



PROCUREMENT



TRAINING

14.1 Training

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 forth in USC § 566.
- D. **Policy:** This policy establishes an on-going training standard based upon a seven year training cycle for 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 year period will not be afforded an opportunity to attend external training until the required advanced training is completed.

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.

**Effective Date:**

9/9/08

**By Order of:**

/S/

John F. Clark  
Director  
U.S. Marshals Service