

# **13 FAM 700 TRAINING FOR FOREIGN SERVICE NATIONALS**

## **13 FAM 710 GENERAL INFORMATION**

*(CT:TPD-001; 05-20-2004)  
(Office of Origin: FSI)*

### **13 FAM 711 SCOPE**

*(CT:TPD-001; 05-20-2004)  
(State Only)  
(Applies to Foreign Service Nationals Only)*

- a. General policy regarding training of Foreign Service Nationals (FSNs) can be found in 3 FAM 7631. Nothing contained in this section negates the existing authority of the heads of establishments abroad to determine and provide appropriate training for FSNs working at post. Nothing in this section shall have the effect of superseding local labor laws where applicable.
- b. This section provides information regarding FSN training programs offered by and through the Foreign Service Institute both in the United States and abroad. The procedures and information contained within supplement 3 FAM 7630; 3 FAH-2 H-136 applies only to non-FSI training arranged for by post abroad.
- c. FSN training programs provided by FSI are designed to teach FSNs how best to perform their official duties, contribute to the operation of posts, and maintain and improve their skills and knowledge. The programs include training provided in the U.S., regional or local workshops, and self-study correspondence and distance learning courses.

### **13 FAM 711.1 Types of Programs**

*(CT:TPD-001; 05-20-2004)  
(State Only)*

*(Applies to Foreign Service Nationals Only)*

- a. **In the United States:** The Foreign Service Institute offers a variety of courses designed for development of core and specialized competencies for FSNs, including Administration, Consular, Economic and Commercial Affairs, Information Management, Office Management, Political, and Public Diplomacy, which are held at the National Foreign Affairs Training Center in Washington, D.C.
- b. **Regional Workshops:** The Foreign Service Institute, in partnership with regional bureaus, arranges regional workshops for FSNs, either solely or in conjunction with training provided to other post staff, on such topics as Administration, Consular, Economic and Commercial Affairs, Information Management, Office Management, Political, and Public Diplomacy, as well as on Customer Service, Crisis Management, and Supervisory Skills.
- c. **Self Study:** The Foreign Service Institute offers a wide range of self-study courses available to FSNs in both multimedia and non-multimedia formats.

## **13 FAM 711.2 Responsibilities**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Applies to Foreign Service Nationals Only)*

- a. The Foreign Service Institute is responsible for establishing and maintaining Washington-based training programs and for advertising and announcing training opportunities available to FSNs. This information is provided through the annual FSI Schedule of Courses, through the FSI web site, and/or through Department Notices and cables to the field. FSI funds tuition costs for State FSNs. Other agencies must pay tuition costs for their FSN employees. In general, posts or bureaus should expect to fund all travel and per diem costs associated with FSN training. For particular course offerings, however, FSI may provide full or partial funding for travel and/or per diem costs for State FSNs. Inquiries about the courses and funding should be referred initially to the FSI division offering the course.
- b. The post nominates qualified candidates for training. Post is responsible for assisting FSN employees selected for training with the preparation of travel orders, obtaining travel advances, and making travel and lodging arrangements, as needed.
- c. The appropriate FSI program office reviews nominations and selects participants, in coordination with the respective regional bureau, as

appropriate. Some courses (e.g., correspondence) do not require regional bureau review.

- d. Non-State agencies are responsible for the payment of tuition costs to State/FSI if their FSNs participate in FSI training programs, and for all associated travel, per diem and miscellaneous costs.
- e. Appropriate Department elements provide personnel to meet with FSNs in Washington and to give briefings on topics related to their work and field of expertise. Regional bureaus are responsible for arranging any special consultations not included as part of the FSI training.

## **13 FAM 711.3 Basic Criteria for Nominations**

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*(State Only)*

*(Applies to Foreign Service Nationals Only)*

In making nominations, post will consider FSNs who meet the following criteria:

- (1) The “target audience” criteria outlined in the FSI provided course description;
- (2) Demonstrate a high potential for more responsibility and effective work in the Department’s interest, and have proven to be dependable, cooperative, and adaptable in new situations;
- (3) Meet the English language requirement for the proposed course (This does not apply for those courses designed to improve English language skills.);
- (4) Have agreed to the terms of the Continued Service Agreement below; and
- (5) Are certified by the regional security officer for continued employment, and are eligible for visas to enter the United States if the training is to be held in the United States.

## **13 FAM 711.4 Continued Service Agreement**

### **13 FAM 711.4-1 When Required**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Applies to Foreign Service Nationals Only)*

- a. FSNs nominated for FSI sponsored training lasting more than one week (40 hours) must sign a Continued Service Agreement (CSA) which constitutes the employee's agreement to continue his or her employment with the U.S. Government for at least 12 months after the completion of the training. Post shall retain the CSA for the duration of the agreement. CSAs are available on the FSI web site.
- b. Post should retain a copy of the signed CSA for their future reference, and must confirm in the nomination cable that the FSN candidate for training has signed a CSA, if required. Nominations without this confirmation will not be considered.
- c. CSAs are not required for FSI correspondence and distance learning courses.

### **13 FAM 711.4-2 Nature of Agreement**

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*(State Only)*

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- a. The employee is required to agree to the following conditions:
  - (1) To continue in the service of the U.S. Government after the completion of training for a period of at least 12 months, unless involuntarily separated; and
  - (2) If voluntarily separated before completion of the training or completion of the required period of continued service, to reimburse the U.S. Government the cost of the training incurred by the U. S. Government, unless the employee is exempted as provided by 13 FAM 701.4-5.
- b. Time while on leave without pay does not count toward completion of the period of service required to comply with a continued service agreement unless the employee is on leave without pay for purposes of receiving payments under the Federal Employee's Compensation Act.

### **13 FAM 711.4-3 What Reimbursement Covers**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Applies to Foreign Service Nationals Only)*

The reimbursement may include tuition and matriculation fees, other related services and facilities, per diem, travel, and transportation expenses directly related to the training. It will not include salary or allowances for the period of training.

### **13 FAM 711.4-4 Recovery of Funds**

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*(State Only)*

*(Applies to Foreign Service Nationals Only)*

If any FSN fails to fulfill his or her CSA or to reimburse the U.S. Government for expenses related to the training program, the amount of such expenses is recoverable by the U.S. Government from such employee or the employee's estate by withholding from any monies owed the employee by the U.S. Government or by other means of collection as permitted by law.

### **13 FAM 711.4-5 Waiver of Right of Recovery**

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*(State Only)*

*(Applies to Foreign Service Nationals Only)*

Post in consultation with FSI may waive in whole or in part any right of recovery whenever recovery would be against equity and good conscience or against the public interest.

## **13 FAM 712 THROUGH 719 UNASSIGNED**