

## HANDBOOK 28

### CHAPTER 3

#### ORIENTATION PROGRAMS

##### 3A. General

1. Orientation Programs are designed to give employees an introductory understanding of:
  - a. The purposes and objectives of the U.S. foreign assistance program.
  - b. Procedures and means by which foreign assistance programs are formulated and carried out.
  - c. Cultural factors involved in introducing these programs into an alien environment.
  - d. Important factors related to living abroad as representatives of the United States.
  - e. Employee conditions and benefits.
2. Orientation is conducted both in Washington and at the Mission. It includes structured classroom presentations, discussions, and consultation with AID/W Office, Bureau, and Mission representatives.

##### 3B. Applicability Orientation programs apply to these categories:

1. New employees, PASA, and contract employees of the Agency and their adult dependents.
2. Employees who convert to the Foreign Service.
3. Foreign Service employees transferring from one region to another.
4. Experts and consultants.

##### 3C. Responsibilities

1. SER/PM

The Director, SER/PM, or his designee; i.e., Chief, SER/PM/PS&CD, has authority and responsibility for:

- a. Authorizing absence from an orientation class.
- b. Approving requests for abbreviated selected orientation.

2. SER/PM/PS&CD

SER/PM/PS&CD is responsible for designing, developing, scheduling, and evaluating AID/W orientation programs and assisting Missions in the conduct of their programs. SER/PM/PS&CD maintains appropriate files and records on Orientation Programs.

3. Placement Officers, SER/PM

Placement officers schedule employees for orientation using form AID 4-401, Enrollment in AID Orientation Program (Attachment 3A), and maintain liaison with SER/PM/PS&CD and the employee.

4. Bureaus and Offices

AID officials and employees have the responsibility to participate in orientation programs as speakers or discussion leaders or in the performance of other services as requested by SER/PM/PS&CD. This participation is a functional responsibility of all officials and employees of AID.

5. Contracting Officer In consultation with contractor and Bureau technical officers, the contracting officer schedules contract employee orientation.

3D. Washington Orientation Programs

1. All newly appointed AID employees are expected to attend the first appropriately scheduled orientation after taking the Oath of Office.
2. Regular as well as specially tailored orientation programs are provided to meet the following needs:
  - a. All new technical and professional employees, are given a regular 2-week orientation program covering foreign policy and its operations, international assistance programs, communications principles, AID documentation and funding, and analysis of the AID overseas environment.
  - b. New employees assigned to Washington who will serve as clerks, clerk-typists, clerk-stenographers, secretaries, and administrative

assistants, are given a 1-week compulsory orientation program including correspondence procedures; AID filing system; processing telegrams and government forms; secretarial practices and procedures; AID's merit promotion programs, training programs, employee relations and responsibilities; and a general working knowledge of AID programs.

c. Newly appointed Foreign Service employees take the regular orientation program in addition to some on-the-job orientation, lasting up to 4 weeks. Select, special, or reduced orientation will be given as required on an individual case basis.

d. Previous employees of AID with a break in service of up to 1 year are given special abbreviated orientation to update the employee's knowledge of recent changes. e. Foreign Service employees on rotation to another overseas country or region including assignments to AID/W may require only a few days consultation and orientation with Bureau, Office, or PM/PS&CD staff.

f. GS to FS conversion employees attend a 1 to 4 week orientation.

g. Adult dependents accompanying employees going overseas are given a separate 1-week orientation program. This monthly program is conducted concurrently with the overseas employee orientation program.

h. Contract employees being assigned overseas for 1 year or more in AID programs receive 2 weeks orientation prior to departure, unless a modified orientation program is authorized. To schedule the regular contract orientation, the contractor and the contracting officer agree on a scheduled input date for the 2-week orientation by AID. The contracting officer advises SER/PM/PS&CD in writing of the selected starting date, the employee's name, job title, country of assignment, U.S.A. address for advance mailing of orientation materials, and other relevant data using the memorandum for AID 4-401, available from SER/PM/PS&CD. Contract employee orientation may be modified or omitted based on prior experience, the new job requirements, foreign language experience, or unusual circumstances surrounding the project.

3. Seminar on Terrorism - Due to the current terrorist problems, all FS employees are required to attend a one day seminar on terrorism sponsored by the Foreign Service Institute. In addition, GS employees going overseas on TDY and dependents accompanying FS employees overseas are encouraged to take advantage of the opportunity to familiarize themselves with the nature of the threat, with U.S. Government policy, and with practical measures to decrease personal risk. This seminar will include such subjects as travel precautions, residential security, hostage survival, bomb threats, dependent awareness and attacks on foreign service posts.

TDY to AID/W for the sole purpose of attending this one day seminar is not authorized. Personnel in AID/W requesting this training should submit Optional Form 170 (10 parts) through their supervisor and Bureau/Office training adviser to PM/PS&CD, Room 425 Pomponio Plaza (SA-14), telephone 235-9070. Mission employees should send their applications to FSP (appropriate backstop officer) who in turn will forward the application to PM/PS&CD. The dates of the seminar are published periodically in AID General Notices.

### 3E. Mission Orientation Programs

1. Newly assigned U.S.-citizen Government employees, PASA, and contract employees as specified in their contracts, together with the adult dependent members of their families, receive Mission orientation. Its purpose is to facilitate their prompt and effective adaptation to Mission living conditions. These employees and their families receive information on the following:

- a. Housing, schools, domestic help, medical facilities, health precautions, local currency, shopping, and transportation.
- b. The host-country history, geography, climate, culture, economy, politics, and governmental organization.
- c. The purposes, organization, and scope of the Mission program with particular reference to the functional division with which the employee will be associated.
- d. The program activities of other United States agencies, private groups, multilateral groups, and other third-country groups and agencies.
- e. Criteria and guidance for developing good relations and effective communications between the American community and the people of the host country.

2. The Mission Training Representative or Staff Training Coordinator insures that an adequate and comprehensive orientation program is provided to meet the employees' needs.

3. Each Mission sends, in triplicate, an annual report of orientation activities to the Geographic Bureau Training Representative, who sends two copies to SER/PM/PS&CD. The report is to include:

- a. Syllabus or course content.
- b. Nature and duration of orientation activities.
- c. Numbers of employees served by functions.

- e. Samples of instructional materials used.
  - f. Number and sources of instructors used.
4. SER/PM/PS&CD sends to the Missions "Guidelines for Orientation" for use by the Staff Training Coordinator, PASA Chiefs of Party, and contractors. When feasible, SER/PM/PS&CD on request details an orientation specialist from its staff to advise on program development and management.

Attachment 3A

Enrollment in AID Orientation Program

Form 4-401

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