

## U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

### Policy Number 6004.2: Mandatory Leadership Development Training for First-Line Supervisors

**Issue Date:** June 22, 2017

**Effective Date:** June 22, 2017

**Superseded:** ICE Directive 6004.1, "Mandatory Completion of ICE Supervisory Training," (Jan. 19, 2012).

**Federal Enterprise Architecture Number:** 306-112-002b

1. **Purpose/Background.** This Directive establishes policy and assigns responsibilities regarding mandatory leadership development training for U.S. Immigration and Customs Enforcement (ICE) first-line supervisors. Title 5 of the Code of Federal Regulations (CFR) Part 412, "Supervisory, Management, and Executive Development," requires all federal agencies to provide: (1) leadership development training within one year of an employee's initial appointment to a supervisory position and (2) follow-up leadership development training periodically, but at least once every three years.

2. **Policy.**

All employees who entered on duty in a permanent, first-line supervisory position with ICE on or after September 1, 2016, regardless of whether they held a supervisory position before joining ICE, must complete all mandatory leadership development training within specified timeframes detailed in the Leadership Development Training Guide for First-Line Supervisors.

Due to the uniqueness and scope of ICE's law enforcement mission, leadership development training obtained outside of ICE will not be accepted in lieu of above-mentioned leadership development training unless specifically reviewed and approved through the waiver process outlined in ICE Directive 6002.1, "Training Review Board," (Sept. 10, 2007), or as updated.

ICE employees who have a break in service, but who have completed ICE leadership development training within the last three years, are not required to retake the leadership development training they have completed before their break in service.

3. **Definitions.** The following definitions apply for purposes of this Directive only.
  - 3.1. **Executive Education Leadership Council.** A committee composed of ICE leadership that is responsible for providing expertise and guidance on leadership and professional training.
  - 3.2. **Headquarters (HQ) Responsible Officials.** The Principal Legal Advisor, the Executive

Associate Directors (EAD) of Homeland Security Investigations (HSI), Enforcement and Removal Operations (ERO) and Management and Administration (M&A), the Associate Director for the Office of Professional Responsibility, and the Assistant Directors, Officers, or equivalent positions who report directly to the Director, Deputy Director, the Chief of Staff or the EAD for M&A.

- 3.3. First-line Supervisor.** An employee whose position description is classified as supervisory and is directly responsible for overseeing the work of non-supervisory employees. First-line supervisors formally supervise only non-supervisory employees and do not have subordinate supervisors.
- 3.4. Leadership Development Training.** ICE training programs that provide education or training in leadership and supervisory principles, concepts, and techniques, such as employee engagement, conflict management, 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.
- 3.5. Training Review Board (TRB).** An advisory council with the authority to review and make recommendations for waivers of basic, advanced, and specialized mandatory training, including mandatory leadership development training.

**4. Responsibilities.**

**4.1. The Assistant Director for the Office of Training and Tactical Programs (OTTP) is responsible for:**

- 1) Maintaining, reviewing, and updating the leadership development training consistent with the applicable laws, regulations, policies, and OTTP Curriculum Development Guide;
- 2) Managing the enrollment and scheduling of first-line supervisors into the leadership development training; and
- 3) Managing the day-to-day administration of ICE leadership development training and providing training facilities at the ICE Academy.


**4.2. HQ Responsible Officials, or their designees, are responsible for:**

- 1) Notifying OTTP when employees are permanently assigned to a first-line supervisory position to ensure timely enrollment into the leadership development training;
- 2) Ensuring first-line supervisors complete their leadership development training consistent with the timeframe provided in the Leadership Development Training Guide; and
- 3) Providing OTTP with subject matter expertise, content, and funding for the

development and execution of leadership training.

- 4.3. **Executive Education Leadership Council** is responsible for providing recommendations and advice on the development of leadership training.
- 4.4. **First-line Supervisors** are responsible for completing the leadership development training as specified in this Directive.
5. **Procedures/Requirements.** None.
6. **Authorities/References**
  - 6.1. Title 5, United States Code, Part III, Subpart C, Chapter 41, Training.
  - 6.2. 5 C.F.R., Chapter I, Subchapter B, Part 410, Training.
  - 6.3. 5 C.F.R., Chapter I, Subchapter B, Part 412, Supervisory, Management, and Executive Development.
  - 6.4. 5 C.F.R., Chapter I, Subchapter B, Part 315, Subpart I, Probation on Initial Appointment to a Supervisory or Managerial position.
  - 6.5. 5 C.F.R. Chapter I, Subchapter B, Part 412, Subpart B, Systematic Training and Development of Supervisors, Managers, and Executives.
  - 6.6. Executive Order 11348, "Providing for the Further Training of Government Employees," (Apr. 20, 1967).
  - 6.7. DHS Directive 258-02-001, "Leader Development", (Feb. 7, 2013), or as updated.
  - 6.8. ICE Directive 6003.1 (formerly directive 8-1.0), "Unified training Strategy and Functions of the Office of Training and Development," (Aug. 27, 2007), or as updated.
  - 6.9. ICE Directive 6002.1 (former number: 8.2.0), "Training Review Board," (Sept. 10, 2007), or as updated.
7. **Recordkeeping.** Any training record generated pursuant to this Directive will be stored electronically in the Training Records Repository.
8. **Attachments.**
  - 8.1 ICE Leadership Development Training Guide for First-Line Supervisors.
9. **No Private Right Statement.** This document provides only internal ICE policy guidance, which may be modified, rescinded, or superseded at any time without notice. It is not intended to, does 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. Likewise, no limitations are placed by this guidance on the otherwise lawful enforcement or litigative prerogatives of ICE.



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