

# Career Ladder Progression Program for Inspectors

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## I. PURPOSE

This directive provides the Federal Protective Service (FPS) policy for the Career Ladder Progression Program (CLPP) for Inspectors. Participation in the CLPP is voluntary but Inspectors who do not meet the recommended CLPP elements will not be promoted within their career ladder promotion grades until such requirements are met.

## II. SCOPE

- A. This directive applies to all FPS Inspectors and their supervisors.

## III. AUTHORITIES/REFERENCES

- A. Title 5 United States Code (U.S.C.) § 4101-4119, "*Government Inspectors Training Act*," 1978.
- B. P.L. 105-220, Section 508, "*Workforce Investment Rehabilitation Act of 1998*."
- C. Title 5, U.S.C. § 2301, "*Merit Systems Principles*."
- D. Title 5, U.S.C. § 5757, "*Payment of Expenses to Obtain Professional Credentials*."
- E. Title 5, U.S.C. Chapter 41, "*Training*."
- F. Title 5, Code of Federal Regulations (CFR), Part 410, "*Training*."
- G. Title 5, CFR Part 410.308, "*Training to Obtain an Academic Degree*."
- H. Title 5, CFR Part 412, "*Supervisory, Management, and Executive Development*."
- I. Title 5, CFR Part 550, "*Pay Administration*."
- J. Title 5, CFR Part 551, "*Pay Administration under FLSA*."
- K. Title 6 U.S.C. § 111, "*Establishment of Department of Homeland Security, Homeland Security Act*," 2002.
- L. Title 41, CFR Parts 300-304, "*Federal Travel Regulation*."
- M. Executive Order 11348, "*Providing for the Further Training of Government Employees*," April 20, 1967.
- N. Executive Order 12107, "*Relating to the Civil Service Commission and Labor Management in the Federal Service*," December 28, 1978.
- O. Department of Homeland Security (DHS) Directive 141-01 Revision 01, "*Records and Information Management*," August 11, 2014.

- P. DHS Directive 142-02 Revision 01, *"Information Technology Integration and Management,"* April 12, 2018.
- Q. DHS Directive 258-01, *"Human Capital Line of Business Integration and Management,"* February 6, 2014.
- R. DHS Directive 258-02 Revision 00.1, *"Leader Development,"* February 5, 2013, incorporating Change 1, September 14, 2018.
- S. DHS *"Human Capital Accountability Plan,"* 2008.

#### IV. DEFINITIONS

- A. **Assessment** is the systematic process of documenting and using empirical data on the knowledge, skills, attitudes and beliefs. Assessment is seen as a procedure instead of a product. Assessment is used during and after the instruction has taken place. Upon receiving the results of an assessment, results can be interpreted, and instruction can be altered/enhanced to improve training.
- B. **Career Progression** includes self-development expectations, such as education, training, attributes, traits and skills which provide a formalized progression outline required to advance and build a successful career to strategically align the FPS workforce.
- C. **Career Progression Requirements** are tasks to be demonstrated for continued growth as an Inspector. They are not to be used as a performance appraisal or other measure of job aptitude.
- D. **Recommended Training** is optional occupation-specific and/or agency individualized training or education which further develops, enhances, and augments career goals which continually professionalize skills and increase knowledge with the emphasis on professional development. This training, while recommended and beneficial to the career progression of an Inspector, is not a requirement at each step of the career ladder progression for promotion.
- E. **Individual Development Plan (IDP)** is a plan developed by the Inspector in coordination with the Inspector's supervisor, that identifies an Inspector's short and long-term learning and professional development goals. It may contain elective training, education, and development activities to acquire the competencies to meet career goals.
- F. **Inspector** is a sworn 1801 series member of the agency, grades GS 5-12, inclusive, who is identified as a Law Enforcement Specialist in his/her position description.
- G. **Inspector Learning** is the process of gaining knowledge, skill, and abilities by study, instruction and/or documented and successfully demonstrated experience (as documented in Attachment B). Inspector learning requests are identified in the training system of record and used in conjunction with the IDP to meet all legal, regulatory, and mission-critical requirements, and they include learning and development investments

that are determined to be essential for the workforce to perform optimally.

- H. **Inspector Training** is the process of providing and enrolling the Inspector in a planned, prepared, and coordinated program, course, curriculum, subject, or education in professional, technical, administrative, or other field that will improve individual and organizational performance and assist in achieving the agency's mission and performance goals.
- I. **Knowledge Check** is an evaluative device or procedure in which a sample of an examinee's knowledge in a specified domain is measured, evaluated, and scored using a standardized process against a pre-stated performance objective(s).
- J. **Mandatory Training** is training required for all Inspectors and is used to refer to training mandated for all Inspector's by directive, policy, or Department/Agency leadership.
- K. **Organizational Training Plan** is a list of all required training for all Inspectors within FPS.
- L. **Regional Training Program Manager (RTPM)** is the primary coordinator for all the training activities and initiatives within his/her assigned region.
- M. **Remedial Training** is corrective or additional training provided to an Inspector, at his/her request, to correct identified performance deficiencies and/or provide support and direction to the Inspector to meet defined criteria for his/her career progression goals.
- N. **Required Training** is occupation-specific and/or agency training requirements identified to maintain a prescribed level of proficiency and career growth. This training is required for career ladder promotion to the next grade within the Inspector's career ladder up to GS-12.
- O. **Technical Job Skills Training** is job-based skills training that provides the knowledge, skills, and attitudes needed to perform specific job tasks. It measures the level of skill or knowledge that has been achieved.
- P. **Training Academy Management System (TAMS)** is the central automated management system to schedule, record, and track training requirements for FPS employees; it provides a standardized method of managing various academies and training activities, course curriculum, registration, evaluation, student transcripts, and records.

## V. RESPONSIBILITIES

- A. The **Deputy Director, Training and Professional Development (DD TPD)**:
  - 1. Oversees the FPS CLPP by establishing FPS policies, requirements, and expectations related to workforce development, including Inspector learning and

development, except where specifically excluded by law or regulation;

2. Determines which Inspector learning and development functions, practices, and strategies are required for career ladder promotion; and
3. Leads the development of learning and development strategy, and establishes policies, guidance, and oversight of the analysis, design, development, implementation, and evaluation of learning and development programs.

B. The **Deputy Director, Resource Management (DD RM)**:

1. Establishes strategic planning mechanisms, responsibilities, administrative processes, and policies regarding stewardship of the career ladder programs; and
2. Develops practices that enable FPS to monitor and meet policy oversight of administration requirements and objectives for all human capital related matters.

C. The **Workforce Planning Division (WPD)**:

1. Provides human capital direction and guidance to the Regions and Divisions on the CLPP;
2. Is the CLPP Subject Matter Expert (SME) for FPS on all human capital requirements;
3. Is the primary CLPP administrative process official for any human capital related issues or disputes between the RTPM, supervisors, and employees; and
4. Delivers all responses or decisions involving human capital related matters to the Regional Directors (RDs), Division Directors, RTPMs, supervisors, and employees in writing.

D. The **National Training Academy Division (NTAD)**:

1. Identifies and approves instructional materials, courses, and other shared activities for promoting efficiency, consistency, and quality in learning and development activities, to include programs that promote workforce readiness to meet mission-related performance requirements;
2. Facilitates the sharing of best practices across the FPS learning and development community, and advocates innovation by fostering collaboration, enabling FPS-wide solutions for shared challenges, and promoting a culture of continuous learning;
3. Provides centrally managed or sponsored learning and development programs for Inspector participation that address a common need and benefit for FPS;
4. Is the CLPP SME for FPS on all training requirements;

5. Is the primary CLPP administrative process official for any training related issues or disputes between the RTPM, supervisors, and employees;
6. Serves as the CLPP National Counselor; and
7. Delivers all responses or decisions involving training related matters to the RDs, Division Directors, RTPMs, supervisors, and employees in writing.

**E. Regional Training Program Managers (RTPMs):**

1. Serve as regional advocates for learning and development efforts of Inspectors promoting consistency and effectiveness within FPS;
2. Manage and oversee, in conjunction with supervisors, the CLPP requirements for individual Inspectors annual training needs;
3. Identify and implement individual Inspector learning and development strategies and programs that promote workforce readiness to meet CLPP requirements;
4. Engage in ongoing development discussions with FPS staff throughout the year to cultivate an environment of continuous learning, both formal and informal, to ensure each Inspector has the requisite knowledge, skills and abilities as defined in their CLPP requirements;
5. Encourage Inspectors to learn and develop critical elements of the CLPP;
6. Advocate for necessary resources to provide meaningful development for Inspectors to meet their annual career ladder promotion requirements and or remedial training;
7. Coordinate with Human Capital to ensure timely and accurate submission of career ladder promotion; and
8. Oversee the administration of knowledge checks used to measure an Inspector's compliance with a task standard.

**F. Supervisors:**

1. Provide adequate worktime for Inspectors engaged in a developmental career ladder activity and necessary remedial training, subject to operational needs;
2. Implement practices to encourage Inspectors to apply their new knowledge and skills to meet both recommended and mandatory career ladder progression requirements;
3. Meet with an Inspector to review their self-assessment and develop the Individual Development Plan (IDP);

4. Review individual Inspector development needs, as set out in the Career Path Requirements of an Inspector (Attachment B), for mandatory and recommended requirements, and provide remedial training opportunities as requested by the Inspector;
5. Ensure and verify required career progression requirements are documented and/or demonstrated, input, and updated in the system of record in a timely manner to meet annual career ladder promotion requirements for Inspectors; and
6. Ensure timely coordination through the RTPM and regional Human Capital personnel to ensure that Inspectors have completed mandatory requirements for their current grades and that results are documented in TAMS or Learning Management System (LMS) of record in order to receive career ladder promotion when eligible.

**G. FPS Inspectors who voluntarily participate in the Career Ladder Progression Program:**

1. Take ownership of his/her own career and professional development;
2. Comply with all occupation, grade, and agency-specific training and education requirements relating to Inspector development as established in law, regulation, or agency policy and understand the requirements and expectations of the CLPP;
3. Conduct a self-assessment of knowledge, skills, and abilities for self-awareness of professional needs using worksheets included in Attachment A and consider formal and informal feedback from supervisors and peers;
4. Propose learning and development programs, courses, and/or activities that align with job requirements individual development needs, and short and long-term goals;
5. Present written justification for these activities to supervisor for approval, utilize the IDP to support their CLPP;
6. Participate in quarterly performance feedback reviews with supervisors;
7. Complete learning and development activities in a timely manner and adhering to any post-activity requirements, such as evaluation and reporting completion of training and/or education; and
8. Ensure all training documentation is submitted and uploaded in TAMS or the LMS of record.

**H. Human Capital Personnel:**

1. Coordinate with RTPMs to ensure mandatory requirements of the Career Path of an Inspector for each grade are met prior to submission of an Inspector's

career ladder promotion to the next grade;

2. Coordinate with the supervisor to ensure the Inspector has met the minimum performance requirements for promotion; and
3. Ensure timely career ladder promotions are completed if mandatory requirements of the Inspector's Career Ladder Progression Plan are met.

## VI. POLICY AND REQUIREMENTS

- A. Training is not the solution to every workforce capability requirement. Inspectors are expected to take ownership of their own careers and professional development. To support their efforts and to ensure Inspectors are afforded every opportunity for success, supervisors and senior management must ensure that Inspectors are thoroughly familiar with, and are afforded the opportunity to, meet grade level requirements and to use career development opportunities that support the Mission of FPS and professional development of individual Inspectors along their career ladder progression.
- B. The FPS Career and Professional Development Guide (Attachment A) is a tool that describes a spectrum of development opportunities for Inspectors and first line supervisors and is an important employee management tool.
- C. The Career Path Requirements for Inspectors (Attachment B) provides the specific components of the CLPP for Inspectors in grades 7, 9, 11, and 12. All tasks listed as mandatory must be completed after the Field Training and Evaluation Program (FTEP) within the current GS level, prior to receiving a recommendation and authorization for advancement to the next grade level.
- D. **Career Ladder Progression Program**
  1. Requirements may change as additional training and development opportunities are identified or offered, or as operational needs of the agency change.
  2. An Inspector who chooses to participate in the CLPP process, who was hired prior to June 1, 2019, is allowed a minimum of one year from their EOD anniversary date to complete the next CLPP requirements.
  3. Components of the program include a series of mandatory and recommended training and professional development; and tasks associated with competencies, performance goals, position description, and overlapping.
  4. Tasks listed are accompanied by a purpose statement to explain why the task is important to the Inspector's development and a standard to define what is required to complete the task. Standards may include knowledge checks, written papers, documentation of task completion, and observation of a implementing a task.

5. Program components listed as recommended are encouraged to be completed and may enhance advancement. However, they are not required for promotion to next grade. They may be used to satisfy multiple proficiency requirements and are cumulative throughout the career ladder progression program.
6. Completion of some training requirements is dependent upon available resources. As such, resources are prioritized as follows for training:
  - a. Required by law, regulation, and/or FPS or Department policy;
  - b. Required by FPS to meet mission-critical duties and tasks;
  - c. Needed to prepare an Inspector for the next grade within a career ladder and is part of a development program; and
  - d. Training that is for developing workforce skills needed to meet emerging demands.
7. Inspectors must have mastery of all approved CLPP requirements, at each grade, and pass all provided CLPP Knowledge Checks with a minimum 70% passing score.
8. Supervisors and/or RTPMs shall, if requested by the Inspector, provide remedial training, or coordinate with a regional or TPD CLPP SME to provide remediation training, to the Inspector. SMEs will ensure that the Inspector is aware of the identified questions or processes the Inspector needs to review to pass the Knowledge Check that they failed to meet.
9. CLPP Requirements of the Inspector will not be used during a performance appraisal or other measure of job aptitude.
10. All career ladder progression activities, both recommended and mandatory, will be tracked in TAMS or a similar FPS approved LMS. This includes the following to be documented in the Inspector's account in a timely manner:
  - a. The request, approval, and completion of all training programs or activities, either internal or external;
  - b. Establishing, approval, and capture Knowledge Checks; and
  - c. Documented and demonstrated behavior; and
  - d. Written essays.

**E. Individual Development Plans**

1. IDPs serve as a tool to document the Inspector's required training, learning, and development experiences needed to achieve short and long-term goals to help



ensure that both mandatory and recommended training is accomplished during the career progression cycle.

2. RTPM and supervisors will review Inspectors' IDP and Self-Assessment and Development Worksheets semi-annually to ensure CLPP progress.
3. Supervisors may use IDPs to supplement organizational and occupational training plans and ongoing development discussions with Inspectors.

**F. Documentation**

1. Systems of record for training management, such as TAMS or other designated system, include an integrated automated tool for optimum records management. This will allow for regular monthly and annual data analysis of course completion, training attendance, expenditures, and Enterprise Human Resource Integration (EHRI) data reporting required by and reported to the Office of Personnel Management (OPM).
2. All records related to training activity are maintained according to the FPS Records Schedules.

**VI. ATTACHMENTS**

- A. Career and Professional Development Guide
- B. Career Path Requirements for Inspectors

**VII. QUESTIONS**

Address any questions or concerns regarding this directive to [FPSPolicy@fps.dhs.gov](mailto:FPSPolicy@fps.dhs.gov).



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Date