

# **13 FAM 900 EXTERNAL TRAINING PROGRAMS**

## **13 FAM 910 GENERAL INFORMATION**

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

### **13 FAM 911 SCOPE**

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

- a. To encourage employees to enhance their professional qualifications, the Department *may* pay tuition (subject to the availability of funding and within prescribed limits) for approved after-hours study in the United States and abroad and funds participation in approved training programs, including correspondence courses, conducted by other U.S. Government agencies or by non-U.S. Government organizations.
- b. To facilitate this training, the Department, through the FSI, operates the External Training Program.
- c. Tuition can either be funded centrally from the External Training Program or from an employee's bureau of assignment.

### **13 FAM 912 INFORMATION ABOUT PROGRAMS**

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

- a. Employees seeking to identify suitable external training opportunities may direct inquiries to the External Training Program, Office of the Registrar, FSI, or to their bureau and/or post training officer. Inquiries should be

specific about the type and level of training desired.

- b. Employees also may find it useful to contact educational institutions and U.S. Government agencies for catalogs and other information about training programs available outside the Department.

## **13 FAM 913 GENERAL LIMITATIONS**

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

*(State Only)*

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

- a. Training is subject to the availability of funds.
- b. Students who withdraw from an external training program for other than officially-approved reasons, who fail to complete training satisfactorily, or who voluntarily terminate their employment before completing training, are required to pay the cost of the training.
- c. All training must be approved and funded prior to enrollment. No reimbursement will be made for training costs after training has begun or been completed.
- d. Fees for extension of time in correspondence courses are the responsibility of the employee.
- e. Tuition costs may not be split. An employee cannot pay part of the course costs and the bureau or FSI pay the remainder, nor may a bureau pay part, and FSI pay the remainder.
- f. The External Training Program does not fund conferences and seminars, although bureaus and/or posts may. Requests must be submitted through the External Training Program.
- g. Requests for external training will not be approved if similar training is available at FSI.
- h. The U.S. Government does not fund training to obtain an academic degree except for certain shortage occupations, or if the degree is merely an incidental byproduct of the training.
- i. The Department has the authority to require employees to agree to continue in service for specified periods of time as a condition of authorized training.

## **13 FAM 914 LIMITATIONS ON AFTER HOURS STUDY**

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

*(State Only)*

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

- a. Courses offered for credit must be taken for credit, and noncredit courses are approved only in exceptional cases.
- b. The Foreign Service Institute's External Training Program does not pay for books and registration fees. Bureaus, however, may decide to fund these costs separately out of their own budgets.
- c. After-hours language study may be authorized in cases when extraordinary justification exists to provide language training at local educational institutions.

## **13 FAM 915 THROUGH 919 UNASSIGNED**