

# MS 664 IN-SERVICE EMPLOYEE TRAINING

---

Date: 08/18/06; Partial Revision, 04/09/07

Responsible Office: M/HRM

Supersedes: MS 664, In Service Domestic Staff Training, 07/18/83 and MS 665, Continued Service Agreements in Regard to Training Assignments

---

Table of Contents

Issuance Memo

Attachments

---

## TABLE OF CONTENTS

- 1.0 Authority
  - 2.0 Purpose
  - 3.0 Applicability
  - 4.0 Policy
  - 5.0 Procedures
    - 5.1 Training Approval
    - 5.2 Employee Responsibility
    - 5.3 Continued Service Agreement
      - 5.3.1 Agreement Requirement
      - 5.3.2 Exceptions to Continued Service Agreement
      - 5.3.3 Waiver
      - 5.3.4 Extension of Training
  - 6.0 Recordkeeping
  - 7.0 Effective Date
- 

## ATTACHMENTS

Attachment A Form PC-1370

---

### 1.0 AUTHORITY

The Peace Corps Act and Sections 503 and 704(b) of the Foreign Service Act.

### 2.0 PURPOSE

This manual section sets out the policies and procedures for employee training.

### 3.0 APPLICABILITY

This policy is applicable to all Foreign Service employees, except Presidential Appointees.

## **4.0 POLICY**

The Peace Corps encourages staff training that is related to the duties which an employee is currently performing or those which he or she could be reasonably expected to perform in the future. These include duties in a different job or occupation at the same or higher level than the one currently held by the employee.

## **5.0 PROCEDURES**

### **5.1 Training Approval**

Approval of a training request is at the discretion of the employee's supervisor. No employee has a right to training. Before an employee can engage in training, the employee's immediate supervisor must approve the proposed training and the amount of time the training will entail. In addition to paying the normal compensation and benefits to the employee, the Agency may agree to pay additional expenses, including:

- (a) Tuition and fees;
- (b) Library or laboratory services;
- (c) Reproduction of documents;
- (d) The purchase or rental of books;
- (e) Travel and transportation expenses directly related to the training assignment for the employee; and
- (f) The cost of other related services.

### **5.2 Employee Responsibility**

The employee is responsible for completing the training and must notify his or her supervisor if he or she does not complete the training.

### **5.3 Continued Service Agreement**

#### **5.3.1 Agreement Requirement**

An employee receiving regular pay as well as payment for some or all of the additional expenses for training at a non-government facility that exceeds 80 hours of training must sign a Continued Service Agreement (Agreement). See Attachment A (Form PC-1370). Under the Agreement the employee agrees to:

- (a) Continue in the service of the Peace Corps after the training for a period equal to at least three times the length of the training period, unless involuntarily separated; or
- (b) Reimburse the Peace Corps for any additional expenses incurred by the Peace Corps in connection with his or her assignment if the employee voluntarily leaves the Peace Corps before completing the period of service and does not immediately enter the service of another Federal agency.

#### **5.3.2 Exceptions to Continued Service Agreement**

A Continued Service Agreement is not required for:

- (a) A training program which does not exceed 80 hours within a single program;
- (b) Training that involves no expense to the Peace Corps other than salary;
- (c) Training provided by manufacturers as a normal service related to initial purchase or lease of their products provided under procurement contracts; or
- (d) Correspondence courses.

### **5.3.3 Waiver**

The Director of the Office of Human Resource Management (HRM) may waive in whole or in part any right of recovery whenever a waiver would be in the Agency's best interest, such as when:

- (a) An employee has completed at least 75% of the required period of service;
- (b) An employee resigns because of personal illness or serious illness of a member of his or her immediate family;
- (c) An employee resigns to transfer to another Government agency, including the armed forces, or
- (d) An employee is financially unable to make the required payments because of financial hardship.

The Director of HRM shall notify the Office of the Chief Financial Officer (CFO) if a determination is made not to waive the right of recovery.

### **5.3.4 Extension of Training**

An employee whose assignment for training is extended must agree to a proportionate extension of the Continued Service Agreement.

## **6.0 RECORDKEEPING**

The employee's supervisor is responsible for having the employee sign the Continued Service Agreement. The supervisor shall forward the original signed Agreement to HRM or the post administrative office to be put into the employee's official personnel folder. Copies of the Agreement shall be forwarded to the CFO and the employee.

Each office will be responsible for entering and maintaining its employee training information in the Agency's training database and shall provide such training information to HRM as requested.

## **7.0 EFFECTIVE DATE**

The effective date is the date of issuance.