

13 FAM 100 TRAINING AND EMPLOYEE DEVELOPMENT

13 FAM 110 GENERAL TRAINING POLICIES

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

13 FAM 111 POLICY

*(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)*

- a. The Department is fully committed to the career development of all its employees, consistent with organizational needs, in order to improve service, increase efficiency and economy, and build and maintain a force of skilled and efficient employees.
- b. The Foreign Service Institute (M/FSI) has the responsibility for developing training policy and facilitating, to the extent that resources permit, necessary training for all personnel of the Department of State.

13 FAM 112 AUTHORITIES

*(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)*

- a. Chapter 7 of the Foreign Service Act of 1980 as amended, 22 U.S.C. 4021, et. seq., contains the basic authority for training. It includes authority to train:
 - (1) Members of the Foreign Service;
 - (2) Employees of other U.S. Government agencies;

- (3) Family members of Foreign Service personnel in preparation for assignment abroad;
 - (4) Other personnel abroad; and
 - (5) When in the national interest of the U.S., Employees of foreign governments, particularly emerging democratic nations.
- b. Chapter 41, of the Civil Service Reform Act of 1978 as amended, 5 U.S.C. 4101, et. seq., and Executive Order 11348 contain the basic authority for training Civil Service personnel.
- c. 68 Comptroller General 127 (B-226380, December 5, 1988).

13 FAM 113 RESPONSIBILITIES

13 FAM 113.1 Secretary of State

(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)

The Secretary is authorized to establish and implement needed training programs in the Department and to provide the required resources necessary to establish and maintain such programs.

13 FAM 113.2 Assistant Secretaries

(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)

Assistant Secretaries and those of equivalent rank are responsible for aiding the Secretary in fulfilling Department policy with respect to the training and development of employees within their respective bureaus.

13 FAM 113.3 Director of the Foreign Service Institute and the Director General of the Foreign Service and Director of Human Resources

(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)

- a. The Director of the Foreign Service Institute is appointed by the Secretary of State and is the Department's chief training official. The Director is responsible for establishing, administering, evaluating and maintaining training which meets the needs of the Department of State, and may provide such training to employees of other agencies.
- b. The Director General of the Foreign Service and Director of Human Resources is responsible for assigning members of the Foreign Service and Civil Service employees to training and working with the Director of the Foreign Service Institute to help ensure that the Department's training programs meet Foreign Service and Civil Service needs.

13 FAM 113.4 The Foreign Service Institute

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

(Uniform State/Commerce)

(Applies to Foreign Service and Civil Service Employees)

With the exception of security training covered under Title 22 U.S.C. 4802(a)(2)(F), the Foreign Service Institute (FSI) is responsible for:

- (1) Designing appropriate training courses and programs to meet the Department's needs;
- (2) Approving requests for training (including conferences and seminars) and related matters including tuition and fee reimbursement;
- (3) Budgeting training funds based on training needs;
- (4) Purchasing spaces at Office of Personnel Management (OPM) seminar centers and other Government organizations and enrolling students in these seminars;
- (5) Reviewing all proposed contracts and training programs with outside training contractors to ensure that such training is appropriate and relevant and does not duplicate FSI offerings and/or other Department training programs;
- (6) Evaluating courses; and
- (7) Keeping records of all enrollments and expenses incurred.

13 FAM 113.5 Bureau Executive Directors

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

*(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)*

Bureau executive directors are responsible for:

- (1) Identifying bureau training needs;
- (2) Designating bureau training officers;
- (3) Ensuring appropriate training for bureau training officers;
- (4) Ensuring attendance of employees who have been selected for training;
- (5) Ensuring that all required Individual Development Plans (IDPs) have been developed;
- (6) Making reports on training activities as requested;
- (7) Requesting and obtaining funds for travel connected with training; and
- (8) Promoting equal opportunity and affirmative action objectives in nominating and selecting employees for training opportunities.

13 FAM 113.6 Bureau Training Officers

*(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)*

Bureau training officers are responsible for:

- (1) Developing bureau career guide that outlines the profiles of major occupations within their bureaus, including descriptions of knowledge, skills, and abilities necessary for each occupation and grade;
- (2) Identifying employee-training needs;
- (3) Counseling employees;
- (4) Providing information on training opportunities;
- (5) Assisting in the preparation of IDPs;
- (6) Approving requests for training;

- (7) Ensuring timeliness of requests;
- (8) Coordinating training requests with HR/CSP for special development programs;
- (9) Ensuring that all training requests (including contracts for training purposes) are processed through the Foreign Service Institute (FSI);
- (10) Reporting on training activities and evaluating the effectiveness of training received by bureau employees as requested; and
- (11) Promoting equal opportunity and affirmative action objectives in nominating and selecting employees for training opportunities.

13 FAM 113.7 Managers and Supervisors

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

(Uniform State/Commerce)

(Applies to Foreign Service and Civil Service Employees)

Managers and supervisors are responsible for:

- (1) Determining the specific needs of their employees and ensuring that employees receive training for effective job performance;
- (2) Supporting the bureau's training officer activities;
- (3) Evaluating job-related training effectiveness;
- (4) Approving employees' absences from regular duty to participate in approved training activities;
- (5) Participating in the preparation of employees' IDPs;
- (6) Nominating employees for training;
- (7) Ensuring that they and their employees have current and up-to-date training;
- (8) Encouraging and recognizing employees' self-development; and
- (9) Promoting equal opportunity and affirmative action objectives in nominating and selecting employees for training opportunities.

13 FAM 113.8 Principal Officers

(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service Employees)

At posts under their authority, principal officers shall:

- (1) Supervise and coordinate all post-based training activities;
- (2) Arrange for participation in orientation, language, and other training conducted at post;
- (3) Ensure the distribution of information concerning courses, programs, and studies conducted by FSI or university programs conducted under its auspices; and
- (4) Designate a post-training officer (customarily the management or human resources officer) to assist in carrying out these responsibilities.

13 FAM 113.9 Office of Civil Service Personnel (HR/CSP)

(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)

HR/CSP is responsible for:

- (1) Providing advice to the bureau's executive directors and training officers on training matters to ensure that training is responsive to the Department's needs;
- (2) Ensuring that HR/CSP/CDRC career counselors are sufficiently informed to provide appropriate employee counseling;
- (3) Making recommendations on changes or improvements in the training programs as needed; and
- (4) Coordinating external leadership and professional development programs.

13 FAM 113.10 Employees

(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)

Employees, at all levels, are responsible for considering training that will enable them to:

- (1) Improve their present performance; and
- (2) Prepare them for more responsible work in accordance with the needs of the Department and their own abilities. This includes:
 - (a) Participating in planning for their career development including the preparation of their IDPs;
 - (b) Initiating self-development activities;
 - (c) Completing evaluations of training courses attended; and
- 9) Adhering to the Department's training policies and procedures including attendance requirements.

13 FAM 114 THROUGH 119 UNASSIGNED