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HANDBOOK 28  
CHAPTER 1  
GENERAL

1A. Purpose

This Handbook describes AID's training program and policies, sets forth responsibilities for the development and conduct of the several segments of the program, and describes in detail some of its major aspects. AID's training program is in consonance and compliance with Civil Service Commission guidelines as contained in FPM 410 (Chapter 41, Title V, U.S. Code), Foreign Service Act of 1946, and the Foreign Assistance Act of 1961, as amended.

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1B. Training Policy

To provide training opportunities to AID employees to develop their growth potential, expand their capabilities, increase their knowledge and skills, make greater assignment flexibilities, and to improve the overall efficiency of the Service both qualitatively and quantitatively.

1. AID provides training for employees without regard to race, color, national origin, sex, age, physical handicap, or other factors unrelated to the need for training. Reinforced by Presidential Memorandum of November 20, 1975, addressed to the heads of all Departments and Agencies, this policy of nondiscrimination; must not be affected by exclusionary policies based on a person's race, color, religion, sex, age, or national origin that might have been adopted by some foreign countries.

The Presidential Memorandum of November 20th underscored, as this Agency strongly endorses, the applicability of the Equal Employment Opportunity Act of 1972 (P.L. 92-261); Age Discrimination in Employment Act of 1967 (as amended by P.L. 92-269) and their pursuant regulations to all Federal Personnel Actions.

2. AID programs provide for training, insofar as practicable in facilities under AID jurisdiction or control. The agency may utilize Department of State facilities such as the Foreign Service Institute, participate in interagency training

programs, in the Federal sector as well as state and local governments. AID may also utilize non-Government facilities including those of foreign governments or International organizations, academic institutions, business and professional organizations, foundations and individual.

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#### 1C. Applicability

1. An employee (other than Foreign Service) must be employed with AID for a minimum of 90 days and be security cleared in order to be eligible for Government training unless the Director, Office of personnel Management, determines in a particular instance that a waiver of this requirement is in the public interest. An exception is language training and orientation for new employees.

2. AID's training programs are available to eligible AID employees and, in certain cases, members of their families. Contract and PASA employees may attend language training, as required, and may be authorized to attend AID's in-house training courses on a space available basis. For Presidential appointees, only those who are specifically designated by the Office of Personnel Management for training are eligible.

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#### 1D. Responsibilities

The responsibility of PM for the overall planning, development, implementation, monitoring, and evaluation of the Agency's training programs is largely carried out by the Training and Development Division (PM/TD). Others sharing in the training responsibilities include the Executive Manpower Resources Board (see Chapter 6), AID/W Bureau and Office Training Representatives, Mission Training Representatives, supervisors and such special ad hoc committees and task forces as may be designated to assist in the planning, review, and implementation of training programs. Specific responsibilities include:

##### 1. Training and Development Division (PM/TD):

PM/TD is the central source professional leadership, planning, consultation, guidance, administrative coordination, and evaluation of employee training and career development in AID PM/TD's responsibilities are to:

- a. Operate the Career Development Training Branch for AID where orientation and a variety of short-term courses are offered.
  - b. Assist Missions in program development through direct assistance, detail of training specialists, or by providing appropriate training manuals, program materials, etc.
  - c. Review applications for training and in consultation with appropriate AID/W Bureaus and Offices and/or Missions, and make final selections of employees to receive training.
  - d. Counsel employees, supervisors, and managers on training programs and opportunities.
  - e. Coordinate FSI activities and participate in AID and interagency advisory bodies convened to consider training and development plans, programs, and operations.
  - f. Plan and design training and instruction programs to meet the needs of the employee and management.
  - g. Develop the training budget.
  - h. Provide administrative reports and records of all training activities.
  - i. Approve training plans before the appointment of Foreign Service employees with initial assignments in Washington. (See Handbook 25 - Employment and Promotion, Chapter 6C.)
2. AID/W Bureau and Office Training Representatives

Each Bureau or Office has a Training Representative to:

- a. Serve as the principle liaison representative with OPT/PS & CD on matters related to training.
  - b. Assist OPT/PS & CD in marshalling the unit's resources (i.e., speakers, materials, facilities, etc.) for the effective conduct of training programs.
  - c. Consult with employees, supervisors, and managers regarding training needs, opportunities, and information.
3. Mission Training Representatives

Each Mission has a Training Representative to:

- a. Serve as the contact liaison officer between OPT/PS & CD and Mission employees.
  - b. Conduct or supervise post training programs including orientation, correspondence courses, local employee programs, etc. (Correspondence courses costing \$500 or less should be handled directly between the Mission and the suppliers. Courses costing more than \$500 should be forwarded to OPT/PS & CD for processing.)
4. Supervisors: The supervisor's responsibilities are to:
- a. Plan and assess organizational as well as employee training needs.
  - b. Consult jointly with OPT/PS & CD in the planning and implementation of courses, programs or other action designed to meet organizational training needs.
  - c. Counsel employees regarding individual/group training needs and nominate employees for training (using OF 170) to OPT/PS & CD.
  - d. Evaluate effectiveness of individual training (using Section D of 170) and forward to OPT/PS & CD.

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#### 1E. Types of Training

1. Short-term attendance at Government or non-Government facilities to improve the conduct, supervision, management, or performance of the employee's official duties. (Official duties means those authorized agency duties which an employee is currently performing or those which he/she could reasonably be expected to perform in the future. This includes potential duties in a different job or occupation at the same or higher level than the one currently held by the employee.) Short-term training is defined as full-time training of one or more hours per day during a consecutive or intermittent period of not more than 120 days.
2. Long-term at Government or non-Government facilities. Long-term training is defined as full-time training usually of 6 to 8 hours per day for more than 120 days, but for not more than 1 year, and while the employee is in full-pay status.
3. Training at Agency expense outside official duty hours, also called "After-Hours" Training, as described in Chapter 7. (Courses may be taken during

working hours provided: (a) the employee voluntarily takes leave, i.e., Annual Leave, Leave Without Pay, Compensatory Time; and (b) a memorandum from the immediate and second-line supervisor stating that such leave will be granted for this purpose accompanies the training application.)

4. On-the-job training assignments at Government or non-Government facilities. These assignments are normally of long-term duration, (e.g., the Work-Study Co-op Program.)
5. Correspondence Courses.

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#### 1F. Types of Training Programs

1. Although not necessarily confined to the subject areas listed below, AID provides training opportunities in these general categories:
  - a. Orientation, which is mandatory for all new AID appointees.
  - b. Foreign language training.
  - c. Executive and management development.
  - d. Professional and technical development.
  - e. Clerical, communications, and other skills training.
  - f. Organizational development.
  - g. International relations, foreign policy, and area studies.
  - h. Project management, design, and evaluation.
  - i. Supervisory training.
2. An annual announcement of short-term programs is made at the beginning of the fiscal year and periodic announcements are released throughout the year on ad hoc courses, seminars, conferences, workshops, etc. An annual announcement on long-term training programs is made each autumn.

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## 1G. Application Procedures

1. All categories of training (except language training) sponsored by AID require completion of Optional Form (OF) 170, Request, Authorization, Agreement and Certification of Training. Applicants for language training should use form AID 4-470, Application for Language Training (attachment to Chapter 4).
2. All applications for short-term external training must be initiated and forwarded through channels so as to reach OPT/PS & CD not less than 3 weeks prior to the registration deadline stipulated by the training institutions. (This 3-week deadline does not apply to such notices as AID Training News or an AID/General Notice which announce a specific deadline.) When travel to the training site is required, AID/W employees must attach to OF 170 the Request and Authorization of Official Travel, form AID 5-8, and, if applicable, Advance of Funds Request, form SF 1038. (See Handbook 22, Chapter 7.) Travel performed by participants in the Development Studies Program is an exception to the above.
3. The Privacy Act of 1974 (Public Law 93-579) requires that a statement appear on or be provided as a separate attachment to each form which solicits personal information. A Privacy Act Slip Sheet is to be provided with OF 170 and form AID 4-470 until the required language is incorporated in these forms. Training applicants must sign the Slip Sheet in the space provided to indicate that they have read the statement regarding the Privacy Act. Copies of these Slip Sheets are available from the AID Distribution Branch (SER/MO/PAV).

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1. AID may pay or reimburse:
  - a. All or part of the pay (except overtime or night differential pay) of an AID employee approved for the period of training.
  - b. All or part of the necessary expenses of training, including among the expenses the necessary costs of:
    - (1) Travel and per diem instead of subsistence.

(2) Transportation of immediate family, household goods and personal effects, packing, crating, temporary storage, draying, and unpacking, when the estimated costs of transportation and related services are less than the estimated aggregate per diem payments for the training period. An employee reassigned on long-term training within the United States may be eligible for a special high cost of living allowance. Information on and eligibility for this cost of living allowance will be provided to employees before they make their election of transfer or per diem.

(3) Tuition and matriculation fees.

(4) Library and laboratory services.

(5) Purchase or rental of books, materials, and supplies, provided that all nonexpendable items purchased remain the property of the Government.

(6) Other services or facilities directly related to the training of the employee.

c. All or part of the expenses for training conducted outside AID provided that the proposed training is approved by the Office of Personnel and Training (OPT) prior to the registration deadline.

d. All or part of membership fees provided that such a fee is a necessary cost directly related to the training itself or that payment of the fee is a condition precedent to undergoing the training.

e. All or part of registration fees, excluding meals other than working meals where official business is conducted, and travel expenses for attendance at meetings which are concerned with the functions or activities for which an appropriation is made or which will contribute to improve conduct, supervision, or management of the functions or activities of AID

2. Contributions and awards incident to training in non-Government facilities, and payment of travel, subsistence, and other expenses incident to attendance at meetings, may be made to and accepted by an employee, if approved by AID and if the contributions, awards, and payments are made by an organization which is exempt from taxation. Such payments are appropriately reduced from payment by the Government to the employee for travel, subsistence, or other expenses incident to training in a non-Government facility or attendance at a meeting.

Note: An employee attending a conference, workshop, meeting, etc., for the purpose of representing the Agency (guest speaker, panel member, or coordinator) is not considered to be in a training status.

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## 1I. Special Provisions on the Use of Non-Government Facilities

### 1. Limitations

a. AID may not select or assign an employee for training through a non-Government facility for the purpose of providing an opportunity to an employee to obtain an academic degree in order to qualify for appointment to a particular position for which the academic degree is a basic requirement nor for the sole purpose of providing an opportunity to an employee to obtain one or more academic degrees.

b. Before authorizing training by, in, or through non-Government facilities, AID must determine that the conditions described below have been met:

(1) AID must have determined that adequate training is not reasonably available within the Government to meet the Agency's need; or

(2) New programs cannot be established in time to meet the need effectively; and reasonable inquiry has failed to disclose the availability of suitable and adequate programs elsewhere in Government; or

(3) Use of Government facilities would be more expensive (because of distance, time, or other factors) than would use of non-Government facilities.

c. The following limitations apply to other than Foreign Service employees:

(1) The number of worker-years of training (computed by totaling training instances exceeding 40 hours each) in a fiscal year may not exceed 1% of the total number of worker-years of civilian employment for AID in the same fiscal year as disclosed by its budget estimates.



(2) An employee must have 1 year of current, continuous civilian service in the Government, be employed with AID for a minimum of 90 days and be security cleared in order to be eligible for training in non-Government facilities unless the Director, Office of Personnel and Training, determines that a waiver of any or all of these requirements in a particular instance is in the public interest. Orientation for new employees is exempt in accordance with Chapter 3, Orientation programs.

(3) The time spent in training may not exceed 1 year in the first 10-year period and in each subsequent 10-year period of an employee's continuous or non continuous civilian Government service.

## 2. Continuation in Service Agreement

a. Employees approved for training at a non-Government facility must agree in writing prior to the beginning of such training that they will continue in the service of the Government after the end of training for a period at least equal to three times the length of the training unless involuntarily separated, and the employee will pay to the Government the amount of the additional expenses incurred by the Government for training (excluding salary) if they are voluntarily separated before the end of the service agreement.

b. AID may waive repayment in whole or in part if the employee transfers to another Federal agency.

c. If the employee voluntarily separates, AID may waive repayment in whole or in part if it can be shown that recovery would be against equity and good conscience or against the public interest.

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## 1J. How to Complete Optional Form 170

Each course requires a separate application.

### Section A - Item 1 - 6 - Self-explanatory

7 - Building & room number, office symbol included (AID/W).

8 & 9 - Self-explanatory

10 - Leave Blank

11 - Specify only the classification title of the position as contained in the position description; e.g., Administrative Officer, and, if applicable, the organizational title of the position, e.g., Director, Executive Management Staff.

12 & 13 - Self-explanatory

14 - Number of years of formal education and highest diploma or degree held. Example: 12 years of education with diploma would = 12 H.S., 12 years of education with 2 years of college, no degree would = 14; 12 years of education with 5 years of college with degree would = 12 M.A.

Section B - Items 15a, b; - Self-explanatory

16 Justification of the relationship of the training to the function in item #11 if it is not obvious. Attach separate sheet if additional space is needed.

17 & 18 - Self-explanatory

19 - Actual classroom hours.

20a - Purpose - self-explanatory

b - Type - self-explanatory

c - Source - self-explanatory

d - Special Interest - trainees falling under Chapter 6, Handbook 28, use code #1. Training to meet 80 hours requirement for supervisors, use code #2. All other training use code #0.

Section C - Items 21a, b, c, d - Self-explanatory

22a,

b, c, d - Self-explanatory

23 - 25 - AID/W leave blank (Mission to complete)

Section D - Items 26a,b - Self-explanatory

27a,b - Next higher level of supervision below Assistant Administrator.

Items 28a,b - Training Representative in Bureaus/Offices/ Missions. In the absence of Training Representatives at the Missions, this block should be signed by Mission Director.

Section E - Items 29a, b - Leave Blank

Section F - Items 30a,b - Leave Blank

Section G - Items 31 - Divide #19 by 8, then multiply by 3 and enter total number of days in block 31.

32 - Signature mandatory for all non-Government training regardless of duration.