

**Major Functional Series 400: PERSONNEL**  
**ADS Chapter 459 - INTERNATIONAL DEVELOPMENT INTERN PROGRAM**

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This Chapter supersedes Handbook 28, Chapter 5 in its entirety

**459.1 Authority**

Sections 302(a), 303, 306 and 703, Foreign Service Act of 1980 (the Act)

**459.2 Objective**

This chapter provides the policies, regulations, and procedures governing all aspects of the [International Development Intern Program](#) (IDIP).

**459.3 Responsibility**

- 1) The Assistant Administrator for Management (AA/M) is responsible for approving the overall number of International Development Interns (IDIs) in the various occupational categories to be hired each fiscal year in consultation with appropriate bureaus and offices.
- 2) The Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), is responsible for the overall management of USAID's IDI program and performs the following specific functions:
  - a. Determining the number of IDIs and their occupational categories for each fiscal year;
  - b. Reviewing selections for the IDI program to ensure compliance with affirmative action and Agency employment and programmatic goals.
  - c. Certifying in writing that participants have completed the program.
  - d. Making decisions regarding extensions or terminations.
- 3) The Bureau for Management, Office of Human Resources, Personnel Operations, Recruitment Branch (M/HR/POD/CRF) is responsible for the management of the IDI Program, including:
  - a. Coordinating the IDI Program recruitment and appointment activities; and

- b. Coordinating career progression activities.
- 4) The Bureau for Management, Office of Human Resources, Training Division (M/HR/TD) is responsible for planning and designing appropriate learning programs and opportunities.
- 5) The [Technical Review Committee](#) (TRC) is responsible for evaluating a candidate's technical skill and making recommendations to the DAA/HR of those candidates considered most qualified.
- 6) The Bureau for Global Programs, Regional Bureaus and Offices are responsible for:
- a. Advising M/HR/POD/CRF on productive sources for recruitment advertising and outreach;
  - b. Providing learning opportunities during the IDI's USAID/W training; and
  - c. Assisting in the selecting of overseas assignments.
- 7) The Office of Equal Opportunity Programs (EOP) is responsible for:
- a. Advising M/HR/POD/CRF on affirmative action and Equal Employment Opportunity (EEO) matters related to selection, learning programs, assignment, evaluation and retention (e.g., identification of barriers to selection, assignment, evaluation and retention) of minorities and women; and
  - b. Serving as a nonvoting member on the TRC and the [IDI Graduation Panel](#) .
- 8) The IDI Graduation Panel is responsible for making a recommendation to the DAA/M/HR as to whether the participant shall be:
- a. awarded a promotion (only for Class 5 and below);
  - b. awarded a meritorious step increase (MSI);
  - c. awarded a cash award (only for class 4 and above);
  - d. sent a counselling letter indicating a need of improvement; or
  - e. separated under Section 611 of the Act.

- 9) The [Career Development Officer](#) (CDO) is responsible for:
  - a. Coordinating the development of a learning plan for each participant;
  - b. Reviewing candidate performance at completion of USAID/W training to determine if the intern shall be:
    - (1) assigned overseas;
    - (2) extended in USAID/W; or
    - (3) separated based on inability to complete the first phase of the program; and,
  - c. Serving on the IDI Graduation Panels.
- 10) The IDI Program Manager is responsible for monitoring and coordinating the overall activities of the program to ensure that learning plans, assignments, and logistics are appropriate for the management of the IDI Program and adequate for the participant's career. In addition, the IDI Program Manager, in collaboration with M/HR/TD, shall ensure that language designations on IDI positions are accurately classified.
- 11) The [IDI Supervisor](#) for each IDI rotation is responsible for:
  - a. Designing, in collaboration with M/HR/POD/CRF and the IDI, the portion of the learning plan specific to their unit;
  - b. Providing daily guidance in performance of the On-the-Job-Training (OJT);
  - c. Preparing a written evaluation on the IDI assigned to the unit; and
  - d. Providing counseling on performance.
- 12) The IDI is responsible for:
  - a. Consulting with the supervisor on the design of the [IDI learning plan](#) specific to the unit;
  - b. Seeking regular feedback on performance from all supervisors;

- c. Regularly reviewing the overall learning plan and keeping the plan current and accurate;
- d. Acquiring and maintaining language proficiency for tenure and language position requirements (LDPs), and
- e. Scheduling language tests to determine compliance and/or learning needs.

**459.4 Definitions (See [ADS Glossary](#))**

AGREEMENT TO CONTINUE IN SERVICE  
ANNUAL EVALUATION FORM  
CAREER DEVELOPMENT OFFICER  
IDI GRADUATION PANEL  
IDI LEARNING PLAN  
IDI PERFORMANCE EVALUATION REPORT  
IDI SUPERVISOR  
INTERNATIONAL DEVELOPMENT INTERN PROGRAM  
SUPPLEMENTARY EVALUATION FORM  
TECHNICAL REVIEW COMMITTEE  
USAID TENURE LANGUAGES

**459.5 POLICY**

The following are the official Agency policies and corresponding essential procedures:

**459.5.1 APPOINTMENT CONDITIONS**

The conditions and requirements of ADS Chapter 414 apply to new appointees participating in USAID's International Development Intern Program (IDIP). (See [ADS 414 - Handbook 25 Chapters 12, 13, and 14, Handbook 32 Chapter 1](#)).

IDIs shall be given a 60-month appointment as a career candidate.

**E459.5.1 Appointment Conditions N/A**

**459.5.2 RECRUITMENT**

M/HR/POD/CRF shall recruit IDIs consistent with the approved Agency Workforce analysis.

M/HR/POD/CRF shall make selection recommendations to the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR).

**E459.5.2 Recruitment N/A**

**459.5.3 TRAINING**

Training shall be for a period of up to four years, based on the participant's personal grade and technical specialty:

- a) At the Foreign Service (FS) 5 and below level, training shall be in USAID/W for up to 2 years (including language training), followed by 2 years of overseas training.
- b) At the FS 4 level, training shall be in USAID/W for up to 1 year (plus time needed for language training), followed by 2 additional years of overseas training.
- c) Contract Management IDIs at all grade levels shall spend up to 2 years in USAID/W training prior to being assigned overseas.
- d) IDIs must agree to sign an [Agreement to Continue in Service](#) for a period at least equal to three times the length of the training period. **(See [ADS 458 - Handbook 28 Chapter 5, Section 5e](#)).**

All IDIs must have a tested language proficiency of S-2/R-0 or S-2/R-2 in an USAID Tenuring Language **(See [ADS 458 - Handbook 28 Chapter 4, Section 4H](#))** prior to being assigned to an overseas post.

IDIs who fail to meet the language tenure requirement shall be terminated prior to assignment overseas.

Each IDI shall be assigned a Career Development Officer (CDO) who will help guide the IDI's learning plan and assignments both in USAID/W and at an overseas mission.

**E459.5.3 Training**

The IDI's learning program is carried out in two stages:

- a) Stage One is in USAID/W. This stage consists of an orientation in the New Entry Training Program, after which the IDI is assigned to a Regional or Central Bureau. Here the IDI shall begin a series of rotational assignments in various offices and Bureaus, across technical skill areas with a view to providing the IDI a broad

foundation and understanding of the Agency and its procedures. Language training for tenure or LDP assignments shall be provided following rotation assignments.

- b) Stage Two is at a USAID/Mission. This aspect of the IDI learning program shall focus on learning and understanding field operations and Mission policies. In particular, the IDI shall build a foundation in the IDI's own skill area, and shall be expected to function as a regular officer.

#### **459.5.4 EVALUATION**

The participant shall be evaluated upon completion of each rotational assignment in USAID/W and at least annually during an overseas assignment.

After having completed one year overseas, the participant shall be reviewed by the Graduation Panel.

#### **E459.5.4 Evaluation**

In USAID/W participants shall be rated by the supervisor using the [IDI Performance Evaluation](#) Report (AID 460-7A) for rotational assignments. (See [ADS 462](#))

Participants overseas shall be evaluated by the supervisor using the [Annual Evaluation Form](#) (AID 400-1) and the [Supplemental Evaluation Form](#) (AID 400-1A).

The language training program shall be evaluated in accordance with ADS Chapter 458 -- **Handbook 28 Chapter, 4 Sections 4H and 4I**. (See [ADS 458 - Handbook 28 Chapter 4, Sections 4H and 4I](#)).

#### **459.5.5 ASSIGNMENT AFTER THE IDI PROGRAM**

After successful completion of the IDI program, the IDI shall be retained by the Agency and M/HR/POD/CRF shall identify the position to which the graduated IDI is to be assigned.

#### **E459.5.5 Assignment after the IDI program**

After graduation from the IDI Program, M/HR/POD/CRF shall:

- a) Notify the Mission and the IDI of the Graduation Panel results by issuance of an SF-50 (Notification of Personnel Action) and a cable.

- b) Inform the mission that the IDI will remain in the IDI FTE for an additional year; and/or
- c) Advise the Mission and the IDI of eligibility to bid in the Open Assignment Process.

**459.5.6 PARTICIPANT COSTS**

After as a participant has enrolled in the program, costs related to travel and shipping or storing of household effects while in USAID/W shall be centrally funded by M/HR.

Upon assignment to an overseas Mission, the responsibility for all costs related to travel and shipping or storing of household effects shall be funded by the receiving Mission.

While assigned to USAID/W, any costs, which are to be incurred for local and international travel, transportation, storage, etc., must be approved in advance by the IDI Program Manager. Costs for learning programs must be approved in advance by M/HR/TD. At post, all cost shall be approved in advance by the Executive Officer.

**E459.5.6 Participant Costs N/A**

**459.6 Supplementary Reference - N/A**