

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

6004.1: Mandatory Completion of ICE Supervisory Training

Issue Date: January 19, 2012

Effective Date: January 19, 2012

Superseded: This is the originating Directive for ICE regarding mandatory completion of ICE supervisory training for supervisors. This Directive supersedes any and all previously recognized policies governing supervisory, management, and leadership training previously issued by the Immigration and Naturalization Service (INS) and the United States Customs Service (USCS).

Federal Enterprise Architecture Number: 306-112-002a

1. **Purpose/Background.** This Directive establishes policy and procedures for U.S. Immigration and Customs Enforcement (ICE) supervisors regarding the completion of supervisory training. Title 5 Part 412 of the Code of Federal Regulations requires all Federal agencies to provide supervisory training within one year of an employee's initial appointment to a supervisory position and follow up periodically, but at least once every three years.
2. **Policy.** All employees (GS-15 and below) accepting a permanent, first-time assignment within ICE as a supervisor must complete ICE supervisory training within one year of the initial appointment to the supervisory position. This policy applies to new hires even though they may have occupied a position with supervisory responsibilities prior to joining ICE.
3. **Definitions.** The following definitions apply for purposes of this directive only:
 - 3.1. **Headquarters Responsible Officials.** The Principal Legal Advisor, Executive Associate Directors (EAD) of Homeland Security Investigations (HSI), Enforcement and Removal Operations (ERO) and Management and Administration (M&A); and the Assistant Directors, Officers, or equivalent positions who report directly to the Director, Deputy Director, the Chief of Staff or the EAD for Management and Administration.
 - 3.2. **Supervisors.** Individuals who supervise at least one employee and have the authority to direct assignments and rate or review their subordinate's work performance.
 - 3.3. **Supervisory Training Program.** Development/training program that provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.

3.4. Training Review Board (TRB). An advisory council with the authority to review cases involving waivers of basic, advanced, and specialized mandatory training, to include supervisory training and make recommendations for action regarding the resolution of these cases.

4. Responsibilities.

4.1. The Assistant Director of the Office of Training and Development (OTD) is responsible for:

- 1) Ensuring that service-wide funds applied to ICE supervisory training are budgeted and administered in accordance with this Directive.
- 2) Providing training facilities at an ICE Academy.
- 3) Coordinating TRBs when requested by a Headquarters Responsible Official.
- 4) Maintaining, reviewing, and updating ICE supervisory training in accordance with current law, regulations, Department of Homeland Security policy, and the OTD Curriculum Development Guide (to include needs assessment and evaluation).
- 5) Approving and scheduling any additional supervisory, management, or leadership training at an ICE Academy location.

4.2. Headquarters Responsible Officials are responsible for submitting requests for temporary waivers of ICE supervisory training to the Assistant Director of OTD for TRB consideration.

4.3. Directorates and Program Offices are responsible for:

- 1) Enrolling all new supervisors (GS-15 and below) in ICE supervisory training.
- 2) Providing justification that either concurs or non-concurs with any request for waivers of ICE supervisory training in accordance with the ICE TRB Directive dated September 10, 2007.
- 3) Providing OTD with subject matter expertise, content, and funding for the development of additional supervisory, leadership, or management training that is requested by that Directorate or program office.

4.4. The ICE Academy will be responsible for handling the day-to-day administration of ICE supervisory training and other supervisory, leadership, or management training.

4.5. Supervisors are responsible for completing ICE supervisory training within one year of the initial assignment to a supervisory position.

5. Procedures/Requirements.

- 5.1. The diversity of ICE's investigative jurisdiction, systems, and workforce make it unique among federal law enforcement agencies. Its constantly evolving mission and environment create unusual challenges for managers and supervisors that are different from what is encountered elsewhere. Bearing that in mind, ICE supervisory training has been based on qualitative and quantitative data gathered from ICE leaders at the Senior Executive level. Program job tasks and competency-based functions are identified/validated as critical to success as an ICE supervisor working within the unique organizational structure of ICE and take into account the diverse mission, systems, and workforce of the Agency. This systematic design methodology ensures that ICE supervisory training is unique and ICE-specific. Therefore, supervisory training from another agency generally will not be used as a substitute for ICE supervisory training. ICE employees who have a break in service from ICE, but who have completed ICE supervisory training within the last three years are not required to take ICE supervisory training again.
- 5.2. ICE may grant supervisors who do not complete ICE supervisory training within the first 12 months of their initial supervisory assignment with ICE a temporary training waiver not to exceed three years if non-compliance with this policy resulted from mission essential agency demands.
- 5.3. All requests for temporary waivers of ICE supervisory training will follow the TRB process, must include supporting documentation, and must be submitted through the employee's supervisor to the appropriate Headquarters Responsible Official.
- 5.4. The Headquarters Responsible Official must forward the waiver request, supporting documentation (see ICE Directive 6002.1, as amended or revised), and concurrence to the Assistant Director of OTD for TRB consideration.
- 5.5. Upon receipt of a waiver request from a Headquarters Responsible Official, the Assistant Director of OTD will assemble a TRB. The decision will be provided to the employee's EAD.

6. AUTHORITIES/REFERENCES.

- 6.1. 5 Code of Federal Regulations (C.F.R.) § 410, Training.
- 6.2. 5 C.F.R. § 250.301, Definitions.
- 6.3. 5 United States Code Chapter 41, Training.
- 6.4. Department of Homeland Security Training Glossary.
- 6.5. Executive Order 11348, Providing for the Further Training of Government Employees.

- 6.6. Office of Personnel Management Training Policy Handbook.
- 6.7. ICE Directive 6003.1 (formerly directive 8-1.0), Unified Training Strategy and Functions of the Office of Training and Development, August 27, 2007.
- 6.8. ICE Directive 6002.1 (formerly directive 8-2.0), Training Review Board, September 10, 2007.
- 7. **Attachments.** None.
- 8. **No Private Right.** These guidelines and priorities are not intended to, do not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.



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