

## **13 FAM 250 LANGUAGE TRAINING AT M/FSI/WASHINGTON**

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

### **13 FAM 251 TYPES OF TRAINING OFFERED**

#### **13 FAM 251.1 Intensive Language Training**

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

M/FSI conducts language training in Washington primarily as intensive full-time training, in order to make maximum use of the time available for training. Normally, students assigned to the Institute for full-time language study are relieved of all other duties for the duration of their language training. Only emergency situations are permitted to interrupt or shorten language-training assignments.

#### **13 FAM 251.2 Early Morning Classes**

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

As a convenience for employees during Washington assignments, M/FSI also conducts early morning classes. Such classes meet before the normal workday Monday through Friday (8:15-5:00PM) from October to June and are open to members of the Foreign Service and to other employees with a specific job-related need for the language.

### **13 FAM 252 SELECTION OF STUDENTS FOR LANGUAGE TRAINING**

*(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID)*

*(Applies to Foreign Service Employees Only)*

M/FSI provides language aptitude testing and counseling to assist offices and agencies in the selection of suitable candidates. While there is no hard-and-fast rule, scores on the MLAT of 60 or better are usually evidence that an employee is capable of doing acceptable work in a Category-B language. Similarly, candidates with MLAT scores of 50 or better are normally able to succeed in Category-A language training. A record of success in previous language training as an adult is usually a favorable indication regardless of the MLAT score. A person with a low MLAT score and no previous success in language learning is a doubtful prospect. M/FSI does not automatically exclude such persons from training, but agencies or offices assigning such students should be prepared to withdraw them and make other arrangements if, early in the course, it becomes evident that success is not likely.

## **13 FAM 253 ASSIGNMENT PROCEDURES**

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

*(Uniform State/USAID)*

*(Applies to Foreign Service Employees Only)*

Students for regularly scheduled intensive language courses may be assigned for the full course to commence training on dates published in the M/FSI Schedule of Courses. A Form DS-755, *Request for Training*, should be received by M/FSI at least two weeks prior to of the scheduled course to ensure inclusion in a projected class.

### **13 FAM 253.1 Form DS-755, Request for Training**

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

*(Uniform State/USAID)*

*(Applies to Foreign Service Employees Only)*

The Form DS-755 forwarded to M/FSI should include, under "Remarks," a specification of the level of language competence required, if the employee is assigned to a language-designated position. For all specially arranged training, a note indicating when and with whom the special arrangement was made. Billing procedures require that each student, in order to be admitted to class, have a Form DS-755 properly filled out by the assigning office with appropriate signatures.

### **13 FAM 253.2 Specially Arranged Training**

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

Training must be specially arranged in the following circumstances:

- (1) The candidate already has some proficiency in the language;
- (2) Training is to be scheduled for less than the full course;
- (3) The candidate is to study a language or to start on a date not listed in the Schedule of Courses; and/or
- (4) The Form DS-755 is not able to reach M/FSI two weeks before the training starts.

## **13 FAM 254 THROUGH 259 UNASSIGNED**