director
U.S. Marshals Service