



*Homeland Security Investigations*

# Intelligence Training and Career Development Handbook

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U.S. Immigration  
and Customs  
Enforcement

## Foreword

Guidance on the U.S. Immigration and Customs Enforcement Homeland Security Investigations (HSI) Intelligence Program is being provided in a series of Intelligence Handbooks. Such guidance is for HSI Intelligence Research Specialists, Intelligence Operations Specialists, and Special Agents responsible for conducting intelligence and intelligence support activities within the scope of their authority. Oversight for the HSI Intelligence Program resides with the Assistant Director, Office of Intelligence.

The Intelligence Training and Career Development Handbook is part of the above-mentioned series of Intelligence Handbooks. It supersedes Chapter 9 entitled, "Hiring, Training, and Career Paths," of the "Intelligence Operations Handbook," dated December 3, 2009.

The Intelligence Training and Career Development Handbook is an internal policy of HSI. It is not intended to, does not, and may not be relied upon to create any private rights or benefits, substantive or procedural, enforceable at law by any party in any matter, civil or criminal, nor are any limitations hereby placed on otherwise lawful litigation prerogatives of HSI. If disclosure of this Handbook or any portion of it is demanded in any judicial or administrative proceeding, the HSI Records and Disclosure Unit, as well as the Office of the Principal Legal Advisor at Headquarters and/or U.S. Attorney's Office, are to be consulted so that appropriate measures can be taken to invoke privileges against disclosure. This Handbook contains information which may be exempt from disclosure to the public under the Freedom of Information Act, Title 5, United States Code, Section 552(b), and protected from disclosure pursuant to the law enforcement privilege. Any further request for disclosure of this Handbook or information contained herein should be referred to the HSI Records and Disclosure Unit.

The HSI Policy Unit is responsible for coordinating the development and issuance of HSI policy. All suggested changes or updates to this Handbook should be submitted to the HSI Policy Unit which will coordinate all needed revisions with the HSI Office of Intelligence.

  
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Date

# INTELLIGENCE TRAINING AND CAREER DEVELOPMENT HANDBOOK

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# INTELLIGENCE TRAINING AND CAREER DEVELOPMENT HANDBOOK

## Chapter 1. PURPOSE AND SCOPE

The Intelligence Training and Career Development Handbook provides policies and procedures for use by U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Intelligence Research Specialists (IRSS) and Intelligence Operations Specialists (IOSs) assigned to the HSI Office of Intelligence (HSI Intelligence) or to other HSI offices conducting intelligence activities when developing their intelligence training and career development goals. This Handbook provides an overview of the Intelligence Training and Career Development Program and establishes goals, responsibilities, and instructions for implementing such a program and fostering a diverse, well-trained workforce. This Handbook also provides guidance to HSI Special Agents (SAs) responsible for conducting intelligence activities or supervising employees within the Special Agent in Charge (SAC) Intelligence Programs (SIPs).

## Chapter 2. INTRODUCTION

In order to support its intelligence functions, HSI will ensure the continuity of critical intelligence positions by preparing the best qualified and most committed employees to assume supervisory or management positions.

The Intelligence Training and Career Development Program is vital to developing and maintaining a model workforce, monitoring employee development, and ensuring that the program continues to provide a mechanism by which training, career, and professional development needs are met and are supportive of intelligence goals.

HSI Intelligence is committed to excellence and maintaining a model workforce by ensuring that its professionals performing intelligence and non-intelligence activities are well-trained, innovative, resilient, diverse, and highly respected partners disseminating vital intelligence to meet ICE's goals.

Training and career development is the responsibility of both the employees and the office to which they are assigned.

The Intelligence Career Path will enable employees to:

- A. Demonstrate Intelligence Community (IC), Department of Homeland Security (DHS) Intelligence Enterprise (IE), and Intelligence Core Competencies;
- B. Demonstrate IC and IE organizational, tradecraft, and technical competencies;
- C. Establish defined and achievable individual developmental career goals; and

- D. Gain training and experience required to become a competent Intelligence subject matter expert or manager.

To meet the goal of maintaining a model workforce, the Intelligence Training and Career Development Unit (TCD) facilitates and provides:

- A. Standardized training for IRSs and IOSs to enable improved collaboration with external partners, enhance intelligence assessments, and strengthen analytic tradecraft;
- B. Professional development programs for HSI Intelligence employees to allow them to expand their skills, knowledge, abilities, qualifications, and professional experiences;
- C. Career development programs for HSI Intelligence employees to allow them to achieve their full professional potential;
- D. Mandatory training programs for HSI Intelligence employees to ensure 100% completion of requirements; and
- E. Innovative and streamlined approaches to training, career, and professional development to enhance the training experience and increase productivity of HSI Intelligence employees.

### **Chapter 3. DEFINITIONS.**

The following definitions are provided for the purposes of this Handbook only:

#### **3.1 Career Development**

A process by which employees gain greater job skills and knowledge as they progress through their career, as part of HSI Intelligence's deliberate effort to grow employees.

#### **3.2 Education and Professional Development**

A type of career development consisting of employee participation in formal education, as well as seminars, technical training courses, and other structured training opportunities.

#### **3.3 Field Training Program Manager**

An employee assigned to an HSI SAC office who works with TCD to assist with the registration and scheduling of intelligence training for IRSs.

### **3.4 Individual Development Plan**

A roadmap or blueprint for development activities and goals tailored for a single employee created collaboratively by the employee and his or her supervisor. Once signed, the Individual Development Plan (IDP) is an action plan to assist the employee in his or her professional development and growth.

### **3.5 Intelligence Community**

“Intelligence Community” has the meaning given to it in 101 Section 3(4) of the National Security Act of 1947 (Title 50, United States Code (U.S.C.), Section 401a(4)), and as it may be amended from time to time. (Note: ICE is not a member of the IC but supports and coordinates with the IC through the DHS Office of Intelligence & Analysis (I&A).)

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### **3.7 Intelligence Operations Specialist**

An employee working in the GS-0132 series, under the approved title for positions in the field of intelligence operations, who applies the knowledge of a professional discipline such as international relations, current history, military science, or political science and a knowledge of the operations and resources of the organizations with make up the IC to a subject-matter specialty (e.g., Collection techniques and liaison activities) in the field of intelligence operations.

### **3.8 Intelligence Program**

The Intelligence Program consists of HSI Intelligence at headquarters (HQ); its direct report units and personnel in the field, such as the Tactical Intelligence Center and HSI personnel assigned to the El Paso Intelligence Center; the 26 SIPs; and any other HSI personnel engaged in intelligence activities.

### **3.9 Intelligence Research Specialist**

An employee working in the GS-0132 job series, under the approved title for positions in the intelligence research field, who applies a knowledge of professional discipline, the principles and techniques of inductive and deductive reasoning, and subject-matter knowledge of either a geographical area or a functional area to the production and dissemination of finished intelligence reports. In addition, some IRSs 1) give guidance to officials traveling overseas and to others in a position to collect raw data, 2) interview (debrief) returning foreign travelers to obtain intelligence data, and 3) conduct briefing sessions for policy- and decision-makers in need of specific intelligence information.

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### **3.11 Managerial Career Development**

Managerial career development is career development with the goal of enhancing employees' skills to allow them to successfully enter into management. Employees serving as supervisors at the GS-14 and GS-15 grade levels and any personnel serving in the cadre of Senior Executive Service (SES) officials are considered to be in Managerial Career Development.

### **3.12 Supervisors**

Employees at the GS-14 and GS-15 grade levels who are designated as supervisors and have the authority to supervise subordinate employees. Supervisors must be formally trained in supervision, in addition to whatever subject matter in which they might specialize, and serve a supervisory probationary period.

### **3.13 Training Coordinators**

Employees designated to work with TCD to implement the training program.

### **3.14 Training Liaisons**

Employees in the HSI Intelligence Divisions who work with TCD in support of their Divisions' training requirements.

## **Chapter 4. AUTHORITIES/REFERENCES**

### **4.1 Authorities**

- A. 5 U.S.C., Government Organization and Employees.
- B. 6 U.S.C., Domestic Security.
- C. 8 U.S.C., Aliens and Nationality.
- D. 18 U.S.C., Crimes and Criminal Procedure.
- E. 19 U.S.C., Customs Duties.



- F. Executive Order (EO) 12333, United States Intelligence Activities (as amended by EOs 13284 (2003), 13355 (2004), and 13470 (2008)), Section 2.6, Assistance to Law Enforcement Authorities.

## **4.2 References**

- A. DHS Intelligence Roadmap (undated).
- B. ICE Office of Training and Development (OTD), Individual Development Plan Employee and Manager Guide, dated May 2009, or as updated.
- C. ICE Directive 6004.1, “Mandatory Completion of ICE Supervisory Training,” dated January 19, 2012, or as updated.

## **Chapter 5. RESPONSIBILITIES**

### **5.1 Executive Associate Director, Homeland Security Investigations**

The Executive Associate Director of HSI has the overall responsibility for the oversight of the provisions of this Handbook.

### **5.2 Assistant Director, HSI Intelligence**

The Assistant Director (AD), HSI Intelligence, is responsible for the implementation of the provisions of this Handbook. The AD is also responsible for managing HSI Intelligence at HQ and its direct report units and personnel while maintaining programmatic oversight of all other HSI intelligence activities.

### **5.3 Unit Chief, Training and Career Development Unit**

The TCD Unit Chief is responsible for serving as the National Training Officer and managing the Intelligence TCD Program. This includes researching and providing guidance on available learning opportunities; facilitating training opportunities; processing and tracking training requests (Standard Form (SF) 182); tracking and monitoring training related expenditures; tracking, monitoring, and reporting mandatory training requirements; maintaining employees’ training records; developing and implementing solutions to close training gaps; and advising leadership on training matters.

### **5.4 Supervisors**

Supervisors are responsible for informing employees of the training requirements, encouraging training participation, and following all associated processes.

## **5.5 Training Officers**

Training Officers (TOs) in TCD are responsible for developing, implementing, following, and informing intelligence employees and supervisors of intelligence training policies and procedures. TOs are also responsible for coordinating directly with OTD and other external partners on training matters.

## **5.6 Training Coordinators**

The Training Coordinators in TCD are responsible for the distribution and implementation of training policies and processes, and for coordination with TOs, Training Liaisons, Field Training Program Managers (FTPMS), and others.

## **5.7 Training Liaisons**

The Training Liaisons in HSI Intelligence Divisions at HQ are responsible for working with TCD in support of their Divisions' training requirements.

## **5.8 Field Training Program Managers**

The FTPMS in the HSI field offices are responsible for the distribution and implementation of training policies and procedures, and for working with TCD to coordinate training for employees assigned to their respective areas of responsibility (AORs).

## **5.9 Intelligence Research Specialists and Intelligence Operations Specialists**

IRs and IOs are responsible for complying with the provisions of this Handbook. In particular, they are responsible for initiating training requests, completing training and developmental activities, and keeping their supervisors apprised of progress made and of any changing needs.

## **5.10 Special Agents**

SAs conducting intelligence activities are responsible for complying with the provisions of this Handbook.

## **Chapter 6. CAREER AND PROFESSIONAL DEVELOPMENT**

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### **6.1.1 Analyst Career Development**

The initial step in the Intelligence career path normally consists of employees in the GS-0132 series at the GS-11 through 15 grade levels. IRSs (GS-0132s) at the GS-5 through GS-7 grade levels who routinely select, abstract, or excerpt data from specific sources and compile them for the use of higher-grade specialists. They evaluate and make preliminary analyses of raw intelligence data using factors such as adequacy of detail and coverage, and maintain files of raw or abstracted data. They are expected to attend the ICE Basic Intelligence Training (ICEBIT) course and participate in on-the-job training programs.

At the GS-9 level, IRSs work under the guidance of a senior specialist such as a Group Supervisor or Section Chief. The primary emphasis at this level is on fact finding and analysis rather than on interpretation.

As IRSs' grades increase, so do their assigned tasks. IRSs are expected to participate in interagency committees and meetings as representatives of their organization within their assigned area.

GS-12 and GS-13 IRSs establish methodologies to solve problems posed in support of complex investigations or by agency and departmental decision-makers. They undertake long-range planning in their own work area, considering actual and potential problems, and present findings and recommendations to superiors and policy-makers. They brief senior investigators, planners, and policy-makers on all aspects of their work assignments.

As part of their critical skill sets, IRSs prepare finished intelligence reports (basic-descriptive, current-reportorial, or speculative-estimative), collection plans, handbooks, manuals, and guides for SAs in field offices and policy-makers at HQ. They review and evaluate incoming intelligence reports and information and collection plans and programs.

### **6.1.2 Collections Career**

The Collections career path consists of employees in the GS-0132 and GS-1811 series at the GS-11 through 15 grade levels. Collections personnel execute the full spectrum of responsibilities within the Collections Management Cycle.

- A. The Collections Manager (CM) position is open to employees in the GS-0132 series. The CM ensures that collection resources within each Intelligence function are tasked appropriately, focus on priorities, and provide timely, relevant information to the IRSs. The CM also controls the day-to-day running of the collections requirements process on behalf of the AD, HSI Intelligence.
- B. Positions responsible for Human Intelligence (HUMINT) in field offices are open to the GS-1811 series only (at the GS-13 grade level). GS-1811-13 SAs provide accurate, timely, and meaningful intelligence derived from human sources, about the environment and individuals of interest, by identifying and cultivating appropriate relationships with sources, community interest groups, and the IC. SAs collect, collate, evaluate, analyze, and report on information in order to provide useful and

relevant intelligence or assessments to their customer. SAs normally serve on a rotational basis as a career broadening activity.

- C. The Reports Officer (RO) position is open to employees in the GS-0132 series at the GS-12 through 14 grade levels. The RO is responsible for providing timely and accurate reporting from the field office to HSI Intelligence at HQ and to the IC.

### **6.1.3 Intelligence Management Career**

A management career in HSI Intelligence consists of supervisory GS-0132 series employees at the GS-14 and higher grade levels. This career would typically progress in the field as a Group Supervisor up to the Chief Intelligence Officer (CIO). At HQ, progression is typically characterized by advancing as a Section Chief, Unit Chief, and Deputy Assistant Director (DAD). An assignment to an IC agency is also considered important to round out the experience of an intelligence manager at ICE.

- A. A Section Chief (GS-14) is the first-line supervisor of HSI Intelligence personnel and is responsible for the efficient operation of the Section. The Section Chief plans work to be accomplished; sets priorities and prepares schedules for completion of work; ensures the timely performance of a satisfactory amount and quantity of work; and improves efficiency, productivity, and quality of work.
- B. A Unit Chief (GS-15) is the second-line supervisor of Intelligence personnel in teams of IRSs, IOSs, SAs, and/or Supervisory Detention and Deportation Officers in multifaceted intelligence operations. The Unit Chief is responsible for supervising a group of GS-14 Section Chiefs. The Unit Chief oversees the efficient administration of the Unit by maintaining communication with Section Chiefs; assigning tasks; guiding workflow; and evaluating performance of personnel assigned.
- C. The position of IC Liaison (in the GS-0132, 1801, or 1811 series), though not a supervisory position, is considered a career development position and a preferred experience for career progression within HSI Intelligence. An IC Liaison is assigned to an intelligence agency by the AD, HSI Intelligence, and is responsible for communicating and coordinating activities between ICE and the intelligence agency. Generally, IC Liaisons coordinate activities to protect sources and sensitive operations and serve as the primary contact for the IC to provide ICE technical or subject matter expertise. HSI embeds IC Liaisons in the intelligence agency usually to provide face-to-face coordination. IC Liaisons may be required to successfully complete a polygraph examination.
- D. The DAD (GS-15) is the third-line supervisor of Intelligence personnel in teams of IRSs, IOSs, SAs, and Supervisory Detention and Deportation Officers in multifaceted intelligence operations, possibly in multiple locations. The DAD is responsible for supervising a group of GS-15 Unit Chiefs. The DAD has extensive knowledge of criminal intelligence activities and writes instructions and plans for the Division. The

DAD also prepares and manages the Division's budget, staffing, and equipment needs.

- E. Group Supervisors of IRSs and/or IOSs (in the GS-0132 series) are first-line supervisors in field offices who are responsible for their employees' daily work assignments and development and growth as intelligence professionals.
- F. CIOs are Supervisory GS-0132 Senior IRSs or IOSs and are responsible for management, liaison, and programmatic oversight of the SIPs.

## **6.2 Competencies**

Competencies improve individual performance by modeling the behaviors that make high performing employees successful in their jobs. These competencies lay out a road map to superior performance. However, employee commitment to excellence, motivation, and actual consistent performance is crucial to the success of the Intelligence Program. The identified competencies encourage and support a more innovative and flexible approach to meeting requirements and encouraging teamwork by promoting cooperation and sharing.

### **6.2.1 Core Competencies for HSI Intelligence Research Specialists and Intelligence Operations Specialists**

Core Competencies for HSI IRSs or IOSs are aligned with Intelligence Community Directive (ICD) 610, Competency Directories for the Intelligence Community Workforce, dated October 4, 2010. The following is a list of non-supervisory and supervisory competencies.

#### **A. Engagement and Collaboration**

IRSs and IOSs have a responsibility to share information and knowledge to achieve results. They are expected to recognize, value, build, and leverage diverse collaborative networks of co-workers, peers, customers, stakeholders, and teams in ICE, in the DHS IE, and with other federal, state, local, and tribal partners.

#### **B. Critical Thinking**

IRSs and IOSs are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to research, identify, evaluate, and use multiple sources of information to effectively inform decision-makers.

#### **C. Personal Leadership and Integrity**

IRSs and IOSs are expected to demonstrate personal initiative and innovation. When dealing with co-workers, peers, customers, stakeholders, teams, and collaborative networks, they are expected to display honesty, respect for diversity, and positive interpersonal communication skills. They are expected to act with courage, integrity, and a high level of accountability while striving for excellence in their work. They

should aspire to the highest standards of performance, professionalism, and leadership.

D. Accountability for Results

IRSs and IOSs are expected to take responsibility for their work, understanding priorities, meeting deadlines, and organizing and utilizing time and resources efficiently and effectively to achieve results consistent with the goals and objectives of HSI Intelligence.

E. Communication

IRSs and IOSs are expected to effectively comprehend and convey information verbally and in writing. They are expected to listen and respond appropriately to verbal and non-verbal cues. IRSs and IOSs are also expected to use appropriate media to communicate and present information to various audiences.

F. Technical Expertise

IRSs and IOSs are expected to acquire and apply knowledge, subject matter expertise, sound analytic tradecraft, and technical competency necessary to accomplish the mission.

G. Leadership and Integrity

Supervisory IRSs and IOSs are expected to demonstrate personal initiative and innovation, as well as honesty, integrity, openness, and respect in dealings with co-workers, peers, customers, stakeholders, teams, and collaborative networks across the IE and the IC.

H. Management Proficiency

Supervisory IRSs and IOSs, as leaders and managers, are expected to leverage their skills in planning for, acquiring, organizing, integrating, developing, and prioritizing human, financial, material, information, and other resources to accomplish objectives.

### **6.2.2 Intelligence Leadership Core Competencies**

For executive level intelligence supervisors above the grade of GS-15, additional core competencies include Collaboration and Integration; Enterprise Focus; Values-Centered Leadership; Executive Leadership and Management; Tradecraft; Domain Knowledge; and Assigning, Mentoring, and Evaluating Work. (Note: For additional information on these leadership competencies and associated career paths, refer to ICD 610, Competency Directories for the Intelligence Community Workforce, dated October 4, 2010.)

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## Chapter 7. TRAINING

### 7.1 Mandatory Training

HSI Intelligence employees are required to complete professional training as well as annual refresher training courses with expectations of 100% compliance. HSI Intelligence has designated the following mandatory courses for IRSs. The following courses are subject to course and funding availability

#### 7.1.1 Classroom Training

- A. ICE Basic Intelligence Training course (ICEBIT): HSI employees assigned to the GS-0132 job series shall complete the ICEBIT course. Ideally, HSI employees assigned to the GS-0132 job series should complete the ICEBIT course within the first year of appointment to the GS-0132 job series and must complete the course no later than 3 years after being assigned to the GS-0132 job series.
- B. Supervisory Training: In compliance with ICE Directive 6004.1, "Mandatory Completion of ICE Supervisory Training," dated January 19, 2012, or as updated, all

employees (GS-15 and below) accepting a permanent, first-time assignment within ICE as a supervisor must complete the ICE Basic Supervisory and Leadership training within 1 year of the initial appointment to the ICE supervisory position.

- C. Advanced Training: All supervisors must attend the 1-week Advanced Supervisory and Leadership training within 3-5 years of appointment to a supervisory position.

### **7.1.2 Training Waivers**

Training waivers are to be requested only in exceptional circumstances, since ICE-delivered Intelligence training is both training and indoctrination into the organization, authorities, and responsibilities of ICE as a federal civilian law enforcement agency.

The HSI Intelligence Executive Deputy Assistant Director (EDAD) or designee may waive the requirement for completion of ICEBIT, if the following criteria are met:

- A. Concurrence from the SAC or his or her designated approval authority, and
- B. Over 3 years of intelligence experience within DHS, or
- C. Over 5 years relevant experience with the Department of Justice, the IC, or a major metropolitan or state law enforcement agency, or
- D. Completion of a similar DHS or other similar basic intelligence course, or
- E. Over 1 year of service in the GS-1811 or GS-1801 series at the GS-12 or higher grade level, and
- F. Basic competence is consistently demonstrated by the employee while executing intelligence functions on a day-to-day basis in accordance with goals and competencies reflected in the employee's performance work plan as determined by the employee's supervisor.

In order to officially waive any of the above requirements, a memorandum signed by the DAD or the CIO of the employee, with SAC concurrence for field IRSSs, requesting a waiver, and addressed to the EDAD, stating the rationale for the waiver request and supporting documents must be submitted through TCD for proper processing. (See Appendix A, "How to Request a Basic Intelligence Waiver," and Appendix B, "Request for Waiver of Intelligence Training.")

### **7.1.3 Mandatory Training via Virtual University**

In addition to required Intelligence training, all HSI Intelligence employees are required to meet all DHS and ICE mandatory training requirements, unless otherwise noted. Training courses are provided online via the ICE Virtual University (VU); deadlines are updated by OTD and posted annually or more frequently, as needed.

## 7.2 Initial Intelligence Tradecraft Training

As stated in Section 7.1.1(A), within their first year of employment, HSI employees assigned to the GS-0132 job series shall complete the ICEBIT, subject to course and funding availability, unless a waiver from this training is approved pursuant to Section 7.1.2. ICEBIT is intended for students who have met specific prerequisites such as completing basic Microsoft Office applications training via VU and being granted access to databases frequently used by GS-0132s. (Note: This course is also open to SAs with Intelligence duties.) ICEBIT focuses on the development of core knowledge and skills required to support HSI customers: understanding of HSI's programmatic missions and functions, basic understanding of customs and immigration laws, basic proficiency in operating all core information systems employed by IRSs, ability to apply the correct report formats to specific customer requirements, and baseline competence in producing intelligence products.

HSI employees assigned to the GS-0132 job series are strongly encouraged to complete the Basic Intelligence and Threat Analysis (BITAC) within their first year of being assigned to the GS-0132 job series, subject to course availability and funding, unless a waiver from this training is approved pursuant to Section 7.1.2. Basic level training is provided by DHS in the form of BITAC, which is a 5-week course that covers the intelligence standards outlined in ICDs. BITAC covers the fundamentals, including analytic thinking, briefing skills, understanding of threats to the homeland, and the skill required to function within the DHS IE from an HSI perspective.

## 7.3 Mid-Level Intelligence Tradecraft Training

Mid-level training is provided by DHS in the form of the Mid-level Intelligence and Threat Analysis Course (MITAC). MITAC is a 2-week course that covers the DHS Intelligence framework and collaboration among the DHS IE, the IC, and law enforcement. It also addresses critical infrastructure/key resources, collection resource management, critical thinking, and mentoring.

## 7.4 Senior Level Intelligence Tradecraft Training

Senior level training is provided by DHS in the form of the Senior Intelligence Leadership Seminar (SILS). SILS is 2-day course that covers DHS IE strategic planning and integration; understanding IC and law enforcement priorities and constraints; program and budget builds; program and performance management; National Intelligence Program (NIP) vs. non-NIP budgets; leadership; mission management and strategic messaging; Congressional relations; DHS IE information sharing; collaboration; and crisis management. This training is designed for intelligence professionals at the SES and senior GS-15 level.

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## 7.6 Supervisory Training

As stated in Section 7.1.1(B), in compliance with ICE Directive 6004.1, "Mandatory Completion of ICE Supervisory Training," dated January 19, 2012, or as updated, all employees at the GS-15 grade level and below who accept a permanent, first-time assignment within ICE as a supervisor must complete the ICE Basic Supervisory and Leadership training within 1 year of the initial appointment to the ICE supervisory position.

As stated in Section 7.1.1(C), newly-selected supervisors must attend the 1-week Advanced Supervisory and Leadership training within 3-5 years of appointment to a supervisory position.

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## 7.8 Individual Development Plans

The use of IDPs is vital to promoting proactive training and career development and meeting the training requirements above. The IDP provides a roadmap or blueprint of the development activities and goals that an employee wants to pursue. It is essentially an action plan to assist employees in their professional growth and development through their current position.

Within the first 60 days of their employees' employment, supervisors shall ensure the completion and execution of an IDP for each employee under their supervision and will ensure that training activities related to the core competencies and career development are incorporated. (Note: See the "Individual Development Plan Overview and Guidelines for HSI Intelligence Employees" on the HSI Intelligence SharePoint Site and the "Individual Development Plan Employee and Manager Guide" on the OTD website.

## 7.10 Operating Procedures

### 7.10.1 Funding Training

All training is subject to funding and course availability.

A. Intelligence Professionals Assigned to HSI Intelligence

Prior to the beginning of each fiscal year, DADs will submit spending plans with their projected training needs for each quarter, including the number of billets and offerings required. Approved training will be funded from the individual DAD's budget for the DAD's employees. Additional training may be funded at the invitation and discretion of the AD. DADs will be notified of such instances.

B. Intelligence Professionals Assigned to Other HSI Offices

Prior to the beginning of each fiscal year, TCD, in conjunction with the CIOs and FTPMs, will submit spending plans with their projected intelligence training needs (ICEBIT, BITAC, and MITAC) for each quarter, including the number of billets and offerings required. HSI Intelligence will coordinate funding for approved intelligence training (ICEBIT, BITAC, and MITAC) with HSI Mission Support, as required. Additional training may be funded at the invitation and discretion of the AD. Notification of such instances will be made.

### 7.10.2 Requesting Training

In an effort to streamline the process of addressing training requests and ensuring a model training experience, all training requested through TCD must adhere to the following pre-training registration procedures:

- A. Employees must complete, print, and sign an SF-182, which is submitted for approval for all individual training requests (even if there are no associated costs).
- B. If the requested training requires travel, employees must also request funding for their travel expenses by completing Section C (Cost and Billing) of their SF-182, and provide an estimate of their travel expenses. (Note: Travel within a 50-mile radius of a person's permanent place of work is considered local travel. Employees will not be reimbursed for meals and lodging. Federal agencies are authorized to reimburse employees for miles traveled with a privately-owned vehicle and for parking expenses while attending training.)
- C. The employee's first-line supervisor must sign the employee's SF-182. Some training efforts may require additional signatures. Employees will be notified if additional signatures are required.
- D. Employees submitting requests to TCD will submit their training requests to HSI Intelligence through their SAC-designated FTPMs.
- E. The approved SF-182 must be sent to the HSI Intelligence Training and Career Development mailbox at least 2 weeks in advance of the training date or in sufficient time to adhere to the registration deadlines, unless otherwise instructed by HSI

Intelligence training staff. This allows for ample processing time and verification of course and training funds.

- F. Employees should not “pre-register” for courses or use undesignated office purchase cards to fund training requests. Pre-registering may obligate HSI Intelligence to pay costs which are not authorized. TCD employees are authorized to register employees for training.
- G. Employees will receive a confirmation e-mail from TCD confirming that TCD has registered the employees for the training event they requested.
- H. If travel funds have been requested and approved to attend training, employees will also receive travel information (including the appropriate funding label) for that specific approved training event.
- I. In most cases, employees’ final registration confirmation will be sent to the employees from the training provider.

### **7.10.3 Cancellation of Training**

- A. Employees must send notification to the HSI Intelligence Training and Career Development mailbox with a copy to their supervisor as soon as they become aware of the need to cancel their training, unless otherwise instructed by the HSI Intelligence training staff.
- B. Employees must also follow the cancellation instructions provided by the training provider included in their confirmation.
- C. Failure to properly notify the training vendor and TCD of the cancellation could result in the employee or HSI Intelligence being obligated to pay for a class that the employee did not attend.
- D. Employees may submit a request to reschedule a training date, provided that a new approved SF-182 is submitted at least 2 weeks in advance of the new requested training date.
- E. Employees will receive an e-mail confirmation from TCD and, in most cases, from the training provider.

### **7.10.4 Post Training Procedures**

- A. Employees must forward a copy of their Certificate of Completion to their supervisor (to certify attendance) and update their personal training transcript in VU.
- B. TCD will request a copy of the Certificates of Completion only if required by TCD or other official personnel to confirm completion.



- C. Updating their personal training transcript is the employees' responsibility and is very important. It is the official record of an employee's training obtained while employed by ICE.

## HOW TO REQUEST A BASIC INTELLIGENCE TRAINING WAIVER

### Purpose

This document establishes guidance for Homeland Security Investigations (HSI) Intelligence professionals requesting Basic Intelligence Training Waivers.

### Scope

This guidance applies only to HSI Intelligence professionals who are in the GS-0132 job series serving in Intelligence positions.

### Responsibilities

The HSI Intelligence Training and Career Development Unit (TCD) will be the conduit through which employees request and receive responses to Basic Intelligence Training Waiver Requests.

The following procedures should be followed when requesting Basic Intelligence Training Waivers:

- Basic Intelligence Training Waiver requests must be made by preparing a decision memorandum (see Appendix B for a waiver request template memorandum).
- The Basic Intelligence Training Waiver Request must be addressed to the Executive Deputy Assistant Director (EDAD) in the “To” line of the memorandum.
- The Basic Intelligence Training Waiver Request must be initiated and requested by the employee’s first-line supervisor in the “From” line of the memorandum.
- In cases where there is a Special Agent in Charge (SAC), the Basic Intelligence Training Waiver Request must be reviewed and cleared by the designated SAC in the “Through” line of the memorandum.
- In cases where there is a Chief Intelligence Officer (CIO), the Basic Intelligence Training Waiver Request must be reviewed and cleared by the designated CIO in the “Through” line of the memo. In cases where the CIO is the first-line supervisor, the CIO’s name should appear in the “From” line of the memorandum, thus eliminating the need for the “Through” line.
- The Basic Intelligence Training Waiver Request memorandum must be sent to the HSI-INTEL Basic Intelligence Training group mailbox at **(b) (7)(E)** with a copy of all supporting documentation (certificates of completion, etc.).
- TCD will receive and review the Basic Intelligence Training Waiver memorandum. (Note: Improperly formatted memorandums will be returned with an explanation and a chance to resubmit them.)

- The EDAD or his or her designee will render a decision.
- The Basic Intelligence Training group will communicate the results of the Basic Intelligence Waiver Request by sending the memorandum, with a decision, to the waiver candidate and his or her first-line supervisor. Employees should forward a copy of the waiver decision to their CIO and Field Training Program Manager (FTPM).
- Basic Intelligence Training Waiver Requests that are not approved may be appealed by submitting a memorandum requesting an appeal to the HSI-INTEL Basic Intelligence Training group mailbox at (b) (7)(E) The memorandum must be addressed to the Assistant Director of the HSI Office of Intelligence and provide a justification for the request for reconsideration.
- FTPMs should ensure that approved and unapproved Basic Intelligence Waivers are filed in the employee's local personnel file. The Basic Intelligence Training group will ensure that approved and unapproved Basic Intelligence Waivers for employees at Headquarters are placed in their employee records file.

Questions and requests for assistance should be sent via email to the HSI-INTEL Basic Intelligence Training group mailbox.

**Request for Waiver  
of Intelligence Training  
(Template Memorandum)**



U.S. Immigration  
and Customs  
Enforcement

MEMORANDUM FOR: [Name]  
Executive Deputy Assistant Director  
HSI Intelligence

THROUGH: (if applicable) [Name]  
Special Agent in Charge

THROUGH: (if applicable) [Name]  
Chief Intelligence Officer

FROM: [Sender's Name]  
First-Line Supervisor (if someone other than the Chief  
Intelligence Officer)

SUBJECT: Request for Waiver of Intelligence \_\_\_\_\_ Training

Purpose

The first paragraph should state the purpose of the memorandum or why the issue(s) is/are being brought to the attention of the recipient.

Background

This is a brief summary of factors to be considered in making a decision: the issue's immediate background and its current status. Short, concise phrases are encouraged. Identify legislative or other deadlines associated with the decision.

Discussion

Options for resolution and implication of those options are presented in this paragraph. Internal input and clearances are covered here, including any supporting and opposing viewpoints. If the issue is particularly complex, additional background can be provided as tabbed attachments.

SUBJECT: Request for Waiver of Intelligence \_\_\_\_\_ Training  
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Recommendation

A clear recommendation by the author of specific action requested of the Executive Deputy Assistant Director, Office of Intelligence, Homeland Security Investigations, should be given, with decision options, as follows:

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Attachment

## ACRONYMS

AD	Assistant Director
AFI	Analytical Framework for Intelligence
AOR	Area of Responsibility
ASIS	Analytical System for Investigative Support
ATS	Automated Targeting System
BITAC	Basic Intelligence and Threat Analysis Course
CBP	U.S. Customs and Border Protection
CIO	Chief Intelligence Officer
CM	Collection Manager
CPI	Counter Proliferation Investigation
CTAM	Critical Thinking and Analytic Methods
DAD	Deputy Assistant Director
DARTTS	Data Analysis and Research for Trade Transparency System
DHS	Department of Homeland Security
EDAD	Executive Deputy Assistant Director
EO	Executive Order
FinCEN	Financial Crimes Enforcement Network
FTPM	Field Training Program Manager
GS	General Schedule
HIT	Human Intelligence Training
HQ	Headquarters
HSDN	Homeland Security Data Network
HSI	Homeland Security Investigations
HUMINT	Human Intelligence
I&A	Intelligence & Analysis
IC	Intelligence Community
ICD	Intelligence Community Directive
ICE	U.S. Immigration and Customs Enforcement
ICEBIT	ICE Basic Intelligence Training
IDBF	Identity, Document, and Benefit Fraud
IDP	Individual Development Plan
IE	Intelligence Enterprise
IOS	Intelligence Operations Specialist
IRS	Intelligence Research Specialist
MITAC	Mid-level Intelligence and Threat Analysis Course
NIP	National Intelligence Program
OTD	Office of Training and Development
PIWB	Principles of Intelligence Writing and Briefing
RO	Reports Officer
SA	Special Agent
SAC	Special Agent in Charge

SES	Senior Executive Service
SF	Standard Form
SILS	Senior Intelligence Leadership Seminar
SIP	SAC Intelligence Program
TCD	Training and Career Development Unit
TDY	Temporary Duty
TO	Training Officer
U.S.C.	United States Code
VTRA	Vulnerabilities and Threat Risk Assessment
VU	Virtual University