

1 FAM 290 FOREIGN SERVICE INSTITUTE

*(CT:ORG-201; 11-24-2008)
(Office of Origin: FSI/EX)*

1 FAM 291 DIRECTOR OF THE FOREIGN SERVICE INSTITUTE (FSI)

1 FAM 291.1 Responsibilities

(CT:ORG-168; 04-25-2007)

- a. Consistent with Chapter 7 of the Foreign Service Act of 1980 as amended, 22 U.S.C. 4021, et seq., the Director of the Foreign Service Institute (FSI), in consultation with the Under Secretary for Management, manages the operation of FSI and its varied training programs which are offered to employees and family members of the Department of State and other U.S. Government agencies, the U.S. military services, and others as authorized by statute. Further information on FSI programs and services can be found in 13 FAM, Training and Professional Development.
- b. The Director of FSI is equivalent in rank to an Assistant Secretary and serves as the Department's Chief Training Officer.
- c. The Director oversees the Institute's operations as an authorized, Federal-wide e-Gov e-Training service provider.
- d. The FSI Director has overall substantive responsibility for Volume 13 of the Foreign Affairs Manual.

1 FAM 291.2 Organization

(CT:ORG-168; 04-25-2007)

An organization chart of the Foreign Service Institute (FSI) is found at 1 FAM Exhibit 291.2.

1 FAM 291.3 Authorities

(CT:ORG-201; 11-24-2008)

The Foreign Service Institute (FSI) derives its authority from:

- (1) Chapter 7 of the Foreign Service Act of 1980, 22 U.S.C. 4021, et seq.;
- (2) Chapter 41, Title 5 U.S.C. as amended by the Civil Service Reform Act of 1978 (*5 U.S.C. 4101 et seq.*);
- (3) Executive Order 11348; and
- (4) Designation by the Office of Personnel Management (OPM), under the President's Management Agenda (PMA), of FSI as an authorized, *Government*-wide e-Gov e-Training service provider.

1 FAM 292 DEPUTY DIRECTOR OF THE FOREIGN SERVICE INSTITUTE (FSI)

(TL:ORG-126; 08-13-2003)

- a. The Deputy Director of the Foreign Service Institute, equivalent in rank to a deputy assistant secretary, reports to the director and participates fully in the operation and maintenance of the Foreign Service Institute. When so designated, serves as acting director.
- b. As designated by the director, the deputy director oversees the activities of various operating elements responsible for administering the training programs of the Institute.

1 FAM 293 OFFICE OF MANAGEMENT AND ADMINISTRATIVE SERVICES (FSI/EX)

(CT:ORG-201; 11-24-2008)

- a. The Executive Director of the Foreign Service Institute (FSI/EX) heads the Office of Management and Administrative Services, *which* provides a diverse array of professional and support services for FSI and the Shultz Center, and develops and implements Department and bureau management policy requirements. FSI/EX establishes, maintains, and

implements policies and procedures for the Institute; is responsible for overall Institute resource management (e.g., funds, people, technology and space); and serves as liaison on SA-42 room/facility matters with the Bureau of Administration (A), Arlington County, and the neighboring Army National Guard Readiness Center.

b. The Executive Director of FSI:

- (1) Serves as the coordinator for the Bureau of Administration's Occupant Emergency Plan and is the primary point of contact regarding the Department's use of SA-42 for the Department's contingency location site;
- (2) Is responsible for the setting of tuition rates;
- (3) Under delegated personnel authorities, serves in designated roles as deciding official, e.g., as Resolving Official for Office of Civil Rights processes, for specified position classification actions, etc.;
- (4) Serves as information systems owner for bureau systems and corporate software and serves as accountable officer for property; and
- (5) Serves as the Department's primary point of contact for FSI as a Government-wide e-Gov e-Training service provider and is responsible for the creation and maintenance of all related administrative policies, procedures and liaison with Federal agencies that select FSI as a service provider.

c. FSI/EX provides management analysis services for the bureau, including conducting management studies; developing policies and guidelines; coordinating the Institute's bureau performance and strategic planning activities; providing internal controls coordination and periodic reviews for the Institute; coordinating relevant responses and actions relating to audits, inspections, and reviews issued by the Office of Inspector General (OIG) and the *Government* Accountability Office (GAO); administering the Freedom of Information and Privacy Act *programs* for the Institute; coordinating legislative issues for the Institute; developing training continua for major occupational skill groups; and developing FAIR Act inventories and conducting public-private competitions (*OMB Circular A-76* studies).

d. FSI/EX coordinates the Institute's information resource management *program*, and serves as the primary liaison with other agencies, groups and organizations regarding FSI's information management policies, plans, and strategies, encompassing all technology owned and operated

by the Institute. This includes overseeing and managing the technical development, operation and maintenance of the Department's corporate training management database application, the Student Training Management System (STMS), which is also used to support other agency reporting requirements related to training received at FSI; coordinating the Institute's distance-learning program and the development and purchase of multimedia learning applications and tools providing software development support for Institute training programs; managing a distance-learning management system and the corporate software development in support of FSI's role as a government-wide e-Training service provider; supporting the Bureau of Diplomatic Security's Training Center which utilizes the corporate STMS managed by FSI; serving as point of contact on corporate software matters; serving as point of contact and primary liaison on matters involving corporate technology and software related to agency and Federal initiatives such as the President's Management Agenda (PMA), OPM's HR Line of Business, Enterprise Human Resources Integration (EHRI), etc.

- e. FSI/EX develops the corporate Department of State training plan.
- f. FSI/EX serves as the bureau lead for Center for Excellence initiatives.

1 FAM 293.1 Budget and Management Division (FSI/EX/BUD)

(CT:ORG-201; 11-24-2008)

The Budget and Management Division (FSI/EX/BUD):

- (1) Formulates, presents and executes the budget for the Foreign Service Institute (FSI);
- (2) Coordinates and monitors all resource planning functions, allocations, and usage which include preparing Congressional budget, and performance and strategic planning documentation for the bureau performance and strategic planning documents;
- (3) Collects, evaluates, and analyzes data related to the operational costs of the Institute's training programs, calculates tuition rates for FSI courses and offerings, and supports the Diplomatic Security Training Center as required;
- (4) Is responsible for the billing and collection of tuition-based fees for non-State customers of FSI's training programs, both domestic and abroad, and provides billing and collection services for tuitions to

- other bureaus;
- (5) Authorizes and approves funds for business-related travel of FSI personnel in line with Department policy and refers all requests related to business class travel to the executive director for decision;
 - (6) Provides cashiering functions for staff;
 - (7) Serves as the coordinator with other agencies and Department bureaus (e.g., INR) on reimbursement issues relating to FSI training and rent/lease issues (e.g., Warrenton Training Center);
 - (8) Coordinates electronic payment to and from the Department of Treasury related to non-U.S. Government attendance at FSI training events under special authority;
 - (9) Prepares guidance regarding honoraria;
 - (10) Conducts market surveys;
 - (11) Provides departmental student travel services;
 - (12) Provides merchant (reimbursable) credit card services to other agencies, private sector corporations, and the Department's Bureau of Resource Management (RM);
 - (13) Develops *OMB Circular* A-76 competitive sourcing cost proposals for Department offices, divisions and bureaus as needed and conducts training cost proposals for new or unique Department initiatives, and monitors and reports costs of U.S. Government performance;
 - (14) Under Department delegated authority, provides Pass I certification on vendor invoices for goods and services received by FSI and other bureaus in accordance with the Prompt Payment Act (*31 U.S.C. 3901 et seq.*);
 - (15) Provides payroll and long-term student time and attendance services; and
 - (16) Is responsible for financial matters that relate to FSI as a designated Government-wide e-Gov e-Training service provider.

1 FAM 293.2 Human Resources Division (FSI/EX/HR)

(CT:ORG-168; 04-25-2007)

- a. The Human Resources Division (FSI/EX/HR) manages an excepted service human resources system for the instructional staff of the Institute and establishes, maintains and implements personnel policies and procedures related to FSI's corps of excepted Civil Service positions, as authorized by Chapter 7 of the Foreign Service Act of 1980, 22.U.S.C. 4021, et. seq. FSI/EX/HR also provides staffing support relating to the four language field schools FSI operates abroad, and human resources support for long-term State students assigned to FSI training.
- b. Under delegated authority, FSI/EX/HR directs human resource management services for the Institute, including drafting, analyzing, coordinating and processing documents relating to position classification, staffing, Foreign Service assignments, reassignments and transfers, employee relations, performance management/evaluation, and awards. In consultation with DGP/PC's Labor-Management Officer, the division coordinates labor-management issues for the Institute. FSI/EX/HR serves as Bureau Training Officer. Lastly, FSI/EX/HR supports the human resource needs of long-term State students.
- c. FSI/EX/HR supports human resource requirements of long-term State students assigned to organization codes under FSI.
- d. FSI/EX/HR staff serve as bureau case officers, and the supervisory HR officer is the bureau responding official related to EEO and grievance cases.
- e. Supports public-private competitions and monitors and reports staffing of U.S. Government performance.

1 FAM 293.3 General Services/Acquisitions Division (FSI/EX/GSACQ)

(CT:ORG-201; 11-24-2008)

The General Services/Acquisitions Division (FSI/EX/GSACQ):

- (1) Directs and coordinates administrative and general support services for the Institute. This includes property management and control, file/records management, space management, telecommunications

- services, nonexpendable-related office equipment, the control and assignment of room use, operation of a warehousing function, mailroom services, safety, and other general services activities;
- (2) Is the designated property management and control officer;
 - (3) Serves as bureau safety and security coordinator;
 - (4) Prepares the bureau emergency action plan, facility emergency action plan, and continuity-of-operations plan; oversees the floor warden program; and serves as the primary point of contact for all related activities including drills and tests;
 - (5) Manages and schedules use of FSI-controlled space located at SA-15, SA-42, SA-44, the Harry S Truman building, and the Warrenton Training Center;
 - (6) Manages the indoor signage program for the SA-42 facility;
 - (7) Coordinates and supervises applicable administrative support services for conferences, events, meetings, training sessions, off-site sessions, etc., sponsored by other Department bureaus or outside agencies and held in FSI-controlled space;
 - (8) Manages the parking program for SA-42, and is the point of contact related to the Foreign Affairs Recreation Association (FARA) operations at SA-42;
 - (9) Oversees the SA-42 Child Care Center;
 - (10) In conjunction with the Bureau of Administration, oversees the maintenance and operation of all buildings located at SA-42, its environs, and related support services such as shuttle buses;
 - (11) Serves as liaison with the Bureau of Diplomatic Security on the operation of the security guard program for SA-42; oversees the unit security office program at SA-42, and serves as the bureau's Top Secret control officer;
 - (12) Provides procurement and contracting services related to training for the Department;
 - (13) As authorized by Sec. 704(a)(5) of the Foreign Service Act, [22 U.S.C. 4024\(a\)\(5\)](#), executes independent contracting authority in consultation with the Office of the Procurement Executive (A/OPE); and

- (14) Coordinates the bureau's credit card program.

1 FAM 293.4 Office of Management Information Systems (FSI/EX/OMIS)

(CT:ORG-201; 11-24-2008)

The Office of Management Information Systems (FSI/EX/OMIS):

- (1) Implements and manages the Institute's information management program for all staff and student users (both State and other agency), including a computer security program;
- (2) Assures that all staff have had the required training before gaining access to the system;
- (3) Is responsible for *disposing of excess* computer equipment;
- (4) Manages and operates the classified communications center for the Institute; and
- (5) Supports the Department alternate operations center.

1 FAM 293.5 Audio-Visual Facility (FSI/EX/AVF)

(TL:ORG-126; 08-13-2003)

The Audio-Visual Facility (FSI/EX/AVF) provides a range of services including graphics design and production of training materials, production of exhibits, photography, television and video production, satellite broadcast, publications, video-conferencing services, and overseeing the Institute's printing program.

1 FAM 293.6 Instructional Support Division (FSI/EX/ISD)

(CT:ORG-201; 11-24-2008)

The Instructional Support Division (FSI/EX/ISD) is the coordinative point for the development of distance-learning products and tools for the Department and other agencies using FSI as a *Government*-wide e-Gov e-Training service provider. This includes the development, purchase and maintenance of multimedia training tools and programs, and the operation of multimedia labs. This division also provides library services for the Institute, including

the operation of the Stephen B. Low Library at the George P. Shultz National Foreign Affairs Training Center (NFATC), and coordinates the Institute's newspaper and periodicals subscription program.

1 FAM 293.7 Office of the Registrar (FSI/EX/REG)

(CT:ORG-168; 04-25-2007)

The Office of the Registrar (FSI/EX/REG):

- (1) Is responsible for the establishment and enforcement of enrollment and admissions policies and procedures covering State and customer agencies, and directs and coordinates activities to authorize and process all enrollments of personnel and eligible family members of the Department of State and other agencies and groups to FSI training;
- (2) Serves as the clearinghouse for all enrollments into external training (including conferences, seminars and workshops) for State Department personnel;
- (3) Operates and maintains a computer-based enrollment and training registration system that serves as the Department's corporate database for training;
- (4) Serves as the principal distance learning coordinator for the Department of State;
- (5) Provides and/or facilitates services to support students who are in FSI training;
- (6) Develops the annual Schedule of Courses; and
- (7) Provides official transcripts, as requested, to colleges, universities and others related to training completed at FSI.

1 FAM 294 SCHOOL OF PROFESSIONAL AND AREA STUDIES (FSI/SPAS)

(CT:ORG-168; 04-25-2007)

- a. The School of Professional and Area Studies (FSI/SPAS) is headed by a dean who is responsible for managing and maintaining a variety of training programs intended to instill and improve professional and tradecraft skills and knowledge in employees of the Department of State

and other U.S. Government agencies who participate in the conduct of U.S. foreign affairs abroad and domestically.

- b. FSI/SPAS serves as the locus for a Foreign Service national (FSN) training program, and works with other FSI Schools and centers to ensure a vital FSN training curriculum.

1 FAM 294.1 Administrative Management Training Division (FSI/SPAS/AMT)

(CT:ORG-168; 04-25-2007)

The Administrative Management Training Division (FSI/SPAS/AMT) directs, designs and conducts a training program encompassing administrative management, human resource management, financial management and general services operations both domestically and abroad.

1 FAM 294.2 Area Studies Division (FSI/SPAS/AS)

(CT:ORG-168; 04-25-2007)

The Area Studies Division (FSI/SPAS/AS) directs, designs and conducts area studies training programs on the history, politics, economics, culture, U.S. policy interests, etc., of geographic regions or countries for State and other personnel going abroad.

1 FAM 294.3 Consular Training Division (FSI/SPAS/CON)

(CT:ORG-168; 04-25-2007)

The Consular Training Division (FSI/SPAS/CON) directs, designs and conducts a training program relating to the roles and responsibilities of consular officers and others performing consular work.

1 FAM 294.4 Curriculum and Staff Development Division (FSI/SPAS/CSD)

(CT:ORG-168; 04-25-2007)

The Curriculum and Staff Development Division (FSI/SPAS/CSD) provides assistance in course design, staff development, professional skills enhancement, "training of trainers" and organizational development.

1 FAM 294.5 Economic and Commercial Studies Division (FSI/SPAS/ECON)

(CT:ORG-168; 04-25-2007)

The Economic and Commercial Studies Division (FSI/SPAS/ECON) directs, designs and conducts a training program for Foreign Service economic officers and others who are involved in economic and commercial work related to U.S. foreign affairs.

1 FAM 294.6 Office Management Training Division (FSI/SPAS/OMT)

(CT:ORG-168; 04-25-2007)

The Office Management Training Division (FSI/SPAS/OMT) directs, designs and conducts a training program designed to instill and improve the skills and knowledge of office management personnel.

1 FAM 294.7 Orientation Division (FSI/SPAS/OR)

(CT:ORG-168; 04-25-2007)

The Orientation Division (FSI/SPAS/OR) directs, designs and conducts orientation training programs for newly hired employees of the Department of State.

1 FAM 294.8 Political Training Division (FSI/SPAS/POL)

(CT:ORG-168; 04-25-2007)

The Political Training Division (FSI/SPAS/POL) directs, designs and conducts a training program on political tradecraft for Foreign Service political officers and others engaged in related work.

1 FAM 294.9 Public Diplomacy Training Division (FSI/SPAS/PD)

(CT:ORG-168; 04-25-2007)

The Public Diplomacy Training Division (FSI/SPAS/PD) directs, designs and

conducts a training program for Foreign Service public diplomacy officers and others engaged in related work.

1 FAM 294.10 Stability Operations Training Division (FSI/SPAS/SO)

(CT:ORG-201; 11-24-2008)

The Stability Operations Training Division (FSI/SPAS/SO) directs, designs and conducts training programs for employees of all civilian and military agencies who are assigned to Iraq under Chief of Mission (COM) authority, for State and other agency personnel assigned to Iraq Provincial Reconstruction Teams (PRT), and for personnel designated by the Secretary's Coordinator for Reconstruction and Stabilization. The division also conducts certain training programs for personnel assigned to Afghanistan and to Afghanistan Provincial Reconstruction Teams (PRT).

1 FAM 295 LEADERSHIP AND MANAGEMENT SCHOOL (FSI/LMS)

(CT:ORG-173; 09-07-2007)

- a. The Leadership and Management School (FSI/LMS) is headed by a dean who is responsible for managing a variety of training programs intended to instill, improve, and broaden leadership and management skills among employees of the Department of State and other U.S. Government agencies, domestically and abroad, who are charged with the conduct of U.S. foreign policy.
- b. FSI/LMS:
 - (1) Directs and conducts the Ambassadorial Seminar;
 - (2) Provides a range of leadership and management classroom instruction tailored to Department needs;
 - (3) Serves as the locus of EEO/diversity training for State Department managers and supervisors; and
 - (4) Provides organizational development and executive coaching services to bureaus, missions, individuals and work teams.

1 FAM 295.1 Policy Leadership Division (FSI/LMS/PLD)

(CT:ORG-180; 01-29-2008)

The Policy Leadership Division (FSI/LMS/PLD) offers senior leaders in the State Department and other foreign affairs agencies the opportunity to apply leadership skills to policy topics through policy-related seminars, roundtables, workshops and networking opportunities.

1 FAM 295.2 Executive Development Division (FSI/LMS/EDD)

(CT:ORG-180; 01-29-2008)

The Executive Development Division (FSI/LMS/EDD) directs, designs and conducts executive leadership training programs for State and other personnel who are typically at senior and pre-senior grade or rank.

1 FAM 295.3 Leadership Training Division (FSI/LMS/LTD)

(CT:ORG-180; 01-29-2008)

The Leadership Training Division (FSI/LMS/LTD) directs, designs and conducts management training programs for State and other personnel who are typically at mid-level grade or rank.

1 FAM 295.4 Crisis Management Training Division (FSI/LMS/CMT)

(CT:ORG-180; 01-29-2008)

The Crisis Management Training Division (FSI/LMS/CMT) directs, designs and conducts crisis management training programs and crisis management exercises for State and other personnel who are assigned primarily abroad.

1 FAM 296 SCHOOL OF APPLIED INFORMATION TECHNOLOGY (FSI/SAIT)

(CT:ORG-173; 09-07-2007)

The School of Applied Information Technology (FSI/SAIT) is headed by a dean who is responsible for managing and maintaining a variety of training programs intended to instill and improve skills and knowledge in the use of information technology for employees of the Department of State. Programs encompass business applications training, enterprise technology courses and information resource management tradecraft training for all Department of State employees.

1 FAM 296.1 Business Applications Division (FSI/SAIT/BA)

(CT:ORG-173; 09-07-2007)

The Business Applications Division (FSI/SAIT/BA) supports a variety of Department-specific and corporate computer application training initiatives aimed at U.S. and Foreign Service National IT professionals, State business application users, and IRM new-hire specialists. Open enrollment classes are available to all qualified employees registered through the FSI Registrar's Office. FSI/SAIT/BA collaborates with regional and functional bureaus to provide dedicated IT and end-user applications training and workshops depending on specific needs. Additionally, FSI/SAIT/BA conducts regional training programs abroad for both IT specialists and State end-users. FSI/SAIT/BA provides training support for Consular Affairs systems administration, IRM's IT Core (formerly Global Information Technology Modernization (GITM) program), SIPRNet, PortalX, and office management specialist training.

1 FAM 296.2 Enterprise Technology Division (FSI/SAIT/ET)

(CT:ORG-173; 09-07-2007)

The Enterprise Technology Division (FSI/SAIT/ET) operates a training facility located near Warrenton, Virginia, which directs, designs and conducts information management and communications training programs primarily designed for information management specialists and other technical personnel.

1 FAM 296.3 Research, Learning and Development Division (FSI/SAIT/RLD)

(CT:ORG-173; 09-07-2007)

The Research, Learning and Development Division (FSI/SAIT/RLD) provides assistance in course design, staff development, professional skills enhancement, “training of trainers,” and organizational development.

1 FAM 297 SCHOOL OF LANGUAGE STUDIES (FSI/SLS)

(CT:ORG-168; 04-25-2007)

- a. The School of Language Studies (FSI/SLS) is headed by a dean who is responsible for managing and maintaining a proficiency-based foreign language and culture training program. In executing the school’s mission, the dean is assisted by an Associate Dean for Instruction, an Associate Dean for Management, and an External Programs Coordinator.
- b. FSI/SLS develops and delivers classroom and technology (distance-learning)-based language programs for U.S. agencies and others involved in foreign affairs-related work. Programs are in Washington, DC and at four field schools abroad, and are designed to develop basic and advanced language proficiencies connected to language-designated positions, provide refresher and maintenance training, and provide short-term language programs for the development of “language survival skills” and introductory language acquisition. FSI/SLS also provides support to post language program (PLP) training and post-based immersion programs.
- c. FSI/SLS provides assistance and some direct funding to post language programs and collaborates closely with regional and functional bureaus and posts to assess and address their language needs effectively.
- d. The External Programs Coordinator provides management and programmatic oversight to four language field schools abroad located in Seoul, Korea; Tunis, Tunisia; Yokohama, Japan; and (under a contractual arrangement with the American Institute in) Taipei, Taiwan. Additionally, the External Programs Coordinator assists regional bureaus in coordinating full-time foreign language training programs that may be conducted in other venues abroad.

1 FAM 297.1 Washington-Based Language Instruction

(CT:ORG-168; 04-25-2007)

Under the direction of the Associate Dean for Instruction, proficiency-based language instruction is provided in a variety of lengths and formats via five language departments, each headed by a department chair and consisting of a number of language training supervisors and language and culture instructors.

1 FAM 297.1-1 Department of East Asian and Pacific Languages (FSI/SLS/EAP)

(CT:ORG-168; 04-25-2007)

The Department of East Asian and Pacific Languages (FSI/SLS/EAP) directs, designs and conducts proficiency-based language training for the languages of mainland, insular east, and southeast Asia. For the “super hard” languages Chinese, Japanese and Korean, FSI/SLS/EAP delivers the first half of the two-year basic course in these languages.

1 FAM 297.1-2 Department of European and African Languages (FSI/SLS/EUA)

(CT:ORG-168; 04-25-2007)

The Department of European and African Languages (FSI/SLS/EUA) directs, designs and conducts proficiency-based language training for Albanian, Amharic, non-Slavic north and central European languages, French, Greek, Hausa, Swahili, and Tigrinya.

1 FAM 297.1-3 Department of Near East Asian Languages (FSI/SLS/NEA)

(CT:ORG-168; 04-25-2007)

The Department of Near East Asian Languages (FSI/SLS/NEA) directs, designs and conducts proficiency-based language training for Arabic, Near Eastern, Caucasian, Persian, South Asian and Turkic languages. For the “super hard” language, Arabic, FSI/SLS/NEA delivers the first half of the two-year basic course in the language.

1 FAM 297.1-4 Department of Romance Languages (FSI/SLS/ROM)

(CT:ORG-168; 04-25-2007)

The Department of Romance Languages (FSI/SLS/ROM) directs, designs and conducts proficiency-based language training in Italian, Portuguese, Romanian, and Spanish.

1 FAM 297.1-5 Department of Slavic Languages (FSI/SLS/SLA)

(CT:ORG-168; 04-25-2007)

The Department of Slavic Languages (FSI/SLS/SLA) directs, designs and conducts proficiency-based language training for all Slavic languages including Bosnian, Bulgarian, Croatian, Czech, Macedonian, Polish, Russian, Serbian, Slovak, Slovenian, and Ukrainian.

1 FAM 297.2 School Management

(CT:ORG-168; 04-25-2007)

Under the direction of the Associate Dean for Management, School Management provides administrative and program development support to the language instruction programs and coordinates language school activities with FSI's Office of the Executive Director.

1 FAM 297.2-1 Continuing Training and Testing Division (FSI/SLS/CTT)

(CT:ORG-168; 04-25-2007)

The Continuing Training and Testing Division (FSI/SLS/CTI):

- (1) Provides language proficiency testing services for the Department of State and other U.S. Government agencies and entities. Proficiency test scores may be used to remove language probation, determine compliance with language-designated positions, determine eligibility for crossing the senior threshold, and for language-incentive pay purposes; and
- (2) Provides guidance and support to post language programs for a wide variety of traditional and nontraditional language learning programs.

1 FAM 297.2-2 Research, Evaluation and Development Division (FSI/SLS/RE&D)

(CT:ORG-168; 04-25-2007)

The Research, Evaluation and Development Division (FSI/SLS/RE&D):

- (1) Provides and coordinates in-house training and other services to language instructors and school managers;
- (2) Operates a student learning/counseling service to help students optimize their language learning experience at the Institute; and
- (3) Manages FSI's annual survey of students and other data collection and analyses that provide information on the effectiveness of FSI's language programs.

1 FAM 298 TRANSITION CENTER (FSI/TC)

(CT:ORG-168; 04-25-2007)

The Transition Center (FSI/TC) is headed by a director who is responsible for managing and maintaining a variety of training programs and reference services intended to assist Department employees, employees of other U.S. Government agencies, and their family members in adapting to and coping with career-related transitions such as transfers from domestic assignments to assignments abroad or from service into retirement.

1 FAM 298.1 Transition Center Overseas Briefing Center (FSI/TC/OBC)

(CT:ORG-168; 04-25-2007)

The Transition Center Overseas Briefing Center (FSI/TC/OBC):

- (1) Provides information, training and referral services to U.S. Government foreign affairs employees and their families preparing for an assignment abroad or returning to the United States; and
- (2) Operates an information center which manages a collection of post-specific audio-visual and printed materials, as well as reference material on Foreign Service living in general.

1 FAM 298.2 Transition Center Training Division (FSI/TC/T)

(CT:ORG-168; 04-25-2007)

The Transition Center Training Division (FSI/TC/T):

- (1) Develops and delivers training designed to build Foreign Service life skills; and
- (2) Conducts the Security Overseas Seminar and Advanced Security Overseas Seminar which promote personal security awareness for employees and family members.

1 FAM 298.3 Transition Center Career Transition Center (FSI/TC/CTC)

(CT:ORG-168; 04-25-2007)

The Transition Center Career Transition Center (FSI/TC/CTC):

- (1) Develops and delivers training and counseling to foreign affairs personnel who are retiring from U.S. Government service either voluntarily or involuntarily, and to other employees who are involuntarily separated other than for cause;
- (2) Conducts the Retirement Planning Seminar which explores financial, health and other areas of interest associated with retirement, as well as possibilities for further employment outside the Department;
- (3) Conducts the Financial Planning Seminar which is designed to provide basic knowledge of financial management and estate planning to employees who wish to better their chances for attaining financial security for themselves and their family;
- (4) Conducts the Annuities, Benefits and Social Security Seminar which helps employees understand their annuities, Social Security retirement benefits, Thrift Savings Plan and long-term care insurance; and
- (5) Conducts the Job Search Program, an intensive learning experience based on individual and group training and counseling. The program's purpose is to help participants make the transition from

employment by the Department to other employment or fulfilling activities. The primary focus is to help participants acquire the skills and knowledge needed to find jobs outside the Department.

1 FAM EXHIBIT 291.2 FOREIGN SERVICE INSTITUTE (FSI)

(CT:ORG-201; 11-24-2008)

