

Department of Homeland Security
Management Directive System
MD Number: 3210
TRAINING

1. Purpose

This directive establishes Department of Homeland Security (DHS) policy for training.

2. Scope

This directive applies to all DHS organizational elements. Those organizational elements with existing training policies may continue in force those policies until the DHS Chief Human Capital Officer establishes permanent, Department-wide policy in this area.

3. Authorities

This directive is governed by numerous Public Laws and regulations, such as:

- A. 5 U.S.C. 41.
- B. 5 CFR Part 410.
- C. 5 CFR Part 412.
- D. P.L. 106-58, Restrictions on Training.

4. Definitions

- A. **Training**: The process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals.

5. Responsibilities

- A. **The Secretary** (or his/her designee) shall ensure that training is provided in accordance with this directive and any applicable laws, regulations and Executive Orders.

- B. **The Under Secretary for Management**, through the DHS Chief Human Capital Officer, shall:
1. Establish, budget for, operate, maintain, and evaluate a program or programs, and a plan or plans hereunder, for training DHS employees by, in, and through overnment and non-Government facilities.
 2. Determine policies governing employee training, including a statement of broad purposes for agency training, the assignment of responsibility for seeing that these purposes are achieved, and the delegation of training approval authority to the lowest possible level.
 3. Establish priorities for training employees and provide for funds and staff according to these priorities.

6. Policy & Procedures

- A. **Policy**: It is DHS policy that employees be provided with opportunities to improve their competencies in order to enable them to effectively perform assigned tasks and to meet high priority employee training and development needs to ensure a well-trained and highly skilled Federal workforce in support of the President's Management Agenda (PMA) and mission of DHS.
- B. **Procedures**: The implementation of this directive requires the following actions by DHS offices:
1. The Chief Human Capital Officer will develop training policies and procedures.
 2. High priority DHS training needs which are not being met and are subsequently adversely affecting DHS mission accomplishment, should be brought to the attention of the appropriate DHS organizational element or Chief Human Capital Officer, or designee.
- C. **Questions and Concerns Regarding the Process**: Any questions or concerns regarding this directive should be addressed to the Office of the Under Secretary for Management.