



USAID
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Subject Outlines/Codes: Training

A Mandatory Reference for ADS Chapter 502

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Responsible Office: M/AS/IRD
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TRAINING

Instructions: This category covers Agency activities, policies, and procedures related to the training of cooperating-country nationals, including selection of participants, planning and implementation of their training courses, and follow-up to ensure optimum utilization of training and evaluations of the training program as a whole. Maintain case files of participant or training projects as a separate file group, arranged alphabetically by name of participant or by project number.

Subject Files	File Classification	Description of Records
TRAINING	GENERAL	Substantive policy, planning, program and evaluative material documenting the development of methods and procedures for implementation of the participant training program. Routine administrative and evaluative correspondence regarding any phase of participant training program.
ALLOWANCES	TRG 1	Material regarding training allowances for expenses, maintenance, books, travel, equipment, and supplies.
AREA OF TRAINING	TRG 2	Correspondence and reports relating to policy and procedures on third-country training and host country training, including information and evaluation of facilities. Papers regarding policy on training in the United States.
CONFERENCE ATTENDANCE	TRG 3	Papers regarding conferences attended by participants in connection with training programs, indicating number in attendance, dates, places, and itineraries.
COURSES	TRG 4	Material describing training courses available to participants, including prospectuses. If volume warrants, case file by technical activity covered by the courses.
DURATION	TRG 5	Papers regarding length of training programs and guidelines on desired starting and terminal dates.
EVALUATION	TRG 6	Reports and studies used to evaluate effectiveness of training methods and techniques in specific fields of activity, country, or overall participant training program. Case file by individual evaluation study or project if volume warrants.
FACILITIES	TRG 7	Liaison and strengthening of relationships with organizations that provide training, hospitality,

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		community activity, or services to participants. Case file by individual facilities, as needed.
FOLLOW-UP OF PARTICIPANTS	TRG 8	Correspondence and related material regarding methods to ensure continuing contact with participants after training to develop maximum potential of individual participants.
PROCESSING	TRG 9	Policy, procedures, and guidance papers regarding processing of individual participants. Papers regarding policy, procedures, and guidance in preparation and use of PIO/P's. Mission pre-departure briefing, port of entry and reception procedures, and orientation in country of training; participant and dependent travel, purchases, ownership and operation of automobiles, interpreter services, insurance, waiver of visa requirements, and handling of illness and death cases.
TRAINING NOTICES	TRG 10	Participant Training Directories, newsletters, and other issuances prepared for use of participants, S&T/IT, and other USAID staff.
SELECTION	TRG 11	Policy and procedural papers regarding criteria for selection of participants, including security clearances, academic requirements, etc.
SPONSORS	TRG 12	Material regarding training of cooperating country nationals under other than direct Agency administration and/or financing. Includes training arranged or administered by the Agency but financed from other sources.
TRAINING AIDS	TRG 13	Examples of training aids developed by the Agency, including books, translations, audiovisual, and other training media.

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