

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ICE Policy System**

DISTRIBUTION:	ICE
DIRECTIVE NO.:	8-1.0
ISSUE DATE:	August 27, 2007
EFFECTIVE DATE:	August 27, 2007
REVIEW DATE:	August 27, 2010
SUPERSEDES:	See Section 3.

**DIRECTIVE TITLE: UNIFIED TRAINING STRATEGY AND FUNCTIONS OF THE
OFFICE OF TRAINING AND DEVELOPMENT**

1. **PURPOSE and SCOPE.** This Directive establishes the U.S. Immigration and Customs Enforcement (ICE) Office of Training and Development (OTD). This Directive establishes policy, delegates authority, assigns responsibility, and establishes requirements for training and career development within ICE. This Directive applies to all employees and components of ICE.
2. **AUTHORITIES/REFERENCES.**
 - 2.1. 5 U.S.C. Section 41, Training.
 - 2.2. 5 C.F.R. Part 410, Training.
 - 2.3. 5 C.F.R. Part 412, Executive, Management, and Supervisory Development.
 - 2.4. Executive Order 11348, Title: Providing for Further Training of Government Employees.
 - 2.5. Executive Order 13160, Title: Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs.
 - 2.6. Assistant Secretary Myers Memorandum, May 4, 2007, on Centralized Coordination and Oversight of Training.
 - 2.7. Deputy Assistant Secretary Clark Memorandum, May 25, 2007, on Implementation of Unified Training.
3. **SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This Directive supersedes all previously recognized processes for the development, delivery, validation, and acquisition of training at ICE. It is the originating and establishing Directive for training and career development for all ICE employees.
4. **BACKGROUND.** Under the direction of the Assistant Secretary, ICE is charged with enforcing immigration and customs laws, collecting intelligence, protecting specified federal buildings, and carrying out any other functions as the Secretary of Homeland

Security may direct. Critical to this function is the need to establish and maintain effective and efficient agency-wide training programs, provide centralized oversight of the development and validation of training programs and policy, training resource allocation, and execution and management of the accreditation of training programs.

5. **DEFINITIONS.** The following definitions are provided for the purposes of this Directive:
 - 5.1. **Academy** is used to indicate any of the individual ICE training sites, including but not limited to, the ICE Academy (which includes Detention and Removal Operations (DRO), Office of Investigations (OI), Federal Protective Service (FPS), Office of Intelligence (Intel), Office of Professional Responsibility (OPR), the National Firearms and Tactical Training Unit (NFTTU) Training Divisions), the ICE Leadership Development Center, and ICE Virtual University.
 - 5.2. **Office of Training and Development** is the designated centralized training office for all of ICE training. OTD provides oversight and management of all training aspects for all ICE employees and any of its venues or facilities and serves as a designated Headquarters Tour of Duty station (see GS-1811 Career Path Policy).
 - 5.3. **Program Office** is used to indicate all ICE Program Offices and key components of ICE, including the primary components of DRO, OI, Intel, OPR, FPS, and NFTTU.
 - 5.4. **Training** is the process of designing, developing, delivering, and facilitating a planned and coordinated program, course, curriculum, subject, system, or routine of instruction or education that will improve individual and organizational performance and assist in achieving the agency's mission and performance goals.
6. **POLICY.**
 - 6.1. **Unified and Centralized Training Office.** OTD shall serve as the centralized ICE training program office responsible for all aspects of training for all ICE Employees.
 - 6.2. **Training Venues.** OTD shall be responsible for training at the ICE Academy, the Leadership Development Center, ICE Virtual University, and at other designated locations and training venues as deemed necessary by the Director OTD.
 - 6.3. **Training Resources.** OTD shall develop and administer the annual ICE training budget.
7. **RESPONSIBILITIES.**
 - 7.1. OTD shall incorporate training, education, and developmental programs into the ICE strategic planning process to ensure its contribution to mission accomplishment and performance goals.

- 7.2. OTD shall be responsible for the development and management of ICE training policies and procedures, standard operating procedures, program and curriculum development, evaluation, instructional systems design, accreditation of the Academy (all sites) and training programs, career development and education programs, and training budgets.
- 7.3. OTD shall be responsible for ensuring that all training is provided in a manner consistent with DHS, ICE, and/or Program Office policy. OTD has the responsibility and the delegated authority to issue comprehensive training standard operating procedures (SOPs).
- 7.4. OTD shall strive to implement and maintain cost controls and effective training programs that include in-house resources, outsourcing, and partnerships to facilitate the delivery of training through residential classroom sessions, through distance learning instruction, field-delivered sessions, and on the job training assignments that employ various learning strategies.
- 7.5. OTD shall be responsible for managing appropriate accreditation for all ICE training activities that promote the best practices, competence, excellence, and professionalism. OTD shall designate a full-time ICE Accreditation Manager to facilitate this process.
- 7.6. Program Offices shall be responsible for dedicating and making staff available for the purpose of accreditation. Program Office accreditation staff from the respective training divisions shall be trained and work closely with the ICE OTD Accreditation Manager on all accreditation matters.
- 7.7. OTD shall develop and implement policies and procedures on instructional quality standards and establish an assessment and validation program to ensure that training delivered to ICE employees adheres to these standards and complies with all applicable federal laws, regulations, and policies.
- 7.8. OTD shall establish basic supervisory, management, and executive training and career development programs and shall assist Program Offices in the inclusion of any Program specific training requirements.
- 7.9. OTD shall be responsible for developing and managing a comprehensive recordation and tracking system for monitoring training for all employees.
- 7.10. OTD shall be responsible for the evaluation of all training programs.
- 7.11. The Program Offices shall provide personnel to support training assessments, inspections, and accreditation functions.
- 7.12. Employees are responsible for communicating their training and career development needs and interests to their supervisors; using the professional assistance of the training staff; applying the knowledge, skills, and abilities they acquire through training in the performance of their official duties; and fulfilling continued services agreements, when

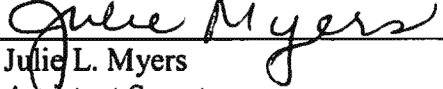
necessary. Employees are also responsible for ensuring that they receive official written approval from their management prior to attending any ICE-funded training. This approval is to be documented on Standard Form 182 (Request, Authorization, Agreement, and Certification of Training).

8. PROCEDURES.

- 8.1. Organizational Structure.** Upon the effective date of this Directive OTD Organizational Structure as detailed in Attachments 1-4 is approved.
- 8.2. OTD Headquarters.** The Headquarters component of OTD shall provide oversight of all ICE training operations through the Director OTD.
- 8.3. ICE Academy.** Day-to-day operations of the ICE Academy shall be the responsibility of the OTD Deputy Assistant Director of the ICE Academy.
- 8.4. Leadership Development Center (LDC).** Day-to-day oversight of the LDC in Dallas, Texas, is the responsibility of the OTD Deputy Assistant Director of the LDC.

9. ATTACHMENTS. OTD Organizational Charts.

- 10. NO PRIVATE RIGHT STATEMENT.** This Directive is an internal policy statement of ICE. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable by any party against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

Approved 
Julie L. Myers
Assistant Secretary
U.S. Immigration and Customs Enforcement