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**INTERIM UPDATE 08-08**

**SUBJECT:** The Publication of a New ADS Chapter, ADS Chapter 458, Training and Career/Professional Development

**NEW MATERIAL:** This Interim Update announces the publication of ADS Chapter 458, Training and Career/Professional Development. The new ADS chapter replaces Handbook 28 in its entirety, with the exception of Chapter 4, covering the Foreign Language Program. A new, separate ADS chapter covering the Foreign Language Training Program will be issued in the near future. ADS Chapter 458 includes policy directives, required procedures, and guidelines for administering the Agency's training and career/professional development programs.

**EFFECTIVE DATE:** 06/20/2008

**ATTACHMENT:** [ADS Chapter 458](#)

**POLICY**

**USAID/General Notice  
HR/TE  
06/20/2008**

**Subject:** The Publication of a New ADS Chapter, ADS Chapter 458, Training and Career/Professional Development

The Office of Human Resources, Training and Education Division (HR/TE) is pleased to announce the publication of ADS Chapter 458, Training and Career/Professional Development. The new ADS chapter replaces Handbook 28 in its entirety, with the exception of Chapter 4, covering the Foreign Language Program. A new, separate ADS chapter covering the Foreign Language Training Program will be issued in the near future.

ADS Chapter 458 includes policy directives, required procedures, and guidelines for administering the Agency's training and career/professional development programs. Coverage includes employee orientation programs, eLearning, long-term training, leadership and supervisory training, personal security training, the Tuition Assistance

Program, the Learning Management System (LMS), Individual Development Plans, and general administration of training.

ADS Chapter 458 also addresses the Federal Acquisition Certification (FAC) Programs, which are the training and certification requirements for U.S. Government acquisition professionals mandated by the Office of Management and Budget, Office of Federal Procurement Policy (OMB/OFPP). The FAC Programs are FAC-C, for contracting officers and contract specialists and FAC-COTR, for contracting officer's technical representatives.

USAID complies with FAC-COTR requirements through its Cognizant Technical Officer (CTO) Certification Program, originally issued in 2005 and now adapted in this new ADS chapter to meet OMB requirements. CTOs must carefully review their training in accordance with Agency policy and ensure that they meet the training requirements within the required timeframes. CTO certification requirements may change over time. Any changes will be announced in a USAID General Notice.

The key provisions of the Agency's CTO Certification Program in section 458.3.5.5 include the required courses, the competency/testing requirements for these courses, and the time limits for CTOs to obtain certification after the initial CTO designation.

Employees are strongly encouraged to review the new ADS chapter for further details on these and other changes. Additionally, current information on individual training courses being offered is readily available online. Course descriptions, locations, and schedules may be found on the USAID University Web page, located at <http://inside.usaid.gov/M/HR/lsd/>.

Points of Contact: Questions regarding this Notice and information in ADS Chapter 458 may be directed to Joseph Van Meter, HR/TE, on (202) 712-1098. Questions about the FAC Programs mentioned above and in the chapter may be directed to Gwen Little, M/OAA/E, at (202) 712-5473.

Attachment: ADS 458, Training and Career/Professional Development

Notice 0676

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<b>Effective Date</b>	06/20/2008
<b>Editorial Revision Date</b>	
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<b>Remarks</b>	This IU will remain on the ADS Web site for three months