

# **13 FAM 130**

## **SCOPE AND LEVELS OF TRAINING**

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

### **13 FAM 131 SCOPE OF TRAINING**

#### **13 FAM 131.1 Levels of Training**

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

Training for professional development of members of the Civil Service and Foreign Service is structured to meet the needs of personnel at entry, middle and senior levels to fulfill the core responsibilities of their specialty and assignment. Participation in the programs described in this subchapter is arranged either through the Foreign Service assignments process (see 13 FAM 100), and/or as determined by an employee's supervisor and/or training officer.

#### **13 FAM 131.2 Eligible Personnel**

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

The programs described in this subchapter are available to Civil Service personnel including members of the Senior Executive Service; Foreign Service generalists (Foreign Service officers, Foreign Service officer career candidates, and members of the Senior Foreign Service); Foreign Service specialists; *and Foreign Service Nationals as noted (see 13 FAM 700).*

#### **13 FAM 131.3 Selection and Assignment to Training**

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

a. Supervisors and bureau *and/or post* training officers are primarily responsible for *identifying training needs, selecting employees for training, and determining and scheduling training deemed appropriate.*

b. *Additionally, the Office of Career Development and Assignments (HR/CDA) is responsible for scheduling appropriate training for Foreign Service officers, officer career candidates and specialists preparatory to their onward assignments. HR/CDA shall establish criteria for the fair and equitable selection and assignment of employees to training consistent with merit system principles.*

c. The employee shares the responsibility for identifying training needs, and is primarily responsible for making training requests to supervisors and bureau training officers, and otherwise ensuring that his or her training needs *are assessed properly and met.*

d. Employees also may apply for additional training they feel will improve their skills or enhance their careers, subject to the approval of their supervisor, their bureau/post training officer and/or assignments officer, and the availability of funds.

## **13 FAM 132 ENTRY LEVEL TRAINING**

### **13 FAM 132.1 Objectives**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Entry level training programs are intended to provide an orientation to the work assignments and environment of the Department of State and to instill in Civil Service and Foreign Service personnel the knowledge and skills *that* will enable them to perform their duties.

### **13 FAM 132.2 Orientation**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Upon appointment to the Department, all personnel are enrolled in an orientation program at the Foreign Service Institute that:

(1) Introduces employees to the functions and responsibilities of the State Department;

(2) Familiarizes employees with the basic rules, responsibilities, and nature of their employment including *potential career paths*; and

(3) Prepares employees for their initial assignment.

b. The orientation program is open to newly hired *employees*. Personnel of agencies other than the Department may be enrolled subject to agreement between the Department and the agency concerned.

### **13 FAM 132.3 Functional Training**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Civil Service employees will receive functional training, as needed, to perform their duties. This can consist of training available through FSI or, if FSI does not provide the training, from external training sources, and/or on-the-job training.

b. Prior to each assignment, Foreign Service officer career candidates and specialists will receive preparatory training appropriate to the position to be occupied. Subsequent training is, as a general rule, programmed at the time each onward assignment is made.

### **13 FAM 132.4 Language Training and Area Studies**

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

*(State Only)*

*(Applies to Foreign Service Only)*

a. The Office of Career Development and Assignments (*HR/CDA*) schedules appropriate language and area studies training for Foreign Service career candidates assigned to language-designated positions (LDPs). If, at the time of appointment, a candidate lacks the language proficiency required by 13 FAM 400, *HR/CDA* will arrange training in conjunction with assignment to an LDP.

b. When assigned to LDPs, specialists will receive preparatory language and area studies training appropriate for the individual employee in order to attain the proficiency specified for the position (see 13 FAM 400).

c. Familiarization and/or short term (FAST) language courses and related area studies are provided for personnel assigned to language-preferred positions (LPPs) and, to the extent that resources permit, are available for personnel proceeding to *non-LPPs or non-LDPs* (see 13 FAM 400).

## **FAM 133 MID-LEVEL TRAINING**

### **13 FAM 133.1 Objectives**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Mid-level training programs are intended to enable personnel to enhance and broaden their qualifications in their individual professional fields. For officers and specialists in both Services, mid-level training is an essential element in preparation for management and senior responsibilities. The emphasis in mid-level training is on:

(1) Skills *and knowledge* pertinent to the major functions (administrative, consular, economic and/or commercial, *public diplomacy*, and political) of the Foreign Service;

(2) Advanced instruction for Foreign and Civil Service specialists in their particular areas of expertise, specialization, and/or position of assignment;

(3) Overall management ability;

(4) Policy analysis and formulation, including a practical appreciation of the roles played by key elements of the U.S. Government and U.S. society in the conduct of U.S. foreign relations; and

(5) Specialized expertise (including, where needed, language proficiency) in foreign countries and regions.

### **FAM 133.2 Long Term Training Programs**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Long-term training and professional development programs are available from many sources, including U.S. Government training organizations, universities, and private corporations. Information on many of the professional training and development programs available to Department employees may be found in the Bureau of *Human Resources*'s comprehensive Guide to Professional Development and Training Programs for Civil Service Employees and Long-Term Training Announcement (see 13 FAM 140).

b. FSI, HR/CDA, and HR/CSP are responsible for long-term development programs. The specific programs available to Department employees vary from year to year, and are reflected in the annual Long-Term Training Announcement as well as Department Notices on specific training and development opportunities. Selection procedures and requirements are explained in the announcements, which also identify the appropriate point-of-contact in the Department. *Selections are made in accordance with merit principles.*

c. For the purposes of this subsection only, “long-term training” means training opportunities that are announced in the Long-Term Training Announcement, or that are otherwise designated as long-term training by FSI (generally training in excess of six weeks duration).

d. **University Training:** Long-term training for individual employees at universities in the United States may be provided in various subjects such as area studies, economics, management and public administration, national security, political-military affairs, communications, natural resources, labor movements, and other issues pertinent to foreign relations.

e. **Training Abroad:** Long-term training and exchange programs at institutions abroad offer unique opportunities to develop area expertise and improve language skills.

f. **Programs with nongovernmental organizations (NGOs):** Professional development opportunities are available for State Department personnel in programs sponsored by private-sector and other nongovernmental organizations such as the American Political Science Association (Congressional Fellowship Program) and the Executive Council on Foreign Diplomacy which arranges assignments with U.S. corporations. Employees interested in these programs should refer to the Notice of Assignment Opportunities Outside the Department of State, prepared and issued annually by HR/CDA.

g. **U.S. Government sponsored programs with bureau funding:** HR/CSP also announces and coordinates a number of external training opportunities for Department employees, most of which are funded by the participating employees’ bureaus. These include the USDA leadership development programs (e.g., the Executive Leadership Program for Mid-Level Employees), Congressional fellowships, and the Joint Military Intelligence College after-hours Master’s Degree Program in Strategic Intelligence.

h. **Individual study (e.g., fellowships and sabbaticals):** Through various organizations and universities, fellowships are available to Department employees for individual study programs.

i. **Assignments to other Federal agencies and to State and local governments:** Assignments to other Federal agencies, the Congress, and to State and local governments provide an additional means to achieve the goals of the mid-level training program. Information about opportunities available through the Special Domestic Assignment (Pearson) Program and other programs is disseminated annually to all posts and offices in the Notice of Assignment Opportunities Outside the Department of State prepared by HR/CDA.

## **13 FAM 134 SENIOR LEVEL TRAINING**

### **13 FAM 134.1 General**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The senior training program is directed toward Department employees, both Foreign Service and Civil Service, who can be expected to qualify for high-ranking executive responsibilities. Participants are selected from the officers who are either members of the Senior Foreign Service (SFS) and Senior Executive Service (SES) *or who are competitive for entry into the SFS and SES*. Senior training focuses on policy formulation, leadership, program direction, and the inter-agency context of U.S. foreign policy.

b. See also 3 FAM 2750 - *Executive Development Program*.

### **13 FAM 134.2 Training for Senior Representatives**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

This program is for Foreign Service personnel at the FS-1 level and for Civil Service employees at the GS-15 equivalent who have demonstrated potential to rise to the senior ranks of the Department. Each participant in the program will receive training at one of several institutions, such as the National Defense University (including the National War College and the Industrial College of the Armed Forces), the war colleges of the individual armed services, universities, or other institutions (e.g., the Atlantic Council). Selection procedures and specifics on each year's program are announced annually in the Long-Term Training Announcement.

## **13 FAM 134.3 The Senior Seminar**

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

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

The Senior Seminar is a nine-month program conducted by the Foreign Service Institute and *offers* the highest level of executive training in foreign affairs offered by the U.S. Government. Each year a limited number of highly-qualified Foreign Service and Civil Service personnel at the grades of FE-OC, SES, FO-1, and GS and/or GM-15, from the Department of State and other agencies are chosen for this course, *based upon past performance and current potential, and in accordance with merit principles.*

## **13 FAM 135 THROUGH 139 UNASSIGNED**