

13 FAM 100 ELIGIBILITY FOR AND ASSIGNMENT TO TRAINING

13 FAM 110 ELIGIBILITY FOR AGENCY SPONSORED TRAINING PROGRAMS

*(CT:TPD-03; 12-20-2007)
(Office of Origin: FSI)*

13 FAM 111 TRAINING ELIGIBILITY

*(CT:TPD-03; 12-20-2007)
(Uniform State/USAID)
(Civil Service and Foreign Service Employees)*

Eligibility for training programs offered by or through the Foreign Service Institute (FSI) is based on existing legal authorities, primarily the Foreign Service Act of 1980, as amended, and the Government Employees Training Act as codified in Chapter 41, 5 U.S.C.

13 FAM 112 TUITION COSTS

*(CT:TPD-03; 12-20-2007)
(Uniform State/USAID)
(Civil Service and Foreign Service Employees)*

- a. FSI is responsible for the establishment and collection of tuition payments for the courses it conducts. They are updated and promulgated annually based on cost-recovery guidelines.
- b. FSI is generally funded by the Department to provide its training programs to direct-hire State employees and State eligible family members at no cost to their bureau/post. However some instances exist where FSI is not funded to provide certain training programs to some categories of employees (e.g., full-time language training for Civil Service

employees, ICASS employees).

- c. All non-State participants in FSI training are subject to tuition.

13 FAM 113 RESPONSIBILITY FOR INITIATING ENROLLMENT TO TRAINING

13 FAM 113.1 Training Preparatory to Assignment

(CT:TPD-03; 12-20-2007)

(Uniform State/Agriculture/Commerce/USAID)

(Civil Service and Foreign Service Employees)

- a. When Foreign Service employees require training in order to meet the language and other requirements of an onward assignment, the Office of Career Development and Assignments (HR/CDA) will request the appropriate courses as part of the assignment process. HR/CDA will specify the training in the Assignment Notification Cable and Personnel Assignment Travel Authorization Cable, or in Form SF-50, Notification of Personal Action, authorizing the assignment. For USAID, the Personnel Operations Division (M/HR/POD) or Executive Management (M/HR/EM) will request the appropriate courses as part of the assignment and will specify the training in the assignment cable. For Commerce, the Office of Foreign Service Human Resources will request the appropriate courses as part of the assignment process.
- b. The procedure outlined in 13 FAM 113.1, paragraph a, applies to language and area training as well as to functional training such as tradecraft, political, public diplomacy, economic and consular, and administrative management courses, etc. See 13 FAM 200 for additional regulations governing selection for language training for employees and 13 FAM 600 for family members. For USAID, see ADS 458 for policies and procedures related to language training for employees and family members.
- c. Foreign Service employees must schedule training in mandatory leadership, full-time language training, and the Job Search Program through HR/CDA.
- d. With the exception of training noted in 13 FAM 113.1, paragraph c, Foreign Service employees who require training related to a current assignment may initiate a request for training themselves. Such training is subject to the approval of an employee's supervisor and bureau/post training officer.

- e. Career-related training intended to prepare Civil Service employees for potential future assignments is normally planned for through an Individual Development Plan (IDP). Job-related training is normally scheduled after an employee has moved into a new assignment. Such training is subject to the approval of an employee's supervisor and bureau training officer.

13 FAM 113.2 Long-Term Training

(CT:TPD-03; 12-20-2007)
(Uniform State/Commerce/USAID/Agriculture)
(Civil Service and Foreign Service Employees)

- a. Long-term area and language training, like other types of combined language and area training, is arranged in conjunction with onward assignments. (See 13 FAM 200 for additional information on language training. For USAID see ADS 458. For Commerce see Foreign Service Personnel Manual.)
- b. Other information on long-term training programs is contained in 13 FAH-1 H-130. For USAID see ADS 458. For Commerce see Foreign Service Personnel Manual.

13 FAM 113.3 Other Training

(CT:TPD-03; 12-20-2007)
(Uniform State/Agriculture/Commerce/USAID)
(Civil Service and Foreign Service Employees)

- a. Information on other training for professional development is contained in 13 FAH-1 H-100. Enrollment procedures for other types of training, including short courses and seminars, early-morning language instruction, correspondence and external courses, are set forth in 13 FAH-1 H-140 and 13 FAH-1 H-720 or in individual course announcements disseminated by the Foreign Service Institute (FSI) and/or the Career Development and Assignments Office (HR/CDA) through Department notices, telegrams to the field, on FSI's OpenNet Web site, and by other appropriate means.
- b. For USAID see ADS 458.
- c. For Commerce see Foreign Service Personnel Manual.

13 FAM 114 THROUGH 119 UNASSIGNED