

**Department of Homeland Security**  
**National Protection and Program Directorate**  
**Directive Number: NPPD 064-01**  
**Revision Number: 00**  
**Issue Date: 05/04/11**

## **Training and Learning Board**

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### **I. Purpose**

This directive establishes a National Protection and Programs Directorate (NPPD) Training and Learning Board (TLB) that will provide strategic assistance for training and development and recommendations regarding learning and development programs and opportunities.

### **II. Scope**

This directive applies to all NPPD organizational elements.

### **III. Authorities**

- A. DHS Delegation 17001 “Delegation to the Under Secretary for National Protection and Programs.”
- B. DHS Delegation 17006 “Delegation of Human Capital and Personnel Authority to the Under Secretary for National Protection and Programs Directorate.”
- C. NPPD Management Directive 064-02 “Advanced External Training Opportunities.”

### **IV. Definitions**

- A. **Training Initiatives**: Existing or planned training and/or development efforts targeted to NPPD employees or program partners, regardless of dollar value. The term includes program-related training, mission-related training, and professional development and employee support training.
- B. **Program-related Training**: Training focused on program related information designed to inform or train external stakeholders such as state and local employees, tribal, and the civilian sector.
- C. **Mission-related Training**: Training focused on developing skills necessary to perform the job functions unique to NPPD offices/programs.
- D. **Professional Development and Employee Support Training**: Training, education, and professional development that focus on developing the skills, knowledge, and abilities necessary to function as a NPPD employee or contractor.

- E. **Centrally Managed Programs**: Competitive programs that provide leadership training and developmental opportunities that are managed through the Enterprise Learning Academic Programs Office or the Office of Professional Development and Training (PD&T).

## V. Responsibilities

The TLB is a reviewing and recommending body accountable to the NPPD Under Secretary.

A. **Director, PD&T is the Chairperson of the TLB and is responsible for:**

1. Providing the Under Secretary with an end of year report of the Board's activities, inviting comment.
2. Conducting facilitated meetings as-needed, but meeting will, at minimum, be held quarterly.
3. Providing staff support to the TLB including, but not limited to, agenda preparation and meeting minutes.

B. **Members of the TLB are jointly responsible for:**

1. Recommending training priorities for NPPD consistent with applicable DHS guidance and NPPD's strategic plans and visions.
2. Reviewing new internal and external training initiatives, regardless of funding level, and providing recommendations to the Under Secretary for inclusion in out-year planning. All NPPD training projects and initiatives will be reviewed by the TLB and approved by the Under Secretary or Deputy Under Secretary.
3. Reviewing applications for centrally-managed, competitive, external training programs that exceed 10 consecutive business days, or the tuition exceeds \$5,000. The TLB will provide recommendations, consistent with internal procedure, that prioritize candidates for NPPD Deputy Under Secretary consideration.
4. Conducting an annual review of NPPD's existing training initiatives and plans and making recommendations to the Under Secretary regarding execution of these plans.
5. Reviewing all training initiatives to ensure that there is adequate progress and documentation that all approved training initiatives warrant priority status for NPPD funding.
6. Monitoring the implementation and post-implementation review of all training initiatives, in conjunction with all NPPD Subcomponents' offices and programs.
7. Providing the Under Secretary with regular status updates on the progress of key training initiatives.

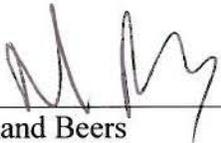
8. Presenting training/development issues and recommending solutions for final approval by the Under Secretary.
9. Providing appropriate formats and timelines for submission of training initiatives for review and consideration.

**C. NPPD Subcomponent Offices are responsible for:**

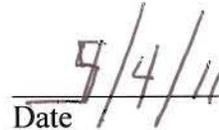
1. Providing an executive at the Senior Executive Service/General Series-15 level to actively participate in the TLB proceedings, as directed by the Under Secretary.
2. Submitting and justifying all training initiatives to the TLB in the prescribed format as requested by the TLB.

## **VI. Effective Date and Implementation**

This policy is effective immediately upon signature and is valid for three years from the date of signature.



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Rand Beers  
Under Secretary  
National Protection and Programs Directorate



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Date