



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 253

Training for Development

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ADS Chapter 253 – Training for Development

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ADS Chapter 253 – Training for Development

*253.1 OVERVIEW

Effective Date: 08/19/2005

*This chapter provides the policy directives and required procedures governing the design and implementation of [training](#) and capacity development programs. The purpose of training programs is to strengthen the professional or technical competency and performance of foreign nationals whose skills USAID considers necessary for the achievement of USAID objectives. Persons trained may be employees of public or private institutions partnered with USAID or individuals unaffiliated with such organizations; however, they may not be persons who are employed by USAID or whose salary is paid by USAID or employees of USAID contractors.

The training programs may be conducted in either:

- a. The U.S. (pursuant to Department of State-designated program numbers G-2-0263 and G-2-0370),
- b. The [host country](#), or
- c. [A third country](#).

For visa compliance for U.S.-based [participant](#) training pursuant to the Enhanced Border Security and Visa Reform Act of 2002, see [ADS 252](#).

All participant training, financed in whole or in part or administered by USAID under its authority, falls under the purview of this chapter, regardless of whether the training is funded through a contract, grant, cooperative agreement, or other type of agreement.

*253.2 PRIMARY RESPONSIBILITIES

Effective Date: 07/19/2005

a. **The Bureau for Economic Growth, Agriculture and Trade, Office of Education (EGAT/ED)** is responsible for setting overall training policy for USAID. EGAT/ED provides leadership and guidance in the design, implementation, and monitoring of participant training activities to [Sponsoring Units](#) (the funding source of the participant training activity, either a Mission or USAID/Washington Office), contractors, grantees, and cooperative assistance partners ([Implementers](#)). EGAT/ED also manages certain regional and centrally funded participant training programs.

*EGAT/ED is responsible for the collection and maintenance of participant training data from Sponsoring Units and program Implementers. It manages, among other things, the Agency's process for approving Participants, obtaining required documentation, and tracking Participants. The USAID/EGAT/ED Responsible Officer approves Participants pursuing U.S.-based training and non-training to certify their eligibility for [J-1 visas](#). EGAT/ED provides the Department of Homeland Security, Bureau of Citizenship and

Immigration Services (USCIS), and the Department of State with information regarding individuals sponsored for U.S.-based participant training (see [ADS 252](#)). USAID uses participant data to inform management decisions, answer congressional inquiries, report on USAID activities, and to develop policy and procedural guidance.

b. **Sponsoring Units** fund and administer participant training by using the services of Implementers. Sponsoring Units are responsible for results and ensure that the participant training contributes to the achievement of an Intermediate Result (IR) or Strategic or Special Objective (SO). When the Sponsoring Unit is using a grant or cooperative agreement that includes participant training implementation, this responsibility is shared between the Sponsoring Unit and Implementer, although the Implementer's accountability to USAID is set by the terms of the contract, grant, or cooperative agreement. These responsibilities are further defined in or appended to the Mission Order or Directive for Participant Training, a document that is required of all Missions.

*c. Sponsoring Units and **activity managers** of centrally funded or centrally managed participant training programs, and their contractors, cooperative agreement partners, and grantees, are responsible for coordinating with USAID Missions in affected countries on participant training policies and procedures and data reporting via [TraiNet](#). TraiNet is used to facilitate management and avoid conflict and contradictions. Also, Sponsoring Units and activity managers for centrally funded or centrally managed training must coordinate with EGAT/ED and the Management Bureau, Office of Financial Management, Accounting Branch (M/FM/A) on training costs that Participants who are designated as **non-returnees** must repay.

*d. The Management Bureau, Office of the Chief Financial Officer, Washington Financial Service (**M/CFO/WFS**) issues a **Demand for Training Cost Repayment Letter (AID Form 253-1)** [Note: This document is only available on the intranet (<http://inside.usaid.gov/forms/a253-1.doc>). Please contact ads@usaid.gov if you need a copy.], based on EGAT/ED's debt determination for centrally funded or centrally managed training of non-returnees (**see 253.3.7b**). Debt determination is based on the examination of the training cost records by the appropriate activity manager and the Condition of Sponsorship agreement form ([AID 1381-6](#)).

*e. The Mission or Regional Controller will issue a Demand for Training Cost Repayment Letter, based on the Sponsoring Unit's or activity manager's debt determination for Mission-funded and managed training of non-returnees (**see 253.3.7a**). Debt determination is based on the examination of the training cost records by the appropriate activity manager and the Condition of Sponsorship agreement form ([AID 1381-6](#)).

***253.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**
Effective Date: 07/19/2005

*The policy directives and required procedures provided in this section are applicable to participant training. Other U.S.-based travel is addressed in [ADS 252](#) and [ADS 522](#).

USAID expects that all USAID Sponsoring Units and Implementers will familiarize themselves with the mandatory references [Detailed Guide for Training Results](#) and [Complete Guide to USAID Visa Compliance](#) and apply this guidance when required or appropriate.

***253.3.1 Planning and Implementing Participant Training Activities**

Effective Date: 06/18/2004

When planning and implementing participant training activities, Sponsoring Units must address the following requirements:

- a. Sponsoring Units must design and implement participant training for results and impact. Participant training must directly support a specific Strategic or Special Objective under the provisions noted in ADS 200-203 or other U.S. Government (USG) initiatives and programs.
- b. Sponsoring Units must plan, track, manage for results, and report on their participant training activities as part of their broader performance measurement, evaluation, and reporting requirements.
- c. Sponsoring Units must design and carry out participant training activities with the fullest possible application of [cost control](#) and [cost-sharing](#) practices. In addition, Sponsoring Units should investigate and use distance learning, to the fullest extent feasible.
- d. Sponsoring Units must develop indicators of planned participant training results.
- *e. Sponsoring Units must strictly follow the policy requirements, including those contained in the Conditions of Sponsorship form ([AID Form 1381-6](#)), for both program-related and legal obligations.

253.3.1.1 Participant Eligibility, Dependent Travel, Participants with Disabilities

Effective Date: 06/18/2004

A Participant is a host-country resident or [host-country national](#) that USAID sponsors for a learning activity conducted within the U.S., a third country, or in-country for the purpose of furthering USAID development objectives. A learning activity takes place in a setting in which an individual (the Participant) interacts with a knowledgeable professional predominantly for the purpose of acquiring knowledge, skills, or information for the professional or technical enhancement of the individual and improved performance of his or her workplace. Learning activities may be formally structured, such as an academic program or a technical course, or they may be more informal, such as an observational study tour.

Sponsoring Units must observe the following requirements when determining whether Participants are eligible for training:

- a. Individuals who USAID sponsors for training must be citizens or legal residents of the host country.
- b. If they are from a “Covered Country,” individuals must meet the criteria in [ADS 206](#), Prohibition of Assistance to Drug Traffickers.
- c. The Sponsoring Unit may approve [third-country nationals](#) in presence countries for participant training only on a case-by-case basis. Justifications must be in writing and normally include the cost-effectiveness of such training, the likelihood that the third-country national will return to work in the host country, and the rationale for why the Sponsoring Unit’s objective would not be better served by training a national of the host country.
- d. U.S. citizens, U.S. permanent residents, and individuals with dual U.S. and other country citizenship living outside the U.S. are not eligible for USAID-sponsored participant training in the U.S. The exception to this is if the need for such training is critically related to attaining a strategic objective and the Sponsoring Unit justifies, in writing on a case-by-case basis, the training. The Mission Director or cognizant USAID/Washington Office Director must approve such Participants for training.
- e. Third country nationals residing in USAID non-presence countries may receive training only with the justification of the Sponsoring Unit. Such justification must describe how the training contributes to the achievement of an IR, SO, or USG initiative and why training the individual is more advantageous than training a host-country national. The Sponsoring Unit must also ensure that all other aspects of participant processing are carried out as indicated in this chapter.
- f. Participants in academic degree programs (Associate Degree, Bachelor’s, Master’s, or PhD) must carry a full-time student course load, as defined by the training institution attended. [Academic training](#) programs that bridge the summer months must include full-time summer study.
- g. Before approving travel by a Participant’s dependent, the Sponsoring Unit must ensure that the Participant completes and signs the Dependent Certification form ([AID Form 1380-5](#)) and that the Participant understands and agrees to the conditions and regulations included on the form. USAID has no obligation to pay for family members who accompany a Participant. Furthermore, the Participant bears sole responsibility for supporting dependents.
- h. Sponsoring Units must consider selecting for training (both academic and technical) qualified persons with disabilities and persons with disabilities who are

members of [disability](#)-oriented organizations in their countries. USAID hopes - that the benefits of training will be shared with many others through those organizations.

(See the mandatory references, [Detailed Guide for Training Results](#) and [USAID Disability Policy Paper, September 12, 1997](#))

i. When USAID sponsors an individual for travel to the U.S. or a third country and the predominant purpose of the travel is something other than the categories listed under the two program numbers designated to USAID by the Department of State (G-2-0263 and G-2-0370), that individual is subject to invitational travel policies and procedures and not participant training policies and procedures. (See [ADS 252.3](#) and [ADS 522.5.12](#))

253.3.1.2 Participant and Dependent Security Risk Inquiry

Effective Date: 06/18/2004

Sponsoring Units must establish a process for conducting a security risk inquiry to help identify any potential security threats that potential Participants or their accompanying dependents may pose to the United States. Sponsoring Units must include the process for conducting the security risk inquiry in the Mission Order for Participant Training or a Directive for Participant Training. (See [ADS 252](#)).

253.3.1.3 Required Documentation, Information, and Processes

Effective Date: 06/18/2004

For Participants studying in the U.S., the Sponsoring Unit must ensure that the Participant or the Implementer completes the following documents and processes:

- a. A medical examination form, except when covered by the 30-day [Health and Accident Coverage \(HAC\)](#) policy, which requires no medical exam;
- b. Health and Accident Coverage (HAC) enrollment for U.S. and third country training (see the mandatory reference, [HAC Insurance and Certification of Medical Eligibility](#));
- c. Certification of English language proficiency (see the mandatory reference, [English Language Proficiency](#));
- d. A Conditions of Sponsorship Form ([AID Form 1381-6](#));
- e. A USAID-issued Form DS-2019 for requesting a J-1 non-immigrant exchange visitor visa and subsequently a J-1 visa; and
- f. A round-trip airline ticket, purchased in compliance with the [Fly America Act](#).

All USAID-funded travel must take place on U.S.-registered carriers, unless such carriers do not operate in a host country, in which case Participants must be transferred to a U.S.-registered carrier at the first practical exchange point. Entry to and exit from the U.S. must be on a U.S.-registered carrier (see [49 U.S.C. Sec 40118](#), referred to as the Fly America Act).

Travel funded by non-USAID sources is not limited to U.S. flag carriers. The cost of round-trip international travel and home country travel to and from the point of departure, including incidental costs, is normally paid by the host country under a cost-sharing agreement with the USAID Mission in countries where such agreements exist. Other, non-USAID funding sources may also pay for the cost.

A waiver of its host country cost-sharing agreement for international travel costs, in whole or in part, can take the form of a general country waiver, an activity-specific waiver, or a waiver for an individual Participant. The Mission Director must approve such waivers.

g. U.S. contact information.

h. An Individual Tax Payer's Identification Number (ITIN), required for U.S. income tax filing in compliance with regulations governing U.S.-source income (see [ADS 253.3.9](#) and the mandatory reference, [Participant Taxes](#)). Alternatively, USAID may obtain a Social Security number in the event that the Participant is authorized for employment (see [ADS 253.3.9](#)).

i. A [training agreement](#) (or "[stakeholder compact](#)," also required for third-country training), which must include, but is not limited to

- A description of the expected outcomes from training, in performance terms;
- The agreed-to date that the returnee will appear for work to apply the benefits of training on the job, and other specific conditions of sponsorship;
- A plan for attaining agreed-to performance objectives through training and [follow-on](#), including stakeholder responsibilities;
- Proposed means to measure training results; and
- Notification of USAID's responsibility regarding medical claims that exceed the limits of medical coverage provided by the USAID HAC program.

The Sponsoring Unit must retain a copy of the Medical Examination form, Certification of English language proficiency, Conditions of Sponsorship form, U.S. contact information, and Training Agreement in the files.

***253.3.1.4 Terms of Sponsorship**

Effective Date: 07/15/2005

All USAID-sponsored and funded Participants for U.S.-based training must agree to adhere to the following essential terms of sponsorship:

a. Two-Year Home Residency Requirement and Waiver

*Under the terms of the Information and Educational Exchange Act ([Pub. L. 80-402](#)), USAID-funded and/or sponsored Participants must reside for a total of 24 months in the respective host country before being eligible for certain types of non-immigrant visas (e.g., H-1 or L-1) or for legal permanent residence in the U.S. This requirement does not preclude the Participant from traveling to the United States multiple times during this 24-month period under another type of non-immigrant visa (such as a B-1/B-2). USAID must not count time spent outside the home country toward fulfillment of the two-year residency requirement. (See [ADS 252](#)).

All USAID Sponsoring Units and Implementers must inform Participants of the two-year home residency requirement, which the Conditions of Sponsorship for J-1 Visa Holders form ([AID Form 1381-6](#)) specifies. Sponsoring Units and Implementers must issue this notification before potential Participants accept USAID sponsorship. See [ADS 252.3.5](#) for information regarding waiver of this requirement.

b. Employment

USAID-sponsored Participant holders of J-1 visas must not be employed, except in connection with an assistantship, [on-the-job-training](#), or practical training experience that is an integral part of the sponsored activity.

When the participant receives a salary or stipend, USAID must reduce the individual's maintenance allowance by the net amount paid.

A Participant may accept part-time employment in rare cases, only under the following conditions:

The Sponsoring Unit and Implementer make a factual determination that

- a. The Participant requires employment for an urgent and unusual need that has arisen since the Participant arrived in the U.S. Financial needs associated with having dependents in the U.S. are not sufficient justification for employment.

- b. Employment does not exceed twenty hours per week and is generally of such a nature that it does not require official work authorization; and
- c. Employment does not cause the Participant to reduce preparation and studies below the full-time level.

The Participant's Sponsoring Unit and Implementer must approve the employment in writing.

If the Participant's training begins to be affected by the employment, the Implementer must notify the Sponsoring Unit immediately and take steps to have the individual discontinue the employment.

253.3.1.5 Participant and Dependent Data Collection

Effective Date: 06/18/2004

TraiNet

Sponsoring Units and Implementers must use the Training Results and Information Network (TraiNet) to document all USAID Participants and their accompanying dependents (for U.S. training). The data must be entered in TraiNet at least four weeks before the travel date for U.S. training. Sponsoring units and Implementers must also enter third country and in-country participant training data in TraiNet. The Office of Management and Budget (OMB), in accordance with the Paperwork Reduction Act, approved TraiNet as the official USAID training database. TraiNet is the Agency-wide database training management system, jointly supported by EGAT/ED and the Bureau for Management, Office of Information Resources Management, Division of Software Development Maintenance (M/IRM/SDM).

***253.3.1.6 Visas for U.S.-Based Training**

Effective Date: 07/15/2005

*ADS 252 provides guidance regarding the type(s) of visa to be used for USAID-funded /sponsored travel. With few exceptions (as set forth in ADS 252), any foreign national whom USAID sponsors fully or partially, directly or indirectly for participant training activities in the U.S. must enter the U.S. on a J-1 visa (nonimmigrant exchange visitor visa) processed under one of the two USAID exchange visitor program numbers. This policy is so that USAID is in compliance with Department of Homeland Security, Bureau of Citizenship and Immigration Services (USCIS), and Department of State policies and regulations regarding the tracking and monitoring of Participants. Mission Directors, in consultation with Regional Legal Advisors, may waive, on a case by case basis and with written justification, the requirement to use J-1 visas in appropriate circumstances. See ADS 252.

*Participants traveling to the U.S. for short-term training must arrive no earlier than one week before the start date of their USAID-sponsored program. Participants whom

USAID sponsors for academic degree programs may need to be in the U.S. more than one week before their program start date, in which case the authorized arrival date must be reflected on the DS 2019 form. All Participants must depart within three days upon completion of their training event.

253.3.1.7 Participant and Dependent Status Changes for U.S.-Based Training

Effective Date: 06/18/2004

Throughout a Participant's stay in the United States, Sponsoring Units (or Implementers) must report any changes in the Participant's and accompanying dependent's status to the EGAT/ED Responsible Officer. They report these changes by entering the new information into TrainNet and by verifying and approving the information in the Visa Compliance System (VCS):

a. Participant Validation

Within three business days of the start of an activity, Sponsoring Units (or Implementers) must provide the EGAT/ED Responsible Officer with confirmation that each Participant has begun his or her activity. If EGAT/ED does not receive validation as prescribed, the EGAT/ED Responsible Officer must report the Participant to U. S. Citizenship and Immigration Services and the Department of State as being in 'no show' status.

b. Participant and Dependent Biographical Data Updates

During the course of a Participant's activity, Sponsoring Units (or Implementers) must update any changes in the following information in real time (the same day the information becomes effective and available):

For Participants:

- Current U.S. address¹
- Name
- Sex
- Country of citizenship
- Country of residence

¹ For short-term activities (31 days or less) with multiple site visits, where the Participant's current address will change frequently, USAID may use the U.S. address of the Implementer administering the activity. However, USAID Sponsoring Units (or Implementers, as designated) are responsible for tracking the whereabouts of their Participants at all times while they are in the United States.

- Position (job) code
- Current site of activity² [provider's name and address]
- Field of study
- Training start and end dates
- USAID or other funding contributions
- Program/event completion (update Participant status to completed)
- Participant termination (update Participant status to terminated and include reason for termination)

For Dependents:

- Current U.S. address
- Name
- Sex
- Country of citizenship
- Country of residence

Sponsoring Units (or Implementers) must also, for travel outside the U.S.:

- Submit written approval to the EGAT/ED Responsible Officer for the Participant's travel outside the U.S. while enrolled in a USAID-sponsored training activity that takes place in the U.S.
- Ensure that the Participant's Certificate of Eligibility form DS-2019 is endorsed with the EGAT/ED Responsible Officer's signature before the Participant departs the U.S., and that USAID or the Implementer meet the Participant Validation (**see 253.3.1.7(a)**) and Participant Biographical Data update (**see 253.3.1.7(b)**) requirements when the Participant returns to the U.S.

² If the Implementer has not identified the training or activity provider at the time of initial data entry, USAID may use the Implementer's name and U.S. address until the provider is known. Once known, USAID must enter provider information as a site of training information update into TraiNet. USAID may also use the Implementer's name and U.S. address for the Participant's activities where no training or activity provider is being used.

***253.3.2 Third-Country Training**

Effective Date: 07/19/2005

As a cost-containment strategy, Sponsoring Units and their Implementers must consider the option of third-country training (any training activity conducted in a country that is not the host country or the United States). This option often combines the instructional stimulus of a different environment with procedural simplicity and cost savings.

Sponsoring Units (or Implementers) must follow the procedures below in instances of third-country training:

- a. Sponsoring Units (or Implementers) must record third-country training Participants in the TrainNet database, as they do with U.S. Participants, and not in clusters by training activity, as with in-country participant records.
- b. Third-country training Participants must have health insurance. The Health and Accident Insurance provider used for U.S.-based trainees can also provide insurance coverage for third-country training. Alternatively, Sponsoring Units or their Implementers may select any other provider that offers appropriate coverage levels, which USAID can determine in consultation with knowledgeable sources in the receiving country.
- c. Third-country training (distinct from procurement of services) must **not** take place in countries that are:
 - (1) Developed free-world countries, i.e., on the list of excepted countries under USAID Geographic Code 941. (See the listing of frequently used USAID Geographic Codes at [22 CFR 228.03](#).) Countries with a USAID presence are exempt from needing a special waiver (see paragraph d. below);
 - (2) Donors to the USAID recipient country;
 - (3) Countries considered unfriendly by the U.S. Department of State and to which travel by U.S. citizens is prohibited; or
 - *(4) Terrorist countries identified as such by the Department of State.
- d. The Mission Director (or designee) and the Bureau AA (or designee) for Washington-managed activities may waive the restrictions contained in c (1) and c (2) above, with a memo to the file, when:
 - Instruction at the selected training site and country is critical to achieving strategic objectives;

- The Participant has proficiency in the language of instruction in the selected country, or an interpreter or technical escort is accompanying the Participant; and
- Similar training is unavailable in the U.S. or in an independent country, described under Code 941 of the Geographic Codebook.

Only the Mission Director (or Bureau AA for Washington-managed activities) may waive the restrictions in c (3) and c (4) above, after appropriate consultation.

253.3.3 In-Country Training
Effective Date: 08/01/1999

The appropriate Sponsoring Units (or their Implementers) must enter selected data on in-country training programs into TraiNet for training under their respective strategic objectives or activities.

Sponsoring Units must determine whether specific in-country training activities subject them to any risk of HAC liability for medical costs incurred by trainees and, if so, take appropriate steps. The USAID-managed HAC contract for U.S. Participants does not cover in-country training.

Sponsoring Units or their Implementers must enter training data and must consolidate it according to training program or sub-program. They must identify:

- Subject area of training;
- Start and end date;
- Total trainees per Participant group, with gender breakdown; and
- Total cost of training for each program.

Sponsoring Missions or their Implementers do not need to enter data in TraiNet for any in-country training programs or sub-programs of less than three consecutive class days in duration, or 15 contact hours scheduled intermittently. However, Sponsoring Units may wish to report such shorter in-country training events that are particularly critical to local development efforts.

253.3.4 Participants From Non-USAID Presence Countries and From Countries Where the USAID Mission Is Not Able to Provide Processing Assistance
Effective Date: 04/15/2000

ADS 201 provides additional guidance regarding the programming of USAID funds in non-presence countries.

Training Participants from non-USAID presence countries present some unique documentation and monitoring challenges. In addition, recent cuts in Mission staffing levels have left some Missions unable to provide assistance with processing requirements for centrally funded participant training programs. The information in this section is provided for those special needs and coincides with information provided for participant training from countries where there is no direct USAID presence, or where an individual Mission cannot provide assistance.

In some cases, a Sponsoring Unit (i.e., either a Mission or USAID/Washington Office) may fund Participants from non-USAID presence countries or from other countries whose Missions cannot provide processing assistance. In these cases, the Sponsoring Unit providing the funding must arrange program design and monitoring to ensure full responsiveness to ADS 252 and 253 directives. This process generally requires both an in-country agent for pre-departure and follow-on activities, and a U.S.-based presence to monitor the program and track Participants' return home.

Pre-departure requirements include signing a medical certification (unless the 30-day option is selected) and enrolling U.S.-bound Participants in the Health and Accident Coverage (HAC) medical insurance system. If USAID becomes aware of pre-existing conditions during medical certification, the Sponsoring Unit must either sign a medical waiver and agree to cover any medical claim related to the specified condition, or approve the cost of a second insurance program that will cover any claims resulting from such pre-existing conditions. The reviewing officer who approves trainee departures while considering the medical evidence may be the Cognizant Technical Officer (CTO). The Sponsoring Unit may complete a delegation of authority to assign this responsibility to a Foreign Service National (FSN) or Personal Service Contractor (PSC). USAID staff must not delegate authority to waive a medical condition outside the Agency since, in effect, this represents a potential debt for the Mission.

The Sponsoring Unit's in-country agent must also ensure that before the Participant departs for U.S.-based training, USAID appropriately screens the Participant for English language capability; delivers to the Participant the appropriate [DS-2019 form](#) necessary for the J-1 visa; that USAID provides the Participant with an orientation about the training program, the sponsor's objectives, and the Participant's obligations; and that the Participant signs the training agreement and the Conditions of Sponsorship for J-1 Holders form.

EGAT/ED assists with the data entry required for the DS-2019 for training from countries with no USAID presence, or if the Mission is not able to provide assistance.

***253.3.5 Program Monitoring**

Effective Date: 07/19/2005

Monitoring each Participant's progress, generally performed by a Sponsoring Unit's Implementer (contractor or grantee), ensures that the Participant's training is successful and identified problems are resolved quickly.

Sponsoring Units must include rigorous monitoring requirements in Scopes of Work and Program Descriptions that involve training programmer services. At a minimum, monitoring must include assurances that:

- The Participant has arrived and settled into appropriate living quarters;
- The Participant promptly reports any change of address;
- The training program meets the requirements identified in the training agreement;
- The Participant is enrolled in a full course of study, if in an academic program, or is regularly attending scheduled activities and/or sessions of a technical program;
- The Participant attains adequate levels of achievement;
- The Participant does not develop serious personal or health problems that impair the successful completion of the program; and
- The Implementer makes departure arrangements for the Participant upon completion or termination of the program and informs the appropriate Sponsoring Unit of the arrangements.

a. Monitoring Reports and Forms

The Sponsoring Unit's arrangements with designated Implementers (contractor or grantee) establish monitoring and reporting requirements, including procedures to ensure that the Participant's training is successful and identified problems are resolved quickly. Implementers must provide timely trip reports from site visits or problem resolution to the Sponsoring Unit.

Implementers must review and complete the following reports/forms and provide them to the Sponsoring Unit when appropriate, as part of the monitoring cycle:

(1) Academic Enrollment and Term Report (AETR)

Sponsoring Units and Implementers monitor academic progress by reviewing the AETR ([AID 1380-69](#)) at the end of each term. Sponsoring Units and Implementers may also use this form to monitor the progress of technical Participants who are enrolled in universities or colleges for non-degree training of five months or longer, or when a training institute's programs have a formal structure. Implementers are responsible for obtaining this report from academic institutions and providing it to USAID Sponsoring Units.

(2) Returned Participants Follow-on Activities Report

The SO team responsible for training must determine whether to prepare an annual follow-on report that details the support services and activities that USAID or its Implementer provides to returned Participants.

(3) Trip and problem resolution reports

The Implementer is responsible for providing such reports to the Sponsoring Unit.

b. Required File Documentation

Sponsoring Units (or Implementers) must keep on file the following relevant documentation pertaining to their Participants, dependents, and sponsored activities:

- Training request;
- Nomination/Participant selection documentation;
- Participant's bio-data information;
- Face page of Participant's passport;
- Participant security risk inquiry documentation;
- English language proficiency documentation (for U.S.-based training only);
- Medical clearance confirmation (unless HAC Plan C is used);
- Signed Conditions of Sponsorship form for J-1 Visa Holders;
- ITIN number;
- Pre-departure orientation checklist;
- Participant tracking documentation; and
- All other documentation/correspondence related to visa compliance.

*Sponsoring Units may require the retention of other documentation, including a copy of Form DS-2019, Certificate of Eligibility.

253.3.6 Cost Tracking

Effective Date: 02/23/1998

Sponsoring Units and Implementers must employ cost control principles wherever possible in all phases of participant training, whether U.S.-based, third-country, or in-

country training. The Sponsoring Units and Implementers must group the cost data in a standard way that supports analytical studies, comparisons, and IRS reporting.

USAID must use the following procedures to guarantee appropriate cost tracking:

a. Required Cost Reporting: Sponsoring Units and Implementers must group direct training expenditures under the three cost categories captured by TraiNet: Instruction, Participant, and Travel. These three cost categories can be further defined using any detailed line items required by the training contract, cooperative agreement, grant, technical assistance contract, or Implementers' accounting systems, as follows:

(1) INSTRUCTION includes costs directly incurred to convey knowledge or impart training. A sample list of instruction costs includes the following items or their functional equivalents:

- Technical training program fees;
- Instruction portion of a packaged program;
- Academic tuition and fees, as published;
- Books, equipment, supplies, course handouts;
- Dissertation/thesis expenses, typing allowance;
- Seminar/conference registration fees;
- Workshop fees;
- Professional society membership fees;
- English language training;
- Orientations, and airport meet and greet services;
- Escort/interpreter's fees; and
- Supplemental enrichment programs.

Note: Sponsoring Units must estimate training costs embedded within a technical assistance contract or activity and not clearly separable from other expenditures. The estimates must include proportionately staff time along with other identifiable training costs.

(2) PARTICIPANT includes costs directly incurred to meet the personal needs and program requirements of the individual Participant. A sample list of Participant costs includes the following items or their functional equivalents:

- Maintenance allowances and per diem rates;
- Health and accident insurance premium;
- Medical examination fees;
- Visa or DS-2019 fees;
- W-7 certification fees (certification of non-U.S. residence for tax purposes); and
- Income taxes: Federal, state, and local.

(3) TRAVEL includes costs directly incurred to transport the Participant from the home country to the training country and back, as well as costs related to travel within the training country. A sample list of travel costs includes the following items or their functional equivalents:

- International travel costs (air, train, bus); and
- Any travel to the training site.

b. Sponsoring Units must document their reasons for selecting higher-cost training sites or programs that appear to be functional equivalents to lower-cost alternatives.

c. USAID must observe the principles of cost sharing whenever possible, but the application of cost sharing must be flexible and case-specific to the capabilities of cost-sharers. A 25 percent contribution of total training costs by other contributors is a general target. USAID may count [in-kind contributions](#) toward cost sharing when assigned a reasonable monetary value. TraiNet captures the cost sharing of partners.

***253.3.6.1 Tuition and Administrative Fee Caps**

Effective Date: 07/19/2005

Sponsoring Units (i.e. either a Mission or USAID/Washington Office) must determine training objectives before addressing cost issues. At the same time, Sponsoring Units must observe general caps on total tuition and administrative fees at long-term training sites, for programs lasting nine months or more.

The Mission Director (or Officer Director for Washington-initiated programs) is authorized to waive these caps in individual instances, with a written justification specifying why the cap is not in the cost-benefit interest of the Sponsoring Unit.

The following tuition cap figures are based on general rates for current undergraduate and graduate out-of-state students. They are adjusted for the actual costs and special needs of USAID-funded Participants:

- *a. Undergraduate enrollment: \$17,640 per standard U.S. academic year, for the institution's tuition and administrative fees;
- *b. Graduate enrollment: \$21,609 per standard U.S. academic year, for the institution's tuition and administrative fees; and
- *c. A five percent inflation factor may be added in each successive year, starting with the 2004-2005 academic year.

253.3.6.2 Allowances

Effective Date: 08/01/1999

All USAID-sponsored Participants must receive no more than the prescribed USAID allowance rate, unless the Sponsoring Unit authorizes a higher rate in consideration of individual circumstances.

Sponsoring Units and their Implementers must not pay Participants the published allowance rates in full, without cause. If the full amount is not required, Sponsoring Units and Implementers must adjust payment accordingly. Sponsoring Units must make any final determinations regarding allowance adjustments, including a determination as to whether to reduce maintenance for trips outside the U.S. of less than 30 days.

Participant maintenance allowances fall into two categories that Sponsoring Units and their Implementers must observe: long-term training allowance rates and short-term training allowance rates.

- a. Long-term training allowance rates** are used when Participants are in long-term training programs occurring in academic settings (nine months or longer), whether for an academic or a technical certificate of completion.

The Institute for International Education (IIE) for the Department of State calculates and maintains the long-term training allowance rates for U.S. training sites. These rates are found on the following web site:

<http://www.iie.org/fulbright/posts/restrict/mmr>

Click on "Monthly Maintenance Rates 2004-2005" and then find the correct state listing.

Sponsoring Units and Implementers may obtain allowance rate schedules in hard copy from EGAT/ED.

b. Short-term training (under nine months) allowance rates are based on the Standardized U.S. Government Federal Travel Regulations (i.e., standard per diem rates), as established by the General Services Administration (GSA). These rates are found at [41 CFR 301-7](#) and [301-8](#).

USAID must negotiate interpreter's compensation for each program to the lowest possible rate. USAID does not rely on Department of State rates for interpreter services as the basis for establishing interpreter fees.

USAID reminds Sponsoring Units and their Implementers that maintenance allowances must be reduced by the amount equal to any additional money that a Participant directly receives in the form of a scholarship, assistantship, or wages. **See ADS 253.3.1.4(b)**. Participants must receive only the amount established by the Sponsoring Unit and Implementer, based on the prescribed rate.

***253.3.7 Non-Returnees**

Effective Date: 07/19/2005

*Participants must leave the country of training immediately (within three days) after the program end date indicated on the approved Certificate of Eligibility form DS-2019 for programs in the U.S. or the date indicated on other official documents for programs in a third country, unless circumstances arise that would preclude such departure and that the Sponsoring Unit (or its Implementer) approves it in writing. Otherwise, Participants are terminated in SEVIS three days after their program end date. For U.S.-based training, a Participant becomes a certifiable non-returnee subject to USCIS follow up if he or she fails to return home within 30 days after the program end date indicated on the approved Certificate of Eligibility form DS-2019, unless such date is deferred by the Mission Director, or, for centrally-funded and centrally-managed programs, is deferred by the Bureau AA designee, in consultation with the Sponsoring Unit. A copy of the approval for delayed departure and deferral must be sent to the EGAT/ED Responsible Officer.

Sponsoring Units and Implementers must track the departure status of their Participants and must inform the EGAT/ED Responsible Officer in writing as soon as possible, after a Participant becomes a non-returnee. Sponsoring Units or Implementers must also inform the EGAT/ED Responsible Officer if a non-returnee is found to have returned to his or her home country at any time after being reported to EGAT/ED as a non-returnee. See [ADS 252.3.5.1](#).

Sponsoring Units and Implementers must make continuous efforts to reduce the non-returnee rate, focusing on planning, design, Participant selection, progress monitoring, and on tracking participants' post-activity whereabouts. The Sponsoring Unit is responsible for the determination in writing that the Participant is a non-returnee, and,

when such determination is made, to initiate actions, on behalf of the U.S. Government, to recover the Participant's training costs. USAID must keep these training costs in the Participant's file and also record them in TrainNet.

*Note: Recovery of participant training cost is authorized and predicated on a separate binding agreement outside the scope of the implementing training contract. The agreement is referred to as the "Conditions of Sponsorship for J-1 Visa Holders" ([see AID 1381-6](#)). Funds flowing as a result of Participant repayments to USAID are *not* considered recoverable cost(s) under contracting actions for reprogramming purposes, since the funds recovered are a result of a separate binding agreement. The recoveries flow from non-appropriated sources, and cannot be classified as an authorized budgetary resource. Receipts become unavailable for USAID budgetary purposes. These funds cannot be re-programmed for any reason. Recoveries become unavailable agency receipts and must be returned to the general fund of the U.S. Treasury to avoid potential Anti-deficiency Act violations.

*As noted on the new Conditions of Sponsorship for J-1 Visa Holders form AID 1381-6, dated 08/05 (formerly Conditions of Training, dated 06/04), USAID informs Participants of, and obtain their agreement to, repay training costs if they fail to return home upon completion of their program.

*Whenever a USAID Mission or Bureau defers or recommends waiver of the Two-Year Home Residency Requirement indicated on a Participant's DS-2019 Form and the Conditions of Sponsorship form, USAID will not send a Demand Letter, issue a [Bill of Collection](#), or otherwise seek to recover any costs related to the sponsorship of such Participant.

*Upon confirmation that the Participant is a verifiable non-returnee, the following accounting procedures occur:

- a. The Sponsoring Unit or activity manager for Mission-funded and managed Participants must determine the costs spent for training is recorded in TrainNet and the funding Mission's Controller or Regional Controller must send an [AID Form 253-1, Demand for Training Costs Repayment Letter](#) ("Demand Letter") to the non-returnee at his/her last known address.
- b. For centrally-funded or centrally-managed programs, EGAT/ED determines the costs spent for training, and advises the Financial Management Officer (M/CFO/WFS) who sends the Demand for Training Costs Repayment Letter to the non-returnee's last known address.
- c. The relevant accounting office (billing office) then establishes the Accounts Receivable, in accordance with [ADS 625.3.6.1](#). Overseas, the relevant billing office is the Mission Controller or Regional Controller. In Washington, it is M/CFO/WFS.

*Once the billing office has recorded the Accounts Receivable, it returns a copy of the Demand Letter, with a completed Accounts Receivable reference, to the Sponsoring Unit as an acknowledgment of recording the Accounts Receivable. The Sponsoring Unit can then use the Accounts Receivable reference for follow-up and determination of the current status of the receivable.

*The relevant billing office, with support from the Sponsoring Unit (for Mission-funded training) or the managing office (for centrally-funded training), must reply to any communications concerning the Demand Letter in no more than five business days.

*Delinquent accounts over 60 days are transferred to USAID/W for debt servicing (see [ADS 625](#)).

*Sponsoring Units and Implementers must ensure that Participants currently in the U.S., who arrived prior to June 2004 for long-term programs, sign the new Conditions of Sponsorship for J-1 Visa Holders form (AID 1381-6), dated 08/05. The Sponsoring Unit, Implementer and Participant should retain a copy of the signed form.

253.3.8 Women in Development (WID) and Historically Black Colleges and Universities (HBCUs)

Effective Date: 08/01/1999

a. Women in Development (WID): In accordance with Agency policy on Women in Development, EGAT/ED established an annual target of 50 percent women in new trainee third-country and U.S. enrollments. This target applies to each Sponsoring Unit (not to individual strategic objectives). It does not apply to in-country training. In view of structural or cultural conditions beyond the Sponsoring Unit's direct control in some countries, the Sponsoring Unit must document the reasons for variances exceeding 10 percent in any given year and intended plans to make progress toward Sponsoring Unit targets. (See the mandatory reference, [USAID Gender Plan of Action \(USAID Policy Determination, March 12, 1996\)](#))

b. Historically Black Colleges and Universities (HBCUs) and other Minority Serving Institutions (MSIs) (Hispanic Serving Institutions and Tribal Colleges and Universities): In accordance with the Presidential Executive Orders 12876, 12900, and 13021, Sponsoring Units must endeavor, to the maximum extent possible, to maintain current levels of participation from Minority Serving Institutions and extend this participation more broadly throughout the range of USAID programs.

***253.3.9 Participant Tax Reporting**

Effective Date: 07/19/2005

U.S. law requires all J-1 visa holders sponsored with funds from U.S. sources to file U.S. tax returns, whether or not tax payments are due. Sponsoring Units and Implementers must ensure that Participants are aware of and comply with all applicable federal, state, and local statutes and regulations.

To assist Participants in complying with U.S. law related to taxes, Implementers must also ensure that:

- They obtain a tax-related [Individual Taxpayer Identification Number \(ITIN\)](#) for each participant using the Department of Homeland Security W-7 Request form. The ITIN is required for all participants, except when the Participant has been issued a Social Security number, in accordance with ADS 253.3.1.3.(h).
- A [Statement of Expenditures](#) (detailing activity-related expenditures paid from U.S. sources on behalf of the Participant) accompanies each income tax filing on behalf of or by the Participant. (See the Mandatory Reference, [Participant Taxes](#)).

*Sponsoring Units must fund any federal, state, or local taxes owed by their Participants that is directly related to training costs paid by USAID on behalf of or to the Participant during the period of his/her USAID sponsored training.

253.3.10 External Legal Requirements

Effective Date: 08/01/1999

USAID must observe the following five areas of documentation and procedures in order to satisfy the provisions of laws, statutes, and regulations determined by Federal agencies external to USAID:

- a. U.S. J-1 visas for Participants required in order to travel to the U.S. (see [ADS 252](#));
- b. HAC insurance (see the mandatory reference, [HAC Insurance and Certification of Medical Eligibility](#));
- c. English proficiency for Participants at U.S. training sites (see the Mandatory Reference, [English Language Proficiency](#));
- d. The use of U.S. commercial carriers for travel (**see 253.3.1.3f**); and
- e. Applicable U.S. income tax regulations governing U.S.-source income (see the Mandatory Reference, [Participant Taxes](#)).

Waivers of requirements that are mandated by agencies outside USAID can be granted **ONLY** by the mandating agency, not USAID.

***253.4 MANDATORY REFERENCES**

253.4.1 External Mandatory References

- a. [22 CFR 62, \(the Fulbright-Hays Act\)](#)
- b. [22 CFR 228.03](#)
- c. [41 CFR 301-7](#) and [301-8](#)
- d. [Enhanced Border Security and Visa Entry Reform Act, Pub. L. 107-173/H.R. 3525](#)
- e. [EO 12876, Historically Black Colleges and Universities](#)
- f. [Foreign Assistance Act of 1961, as amended](#)
- g. [Information and Educational Exchange Act of 1948 \(Smith-Mundt Act\), Pub. L. 80-402 \(22 U.S.C. 1461\)](#)
- h. U.S. Internal Revenue Code, 1986 (www.irs.gov)
- i. [49 U.S.C. Sec. 40118, the Fly America Act](#)

***253.4.2 Internal Mandatory References**

- a. [ADS 201, Planning](#)
- b. [ADS 206, Prohibition of Assistance to Drug Traffickers](#)
- *c. [ADS 252, Visa Compliance](#)
- d. [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)
- e. [ADS 625, Administrative Accounts Receivable](#)
- f. [AIDAR 752.7019](#)
- g. [Complete Guide to USAID Visa Compliance](#)
- h. [Detailed Guide for Training Results](#)
- i. [English Language Proficiency](#)
- j. [HAC Insurance and Certification of Medical Eligibility](#)

- k. [Participant Taxes](#)
- l. [USAID Disability Policy Paper, September 12, 1997](#)
- m. [USAID Gender Plan of Action \(USAID Policy Determination, March 12, 1996\)](#)

***253.4.3 Mandatory Forms**

- *a. [AID Form 253-1, Demand for Training Costs Repayment Letter](#)
- b. [AID Form 1380-5, Dependent Certification](#)
- c. [AID Form 1380-69, Academic Enrollment & Term Report](#)
- *d. [AID Form 1381-6, Conditions of Sponsorship for J-1 Visa Holders](#)
- e. [AID Form 1382-1, Medical History and Examination Form for Foreign Applicants](#)
- f. [Nonimmigrant Visa Application Form \(DS-156\)](#)

253.5 ADDITIONAL HELP

- a. [Best Practices Guide](#)

***253.6 DEFINITIONS**

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

academic training

Includes any program at a college or university leading to a degree (e.g., Associate of Arts/Science, Bachelor of Arts/Sciences, Masters of Arts/Sciences, or Ph.D.). Academic training can also include post-doctoral studies. (Chapter 253)

best practices

Highly recommended and endorsed Agency procedures to define and produce results-based training activities, developed from field experience across regions and consolidated in guidance material managed by the Bureau for Economic Growth, Agriculture and Trade, Education Office (EGAT/ED). (Chapter 253)

bill of collection

A letter or form sent by USAID to a non-returnee Participant that includes the amount of the training cost that is due, including administrative charges and late penalties, if applicable. (Chapter 625)

conferences

Short meetings among technical specialists or others working in a common field, generally of a week's duration or less, to discuss a particular topic of shared, professional interest. (Chapter 253)

cost containment, cost control (interchangeable)

Broad terms to describe a range of management actions, procedures, and tools applied by the sponsoring unit and/or its contractor, grantee, or [partner](#) (Implementer) to reduce the costs that USAID pays for participant training without compromising quality. The cost to be contained may be any direct or indirect Participant or training program cost. Includes cost-sharing (see "cost-sharing"). (Chapter 253)

cost-sharing

Any instance where USAID or its partner identifies and arranges financial or in-kind support from counterpart organizations or independent non-governmental organizations to the benefit of a training program. Cost-sharing can be with the [training provider](#), [training contractor](#), host-country institution, or any other stakeholder. Typical cost-sharing includes tuition remissions, assistantships, training-fee discounts, home-stays, in-kind contributions, international transportation costs, Participant salary, and payment of any direct Participant cost by the non-USAID funding source. Cost-sharing mobilizes additional financial resources for training, and increases the coverage and effectiveness of USAID's limited budget resources. (Chapter 253)

covered countries

Countries identified annually as major illicit drug-producing or drug-transit countries under Section 490(h) of the FAA as well as any country or portion of a country that the State Department determines is to be treated as a covered country under the 487 regulations. (Chapters 206, 253)

disability

A physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act. (Chapters 253, 514)

DS-2019 form (Certificate of Eligibility)

A USG form executed and issued by the USAID Responsible Office in Washington to potential Participants certifying the individual's eligibility to participate in the training program and indicating the dates of the program. Participants are authorized to remain in the U.S. only until the indicated program end date. U.S. permanent residents (green card holders) and U.S. citizens do not require a DS-2019 form. (Chapter 253)

follow-on

Term used to describe post-training activities or reports that document the impact of training programs on the home country, sponsoring unit, in-country employers, and Participants. (Chapter 253)

Health and Accident Coverage (HAC)

USAID's HAC insurance policy for all U.S. Participants. (Chapter 253)

host country

The country in which a USAID-funded activity takes place. (Chapters 200-203, 253, 301, 305, 311, 322, 495)

host country national

A citizen or legal resident of a host country. (Chapter 253)

***Implementer**

The individual or entity that carries out program and management planning and oversight of the participant training. See "training contractor." (Chapter 253)

Individual Taxpayer Identification Number (ITIN)

The unique identifying number assigned by the IRS to each Participant trained in the U.S., to track U.S. tax liability and payment. (Chapter 253)

in-kind contribution

The value of non-cash contributions to a training program provided by any third party, including counterpart contributions from host country institutions. In-kind contributions may be in the form of space, equipment, supplies, expendable property, and the value of goods and services directly benefiting and specifically identifiable to a Participant or training program. (Chapter 253)

J-1 visa

A non-immigrant visa issued by the Department of State for an individual who has a residence in a foreign country which he or she has no intention of abandoning and who is coming to the U.S. temporarily as a Participant in a program designated by the Department of State. (Chapter 253)

non-presence country

A country where USAID does not have a Mission or Representative Office or U.S. direct hire staff. (Chapters 253, 203)

***non-returnee**

Non-returnees are Participants trained in the U.S. under a J-1 visa who do not return to their home country by the date permitted on their DS-2019. (Chapter 253)

observation tours

Scheduled visits to one or more facilities to learn a process, method, or system through observation and discussion. Observation training emphasizes the acquisition of development ideas, approaches, and values. Participant teams with homogeneous interests and levels of responsibility are often suited for observational training. (Chapter 253)

on-the-job training

Instruction in a specific task or skill via mentoring by a practitioner using explanations, demonstration, practice, and feedback. On-the-job training may be combined with academic or technical training to provide a practical experience component. (Chapter 253)

participant

An eligible host-country resident or national sponsored by USAID for a learning activity conducted within the U.S., a third country, or in-country for the purpose of furthering USAID development objectives. A learning activity takes place in a setting in which an individual (the Participant) interacts with a knowledgeable professional predominantly for the purpose of acquiring knowledge, skills, or information for the professional or technical enhancement of the individual. Learning activities may be formally structured, such as an academic program or a technical course, or they may be more informal, such as an observational study tour. (Chapter 253)

partner

An organization or individual with whom the Agency collaborates to achieve mutually agreed upon objectives and to secure participation of ultimate customers. Partners include host country governments, private voluntary organizations, indigenous and international non-governmental organizations (NGOs), universities, other U.S. Government agencies, United Nations and other multilateral organizations, professional and business associations, and private businesses, foundations and individuals. (Chapters 101, 102, 200-203, 253)

Sponsoring Unit

An Agency Mission or Bureau that applies USAID funds to participant training design, implementation, or evaluation activities. (Chapter 253)

stakeholders

Those who are affected by a development outcome or have an interest in a development outcome. Stakeholders include customers (including internal, intermediate, and ultimate customers) but can include more broadly all those who might be affected adversely, or indirectly, by a USAID activity who might not be identified as a "customer." (Chapters 200-203, 253)

stakeholder compact

See "Training Agreement." (Chapter 253)

statement of expenditure

The accounting of expenditures that must accompany each U.S. Participant's income tax return, detailing the training-related expenditures paid from U.S. sources on behalf of the Participant. (Chapter 253)

third country

Any country that is neither the U.S. nor the country where the USAID Sponsoring Unit is operating. (Chapter 253)

third country national

A legal resident, but not a citizen, of the non-U.S. country in which the Sponsoring Unit is operating. (Chapter 253)

TraiNet

USAID's corporate database software system that enables the planning and reporting of information on all USAID training activities, including in-country training. TraiNet is the single source of information required for producing the DS-2019 form. Data collected by USAID or its partners via TraiNet includes measures of results and performance monitoring, training, Participant and program identification, and costs and cost-sharing. The TraiNet software is a self-contained distributable application that helps Missions, contractors, and contractor systems at various locations to collaborate in training for results. (Chapter 253)

training

A learning activity taking place in the U.S., a third country, or in-country in a setting predominantly intended for teaching or imparting certain knowledge and information to the Participants with formally designated instructors or lead persons, learning objectives, and outcomes, conducted fulltime or intermittently.

The transfer of knowledge, skills, or attitudes (KSAs) through structured learning and follow-up activities, or through less structured means, to solve problems or fill identified performance gaps. Training can consist of long-term academic degree programs, short- or long-term non-degree technical courses in academic or in other settings, non-academic seminars, workshops, on-the-job learning experiences, observational study tours, or distance learning exercises or interventions. (Chapter 253)

training agreement

Also known as a Stakeholder Compact. A written agreement between Participants, employers and sponsoring units of specific performance change targets within the organizational setting of the Participants selected for training. (Chapter 253)

training contractor

The organization hired by a Mission or USAID/W Bureau to help design, implement, or monitor aspects of results-oriented training under Mission guidance and authority. See "Implementer." (Chapter 253)

training impact

Improvements in individual job or organizational performance attributable to new skills, knowledge, and attitudes (KSAs) acquired during training and applied at work settings, designed to contribute to institutional, sectoral, and host-country development objectives. (Chapter 253)

training, in-country

A learning activity taking place in a classroom or workshop setting with formally designated instructors, learning objectives, and outcomes, conducted full-time or intermittently within the host country. (Chapter 253)

training, informal

Learning activities taking place outside the classroom or other such formal structuring during a period of Agency-sponsored training. Includes study and observational tours, or on-the-job practical learning activities not connected to formal classroom instruction, or through distance learning. (Chapter 253)

training provider

Any institution, organization, or individual, whether public, private, non-profit, or for-profit, that furnishes instruction directly to a Participant under full or partial USAID funding. Distinct from training contractors who arrange for such training and are also known as program Implementers or Programming Agents. (Chapter 253)

training, technical

Formally structured learning activities, generally in a classroom, that do not lead to an academic degree. Can include technical courses at community colleges, technical institutes or universities, on-the-job activities tied to technical-area classroom work, or any combination of such formally structured, non-degree producing instructional activity. (Chapter 253)

training, third-country

Any training activity conducted in a country that is not the host country or the United States. (Chapter 253)

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