

## **REVIEW AND AUTHORIZATION OF DHS MANDATORY TRAINING**

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### **I. Purpose**

This Directive establishes the authorities, responsibilities, and policies necessary to designate training as mandatory within the Department of Homeland Security (DHS), to review and authorize new and current DHS mandatory training courses, and to establish periodic review of mandatory training.

### **II. Scope**

- A. This Directive applies throughout DHS, unless exempted by statutory or federal regulatory authority, Federal Government-wide policy, or falls under the purview of the Office of the Chief Procurement Officer, as stated under 41 United States (U.S.C.) 1201, 41 U.S.C. 1702(b), 1702(c) and 1703, and Executive Order 12931."
- B. This directive does not cover Component-specific training.

### **III. Authorities**

- A. House of Representatives 5005, Homeland Security Act, Title XIII, § 1402 (codified in Title 6, U.S.C.)
- B. Public Law 106-58, Restrictions on Certain Law Enforcement Training
- C. 5 U.S.C. § 41, Training
- D. 5 U.S.C. § 4118, OPM oversight of training activities
- E. 5 Code of Federal Regulations (CFR) § 250.203, The Government Employees Training Act
- F. 5 CFR Part 410, Training

- G. 5 CFR Part 412, Executive, Management, and Supervisory Development
- H. Directive 258-02, DHS Leader Development Program
- I. Directive 258-05, Employee Learning and Development

## **IV. Responsibilities**

### **A. DHS Chief Human Capital Officer (CHCO):**

1. Oversees the Department's learning and development program, including appointment of the DHS Chief Learning and Engagement Officer (CLEO).
2. Establishes the Department's policies, requirements, and expectations related to mandatory training except where specifically excluded by law, regulation, or Federal Government-wide policy.
3. Advises the Under Secretary for Management on issues related to mandatory training obligations and processes.

### **B. DHS CLEO:**

1. Advises the DHS CHCO on mandatory training policies, ensuring that training is aligned with DHS workforce strategic goals, and objectives.
2. Establishes policies and procedures for the submission, development, review, and approval of DHS mandatory training.
3. Leads the DHS Chief Learning Officer's Council (CLOC) in coordinating review and approval of proposed mandatory training to ensure that it is designed to achieve the greatest effectiveness with minimal burden or disruption to DHS operations, consistent with applicable laws, regulations, directives, or policy.
4. Leads the DHS CLOC in tasking the Training Evaluation and Quality Assurance Group (TEQAG) to perform mandatory training reviews.
5. Establishes timeline for Fast Track (see section V.D below) requests.

C. **Component Heads:**

1. Set Component policies and procedures regarding mandatory training.
2. Ensure mandatory training is developed by the Component's learning development community in partnership with subject matter experts to promote the creation of a learning experience that develops and enhances skills and knowledge.
3. Ensure that Component personnel have access to the appropriate DHS mandatory training.
4. Ensure, in the case of contractor-developed training, that program offices collaborate with contracting officers during acquisition planning to consider commercially available training first, taking into account the costs of development and appropriate Government data rights, including delivery of source files when needed.
5. Ensure requests for review and approval of DHS mandatory training is submitted to the DHS CLOC via the Component CLOC member.
6. Ensure requests for Fast Track, Exemption, and or Opt-Out (see Instruction 258-06-001 for further detail) are submitted to the DHS CLOC via the Component CLOC member.
7. Delegate these responsibilities to their respective training departments, or assigned representative, in accordance with Component policies.

D. **Executive Director, Human Resources Management and Services (HRMS)** assumes the responsibilities for all Headquarters Components with the exception of the National Protection and Programs Directorate (NPPD), Office of Inspector General (OIG), the Federal Law Enforcement Training Center (FLETC), and the DHS Intelligence Training Academy.

E. **Heads of NPPD, OIG, FLETC and the DHS Intelligence Training Academy** assumes the responsibilities for their respective Components.

F. **DHS CLOC:**

1. Establishes criteria for the approval of mandatory training, including schedules for sun-setting, or revalidating mandatory training.
2. Receives, reviews, and approves or denies applications for DHS mandatory training.
3. Receives, reviews, and approves or denies Opt-Out requests for DHS mandatory training.
4. Tasks, in conjunction with the DHS CLEO, the TEQAG to conduct mandatory training reviews and submit recommendations for final disposition.
5. Acts on recommendations from TEQAG.

G. **Course/Program Managers:**

1. The terms "course manager" or "program manager" for the purpose of this directive are synonymous. Course manager is used throughout to identify both or either. A course manager is the person with overall responsibility for the development and implementation of a training course. This may be at either the Department or Component level.
2. For mandatory training, course managers are responsible for course oversight, (e.g., maintenance, course reviews, resource allocation, business needs and outcome determination) and evaluation of training (5 CFR § 410.202).
3. Course managers are responsible for the submission of the mandatory training course for review and approval by the DHS CLOC. Approval from the DHS CLOC is required prior to course implementation.

H. **DHS Managers and Supervisors** serve as champions for DHS mandatory training as a critical element of workforce effectiveness. They provide adequate work time for personnel to complete training.

I. **DHS Personnel** at all levels and occupations of the workforce (except where excluded by or covered under a separate law or regulation) have the responsibility to complete mandatory training required for their position.

## V. Policy and Requirements

- A. New DHS mandatory training requires review and approval by DHS CLOC prior to implementation.
- B. Existing DHS mandatory training requires a periodic review cycle. A periodic review cycle is established to control DHS mandatory training and ensure the subject matter remains relevant, cost effective, efficient, and assigned to the appropriate target audience.
- C. Existing mandatory training is submitted for review to the CLOC within six months of its expiration. If the course does not have an expiration date, use the following criteria:
  - 1. Regulated by statute, policy, etc.;
  - 2. Frequency in which changes to content occur (e.g., cyber security training which frequently changes may need review every six months, whereas ethics training may need review every five years); and
  - 3. The review period is not to exceed five years from date of initial implementation.
- D. In cases of urgent need, such as safety or national emergency, the course manager is to use the fast track process as established in the Instruction.

## VI. Questions

Questions regarding this directive should be addressed to the Office of the Chief Human Capital Officer.

  
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Deputy Under Secretary for Management and  
Chief Financial Officer

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Date