



## TRAINING

### 14.4 Training

#### TRAINING ACADEMY ASSIGNMENTS

- A. Proponent:** Human Resources Division; (202) 307-9416; FAX (703) 557-9702.
- B. Purpose:** This policy directive establishes the duration of appointments of all GS-1811-13 employees to the U.S. Marshals Service (USMS) Training Academy as instructors or staff members. All GS-1811-13 positions at the U.S. Marshals Service Training Academy are covered by the provisions of this directive.
- C. Authority:** The Director's authority to supervise the USMS is set forth in 28 CFR 0.111 and 28 USC 561(g).
- D. Policy**
1. Training Academy positions will be announced and selected under the provisions of the current merit plan. Employees must apply for an instructor's position in accordance with the position announcement. Appointments to the Training Academy will be up to four years, with an optional one-year extension.
  2. Employees selected for assignment to the Training Academy are required to serve a minimum of two years at the Academy before seeking lateral reassignment. This does not prevent an employee from seeking promotional opportunities. Those employees who have served three or more years shall begin to seek opportunities for lateral transfer or promotion to a higher grade. If no position has been identified after four years, the USMS may choose to extend the appointment for an additional year.
  3. Since rotation of 1811 employees assigned to the Training Academy best serves the needs of the USMS, every effort will be made to place the employee in a position deemed appropriate for his or her grade experience. Offices or districts with vacant positions will accept qualified employees whose appointments have expired.
  4. If the employee has not yet received an extension, the Director may choose to grant a one-time extension to the appointment for up to one year. If a one-year extension has already been granted, the Director will reassign the employee based on the needs of the Service. The Director or Deputy Director will be the approving authority for extensions beyond the employee's original appointment.
- E. Procedures**
1. After three years of service at the Academy, an employee must begin to seek reassignment or promotion opportunities.
  2. Lateral reassignments will not involve an increase in grade. For example, a GS-1811-13, Supervisor/Instructor can be reassigned only to another GS-1811-13 position.
  3. If an employee receives a promotion or receives approval to reassign to another location, he or she is free to do so, depending on the availability of relocation funds.
- F. Responsibilities**
1. **Employee:** Seeks reassignment or promotion opportunities within the time frame established.

2. **Assistant Director for Training:** Monitors compliance with this policy directive. Notify the Assistant Director for Human Resources at least 90 days before the Academy employee reaches the expiration of his or her original appointment or extension.
3. **Assistant Director for Human Resources:** Notifies the Director and Deputy Director concerning any employee whom the Assistant Director has identified as being within 90 days of expiration of his or her original appointment or extension.