

U.S. DEPARTMENT OF STATE



AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT



# PARTICIPANT HANDBOOK

## WELCOME

“Welcome to the United States as a participant in the international training program of the Agency for International Development. For many years we have worked to perfect training programs and systems that provide you the opportunity to acquire skills and knowledge for which your country has expressed a need.

“The learning is, of course, not all on your side. We have also learned much from our continuing relationships with others like yourself. We have broadened the base of our understanding. I hope that you will, too.

“I hope you will find the training experience not only richly rewarding but also pleasant and that you will make warm and lasting friendships in the United States. It is my sincere belief that this exchange of knowledge about our different cultures and the friendships born of the exchange are among the highest rewards of the international training program.”

A handwritten signature in black ink, reading "Daly C. Lavergne". The signature is written in a cursive style with a large, stylized initial "D".

DALY C. LAVERGNE  
*Director, Office of International Training*

**AGENCY FOR  
INTERNATIONAL DEVELOPMENT**

Revised August 1966

**PARTICIPANT  
HANDBOOK**

# CONTENTS

I INTRODUCTION .....	1
The Goal of International Development .....	1
II ORGANIZATION OF THE TRAINING PROGRAM .....	3
Planning and Organizing .....	3
Orientation .....	4
III TRAINING PROGRAM AND TRAINING OFFICERS .....	7
The A.I.D. Program Development Officer and Other Advisors .....	7
The Counseling Branch .....	7
The Participant Support Section .....	7
Adherence to Objectives .....	8
Extension of Training Time .....	9
Academic Degrees .....	9
Schedules and Appointments .....	9
Official and Personal Mail .....	9
Training Reports .....	10
IV ADMINISTRATIVE RULES AND REGULATIONS .....	11
Identification and Protection .....	11
Passports and Visas .....	12
Sickness and Accident Insurance .....	12
Immigration and Naturalization Service .....	13
Maintenance Allowance (Livings Costs) .....	15
Other Program Allowances .....	16
Income Tax Exemption Forms .....	16
Driving Automobiles and Other Vehicles .....	18
Dependent Relatives .....	18
Program Travel in the U.S. .....	18
Baggage and Weight Allowances .....	20
International Return Travel .....	20
Shipment of Program-Related Training Materials .....	21
Independently Financed Participants .....	22
V YOUR LIFE IN THE UNITED STATES .....	24
Housing Facilities .....	24
Home Hospitality .....	24
Public Information .....	24
VI PROGRAM TERMINATION ACTIVITIES .....	26
The Exit Interview .....	26
Communication Seminar .....	26
Personal Mail and Your Return .....	26
Your Certificate of Achievement .....	27
Your Contribution to Your Country's Program .....	27

## ILLUSTRATIONS

Project Implementation Order Participant (PIO/P) .....	3
Biographical Data Form .....	4
Change of Address Card .....	10
Identification Card (Regular) .....	11
Identification Card (Contract) .....	11
Insurance Letter .....	12, 29
Claim Notice Forms .....	12
Address Report Card .....	14
Alien Registration Card .....	14
U.S. Departing Alien Income Tax Statement .....	16
Shipment Instruction Forms .....	22, 23
Certificate of Achievement .....	27
Airport Limousine and Taxi Rates .....	31
Declaration of Contents .....	33-44

# I. INTRODUCTION

## The Goal of International Development

Today, in countries all over the world, industrious and ambitious people are seeking a better way of life. Through national development they hope to increase the purchasing power of their countries, raise the standard of living, and win greater independence and prestige for their nations.

To support this goal, the Congress of the United States has, among other things, authorized the Agency for International Development (A.I.D.) to provide training and the exchange of technical information between the United States and those countries which show a serious desire for self-improvement. The training and exchange may be in health, agriculture, industry, education, public administration, and other fields of activity. Through A.I.D., your country and the United States share the expense of carrying out programs for economic and social development.

That expense is not in money alone, but in manpower, in materials, and in effective planning and self-help. After careful study of the resources and facilities available in your country, mutual agreements have been reached between your country and the United States on the best approaches to the problems of providing the desired assistance. Long-range plans have been made for further development of the program.

As part of these agreements, you have been selected, because of your

particular qualifications and demonstrated motivation, to participate in a mission of importance for you, your country, and the United States. The opportunity you now have to acquire new knowledge and to apply it, on your return, for the benefit of your fellow



countrymen, places great responsibility on you. Your government expects you to acquire knowledge and techniques that can be brought back and shared with your countrymen. The success of your training involves not only your own diligence and sincerity in your work, but also your close cooperation with your American advisers.

Your Program Development Officer is responsible for your actual program—for tailoring it to specific needs of your country. Your various teachers and advisers, whether in government agencies, academic institutions, or industrial plants, are specialists in their fields and want to share their knowledge and experience with you. To realize the greatest possible good from

your period of training, you, in turn, must be willing to seek, evaluate, and follow the advice of these people who are trained to guide you.

Not only are your government and countrymen interested in the success of your training, but the people of the United States are interested as well. They will be assisting you and encouraging your progress, confident that, after your return, you will use your new knowledge and skill for the benefit of your country. While you are here, you will have the opportunity to observe the U.S. Government at work. You will be able to visit American homes, families, and community organizations. You can participate in new forms of recreation and observe new habits of daily life. You will become acquainted with the social and political ideas and activities of Americans who are the potential leaders here, just as you are in your own country.

Although this Handbook is directed to you, as an A.I.D. participant, it has also been given to A.I.D. Program Development Officers, participating agency specialists, training facility advisers, and to your USAID Training



Officer. The following chapters give advice and information on administrative procedures and A.I.D. regulations that apply to your training program in the United States.

## II. ORGANIZATION OF THE TRAINING PROGRAM

### Planning and Organizing

Plans for your program started when officials from your country and the United States decided that a participant training program for professional and technical skills was one of the needs for your country's development. In order to receive the best training possible to meet the program's requirements, much information was gathered and reviewed by your government and the USAID Mission in your country before you came to the United States. This information was passed on to AID/Washington for the use of the Program Development Officer, who plans your program and is responsible for your welfare while you are in the United States.

The important documents related to your training are:

A. *The Project Implementation Order/Participant (PIO/P)* which contains the following details:

1. The proposed length of training, and the proposed starting date.
2. The relationship of your training to the plan for the continuing development of your country.
3. The statement that this specialized training is not provided in your country by other U.S. agencies or by agencies of the United Nations.
4. The assurance by your government that you will be assigned, upon return to your country, to a position at least equal to that which you held prior to the train-

ing, and in which you can apply your new knowledge.

B. *The Biographical Data Form (Bio-data)* which you have filled out lists your education, work experience, language ability, and your special technical interests. This information is used to help shape the program to your individual needs. This form also includes your agreement to accept and to follow the program arranged for you.

If you are scheduled for formal academic training, a transcript of your

PIO/P		DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/PARTICIPANTS		1. Cooperating Country	2. PIO/P No.
4. Appropriation Symbol		5. Desired Starting Date		4. No. Participants	
6. Allotment Symbol		7. Terminal Starting Date		7. Original or Amendment	
11. AID Financing		10. Location and Duration of Training		<input type="checkbox"/> U.S. _____ weeks <input type="checkbox"/> Third Country _____ weeks	
AID	AUTHORIZED AGENT	TYPE OF EXPENSE	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)
		(a)			
		(b) Int. Travel			
		(c) Mater. Advance			
		(d)			
		(e)			
		(f)			
		(g)			
		(h)			
		(i)			
		(j)			
		(k)			
12. Cooperating Country Financing \$1.00 +		A. Trust Account No.		C. Authorized Agent	
13. U.S. Trust Account		B. Allotment Symbol		D. Currency Unit	
				E. Amount	
14. Special Provisions					
<input type="checkbox"/> The signature of a cooperating country official appears on the originating PIO/P document. <input type="checkbox"/> The signature of a cooperating country official covering this order is on file in the US AID.					
Date of Original Issuance				FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT	
Date of This Issuance					

college and high school credits is included, for review and evaluation of your abilities by the institution in which you will be assigned for study.

When these documents are received in Washington, they are given to your *Program Development Officer*, who

visor and with A.I.D. officers, you have received various information: the objective of your training, administrative and travel instructions, and general orientation materials about life and customs in the United States.

In all probability you have been given an English language test. You may have received a period of English instruction. These procedures are followed to make certain your English language ability is adequate for your training program in the United States.

*Washington, D.C.* — On arrival in Washington, you may first go to the Washington International Center, where participants usually remain from one or two days to a full week to take part in a cultural orientation program. You will hear talks from American academic, business, and professional people about the ways of life in the United States: government, customs, and religions.

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
PARTICIPANT BIOGRAPHICAL DATA  
Page 1 of 2 Pages

1410 110-2 (10-57)

SPACE FOR PHOTOGRAPH  
Attach photos by paper clips. Do not staple or glue. Print your name on back of photos. Obtain additional for your visa.

**I. TO BE COMPLETED BY MISSION**

1. Attachments  
 TRANSCRIPTS  
 DEPENDENT CERTIFICATION  
(Other-Specify)

2. Present Employment  
A.  GOVERNMENT  
 PRIVATE  
 JOINT

3. PID/P No.

4. Project/Activity No. and Title

5. Cooperating Country

6. Desired Starting Date

7. Duration of Training  
YOURS \_\_\_\_\_ WEEKS  
U.S. \_\_\_\_\_ WEEKS COUNTRY \_\_\_\_\_ WEEKS

**B. LANGUAGE PROFICIENCY**  
(1) English Language Proficiency—ADULT/ADJUV TEST SCORES  
Given Written Oral Vocabulary Reading Listening Other

(2) TEST SCORES AND RATINGS  
(2) Proficiency in Other Language(s) for Third Country Training  
Language(s) Speaking Reading Other

**B. ENGLISH PROFICIENCY STATUS**  
(1) If means or ratings have not yet been given, indicate approximate date score will be reported.  
(2) If English tests or foreign language proficiency are more advanced, indicate type of training, and give reasons and/or authority in comments section:  Language Ability Unquestioned  Country Waiver  Special Program  Interpreter(s) to be provided  
(3) If further language training is necessary, indicate approximate length: in home country \_\_\_\_\_ in receiving country \_\_\_\_\_  
(4) If means or new ratings are to be given, indicate approximate date scores or ratings will be reported.  
COMMENTS: (Expansion of Section A and B, and/or supplementary information.)

**II. PARTICIPANT'S PERSONAL HISTORY**

1. Name (Mr., Mrs., Miss) (Last or Surname in Capital letters; First, Middle) Sex  MALE  FEMALE 3. Country of citizenship

4. Address (Street, City or Town, Country) 5. Date of Birth (Day, Month, Year) 6. Place of Birth (City, Country)

7. Name of Spouse (if married) 7a. Date of Birth (Day, Month, Year) 7b. Place of Birth (City, Country)

8. Person at home to be notified in case of emergency (Name, Address, Relationship and Telephone, if any)

9. Person in country of training to be notified in case of emergency (Name, Address, Relationship and Telephone, if any)

10. Have you ever been abroad?  YES  NO If "Yes", complete the following:

A. Country	B. Dates		C. Purpose (Training, Travel, etc)	D. If for Training, Indicate	
	From	To		(1) Type of Program	(2) Sponsor (AID, UN, etc)

11. Education

A. Total No. Years of Schooling	B. Name of College or University	C. Dates Attended	D. Major Field of Study	E. Degree or Certificate	F. Date Received

12. Special Knowledge, Skills, and Qualifications (List Laboratory Courses, Licenses, Honors, Patents, Publications, etc.)

plans your program and stands ready to assist you. Other agencies of the United States Government often provide the specialized technical training under agreement with A.I.D. When this is done, the cooperating agency also designates a *Program Specialist* to assist you. This Program Specialist works closely with your A.I.D. Program Development Officer, who has the final responsibility for your program and to whom you may turn for counsel in any problem situations.

### Orientation

*Pre-departure*—Before leaving your country, in meetings with your super-



The Center remains open evenings and Saturdays and provides informal recreation for participants who desire it. Visits are arranged to the U.S. Congress, to national monuments, schools, and other institutions, and with American families.

On the day that your program begins at the Center, you will attend an administrative orientation session at A.I.D.'s Office of International Training, where you will be instructed in participant training policies, and learn the program rules and regulations. Following this session, you will meet your A.I.D. Program Development Officer, discuss your program, and receive



further instructions for the conduct of your training. If the technical training is to be conducted by a government agency other than A.I.D., you will be referred to the Program Specialist in that agency, too.

If your A.I.D. Program Development Officer determines that you need additional English training, you will attend classes at the American Language Institute of Georgetown University in Washington, D.C. There you will receive additional instruction by a staff of highly skilled English language teachers.

*Pre-University Workshop* — If you have been programmed for academic training, you may be sent to the Pre-University Workshop, which is held for two weeks in August of each year. The Workshop will give you a better understanding of American universities. Discussions will be held on such topics as university regulations, preparing classroom assignments, taking notes of lectures, examinations, and library and research facilities. The Workshop will also be helpful in your adjustment to the social life of the university.

*Christmas and Summer Programs* — For academic students, special programs may be arranged during school recess periods which give additional opportunities to take field trips connected with training programs, live with American farm families, or visit American cities where unpaid volunteers serve as guides to cultural centers. The visitor's visa given to A.I.D. participants does not permit you to work for pay, as American students often do during vacation periods. Holidays can be profitably spent enlarging your training experiences. In-travel status per diem rates apply during these special programs, if you spend

less than 30 days in the same city, and travel expenses are covered by A.I.D.

*Special Seminars* — During the latter part of your technical training, you may have the opportunity to attend a one-week "Seminar on Communication of Skills and Ideas" designed to prepare you for return to your country and the challenge of the work awaiting you. (For more information about this seminar, see Chapter VI.)

Other seminars conducted for A.I.D. participants provide short intensive discussion courses on United States social, economic, and political institu-

tions. Participation in one of the seminars can be scheduled either in the middle or near the end of your program. The seminars are intended for participants whose professional interests and pursuits require a broader knowledge of American government, politics, and economy than has been included in the purely technical portion of the training program.

The A.I.D. Program Development Officer or cooperating agency Program Specialist generally selects the participants he thinks will benefit from these seminars.

### III. TRAINING PROGRAM AND TRAINING OFFICERS

#### **The A.I.D. Program Development Officer and Other Advisors**

Your A.I.D. Program Development Officer is responsible for your training while you are in the United States. You will meet him shortly after your arrival in Washington, D.C., and he will remain your principal contact here.

The Program Development Officer is a member of the staff of the Office of International Training in A.I.D. He is familiar with your field of activity and specializes in the needs of your part of the world. Sometimes he has had a tour of duty there, perhaps in your own country.

You will also have other advisors to help you. If your program is planned or implemented by the Department of Agriculture, or another U.S. Government Agency, you will have (in addition to your A.I.D. Program Development Officer) a Program Specialist from that agency to advise you. On American college campuses you will find a Foreign Student Advisor who is an official of the college and who will assist you with problems that arise in your academic training. If you are a contract participant, you will have a campus coordinator. Your campus coordinator or your Training Facility Advisor (the person on your campus who is your official program contact) can usually provide you with the special forms that will be explained later on in this Handbook: shipping labels, Declaration of Contents, insurance claim forms, etc.

All of these people are anxious to help in your adjustment to life here, and to make you feel "at home". Do not hesitate to ask questions and discuss problems with them; they are happy to give you help and advice.

#### **The Counseling Branch**

In some cases, you may feel the need for consultation and advice on personal matters such as illness, special circumstances of your training situation, or adjustment to American life. In these instances, contact your Program Development Officer. He will try to solve your problem or he may call upon the Counseling Branch of the Office of International Training for assistance.

The Counselors work cooperatively with you and your Program Development Officer for your personal welfare. Their job is to resolve personal problems which arise during your stay in the United States, and to help create the best possible training situation. You will thus be aided in receiving the maximum benefits from your training program.

#### **The Participant Support Section**

A.I.D., in general, will do its best to deal with minor administrative details, so that you can apply yourself fully to your studies. Many of these details will be handled by your Program Development Officer with the assistance of the Participant Support Section. However, you can contact the Participant Support Section directly on the following matters:

1. *Shipment of Printed Materials*

Extra shipping labels and Declaration of Contents forms for the shipment of your printed materials can be ordered directly by providing the following information: your name, country, PIO/P number and the name of your Program Development Officer. Mail for the Participant Support Section should be addressed as follows:

Participant Support Section  
Administrative Division  
Office of International Training  
Agency for International Development  
Washington, D.C. 20523

For those in academic status, additional package labels and declaration of contents forms can be obtained from the Training Facility Advisor on your campus, or in the case of contract participants, from the Campus Coordinator.

2. *Health and Accident Insurance*

Additional insurance claim forms can be obtained directly from the Participant Support Section by providing the following information: your name, PIO/P number, your arrival date in the United States and the termination date of your program. If you have not been reimbursed within a reasonable period of time for medical bills sent to the insurance company, you should write directly to the insurance company. All corre-

spondence should include your name, PIO/P number, and the number of your insurance claim. (This number will be known to you, only if you have had previous correspondence with the insurance company.)

**Adherence to Objectives**

Before you leave Washington, D.C., it is important that you completely understand your program as well as the relationships between your training and the objectives described in the PIO/P. Two points of great importance are these:

1. Your program is based upon an official request from your government. It is designed to conform to the needs of your country's development assistance plan, although an effort will be made to meet your own reasonable personal desires.
2. Your program was reviewed and approved before you left home. Any later change in training plans must be approved by officials of both your government and the United States. The plans that have already been made involve many individuals in the United States — often great distances apart — who know your requirements and who have planned in advance to receive you on specified dates. Any changes in the program may delay your schedule and seriously inconvenience a great many people cooperating in your training. The result of

such a change may be the loss of excellent opportunities to benefit from pre-planned training courses.

### Extension of Training Time

It is seldom possible to approve a request to extend the time limit of a training program. In rare cases, an extended stay in the United States is approved if it is based on new demands and requirements in your country's program which call for additional training. The request for an extended stay must be initiated by your own government, and receive full authorization from both your government and officials of A.I.D.

### Academic Degrees

A participant's technical program will include obtaining an academic degree only if it is an essential part of the requested training plan. The need for the degree must be clearly established and set forth in the PIO/P.



### Schedules and Appointments

You should make a most serious effort to adhere to travel schedules, and be on time for all appointments, meetings, and classes. You can use your time to best advantage if you meet the people who are ready to assist you at the appointed hour. You depend on these people for help; but they, in turn, depend upon your cooperation. Most Americans rate punctuality highly.

### Official and Personal Mail

Before you left your country, your USAID Training Officer gave you a temporary address in Washington for your personal mail. This includes your name, followed by a five-digit code number which indicates your A.I.D./Washington Program Development Officer, as shown below:

Your Name . . . . (5-digit code number)  
Agency for International Development  
Washington, D.C. 20523  
U. S. A.

If you are programmed by the U.S. Department of Agriculture, however, you will get a slightly different temporary address, which will look like this:

Your Name .....  
PIO/P No. (first and last segments)  
c/o (Name of your Program Specialist)  
U.S.D.A. - I.A.D.S.  
Washington, D.C. 20250  
U. S. A.

If you will be travelling constantly while you are in this country, then

have all your mail addressed as shown above.

If you are going to be studying at a fixed location, the temporary address should only be used until you find a permanent place to live, or until you reach a location where you will spend one month or more. You can then have your correspondents write directly to you.

*Writing Your Program Development Officer* — You will be supplied official, pre-addressed envelopes for your use in writing to your Program Development Officer. These envelopes require no stamps, but they must be used only for official business, such as mailing reports.

Similar envelopes are also provided by other government agencies, except the Department of Agriculture. If you are being trained by the Department of Agriculture, or if a private institution is training you, you will have to pay regular U.S. postage on mail to your Program Specialist.

*Notice of Change of Address*—To be sure all mail reaches you as quickly as possible, you must advise your Program Development Officer promptly each time you move to a new address. (He will provide you with a special "Change of Address" card, which re-

NAME (Last)		(First)	(Initial)	COUNTRY
PIOP NUMBER		UNIVERSITY OR TRAINING INSTITUTION		
PLEASE SEND MY MAIL TO: (New address)				
NEW TELEPHONE NUMBER		TERMINATION DATE OF NEW ADDRESS	TODAY'S DATE	
AID-13-135 (5-59) CHANGE OF ADDRESS CARD				GPO 933564

quires no postage.) Both your personal mail and your maintenance allowance checks may be delayed unless your Program Development Officer or Program Specialist knows your correct address.

### Training Reports

The Participant Location and Expenditure report must be submitted monthly by participants programmed directly by A.I.D. Participating agencies like the Department of Agriculture, the Federal Aviation Agency, etc., have their own reporting requirements which will be explained to you by their Program Specialists. Many participants are required to submit progress and narrative reports, but since reporting requirements differ depending on the agency programming your training, requirements will be explained to you by your A.I.D. Program Development Officer or your Program Specialist in another agency.

# IV. ADMINISTRATIVE RULES AND REGULATIONS

## Identification and Protection

*Identification Cards* — Before you left your country, you were asked to carry an extra passport-size photograph to the United States. When you report to A.I.D. headquarters in Washington for your orientation, you will be given an Identification Card, to which your picture will be attached. (Your

name will be typed on your card as it appears on your bio-data form. The name you have chosen to be called by, according to the custom of your country, will be in capital letters.)

This is a combination insurance-identification card. One side (the side with your picture) will show that you are a participant in the training pro-

THIS IS TO CERTIFY THAT

\_\_\_\_\_

NAME

\_\_\_\_\_

COUNTRY

IS VISITING THE UNITED STATES AS A PARTICIPANT IN A STUDY AND TRAINING PROGRAM. THE U.S. GOVERNMENT WILL APPRECIATE COURTESIES EXTENDED THIS PARTICIPANT.

PROJECT NO.

Sickness and Accident coverage have been provided through the Fidelity Bankers Life Insurance Co. (Policy GM-245) Maximum coverage - \$750/52 weeks for each illness or accident, with a \$10 deductible for each illness.

SIGNATURE \_\_\_\_\_

D

INTER Effective Date of Coverage:

\_\_\_\_\_

SIGNATURE - PROGRAM DEVELOPMENT OFFICER

Dudley 2 \_\_\_\_\_

AID-13-19 (10-64)

THIS IS TO CERTIFY THAT

\_\_\_\_\_

NAME

\_\_\_\_\_

COUNTRY

IS VISITING THE UNITED STATES AS A PARTICIPANT IN A STUDY AND TRAINING PROGRAM. THE U.S. GOVERNMENT WILL APPRECIATE COURTESIES EXTENDED THIS PARTICIPANT.

CONTRACT NO AND PIO/P. NUMBER  
IF APPLICABLE

Unless Contractor provides other insurance, Sickness and Accident coverage has been provided through the Fidelity Bankers Life Insurance Co. (Policy GM-245) Maximum coverage - \$750/52 weeks for each illness or accident, with a \$10 deductible for each illness.

SIGNATURE \_\_\_\_\_

D

INTER Effective Date of Coverage:

\_\_\_\_\_

SIGNATURE  
AID-CAMPUS COORDINATOR

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

AID 1380-39A (4-65)

gram of A.I.D.; the other will show that you are covered by medical insurance which A.I.D. provides. (Contract participants receive a special card which calls for the contract number, instead of the PIO/P number.)

You should carry this Identification Card with you at all times. If it is lost, notify your A.I.D. Program Development Officer *immediately* so that he can issue a new card.

**Passports** — The passport issued by your government should be valid for at least six months beyond the estimated date of completion of your training program. If it is not valid for this length of time, forward it by registered

mail to your Embassy in Washington, DC., with a request that it be extended to the required date and returned to you. If you are in Washington, visit your Embassy or Legation to have the expiration date extended.

**Visas**—You will complete a Visa Information Card (AID Form 1380-16) when you attend orientation in Washington, or the form will be sent to you if you report directly to your training institution (See attachment 5). The Card will be filed by the Participant Support Section and you will be notified if your visa must be extended.

**Sickness and Accident Insurance** — It is necessary for you to be covered by sickness and accident insurance while training in the United States. A.I.D. pays the premium for A.I.D.-financed participants. Independently financed participants are required to have the same insurance, but pay their own premiums (see Page 23). The policy is effective upon your arrival date in the U.S., or the date your official program begins, if you arrive early for personal reasons, and terminates on your departure date or the date your official pro-

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20533

Dear Participant:

This letter describes the benefits provided by the health and accident insurance plan under which you are insured from the date your training program begins in the United States, Puerto Rico or the Canal Zone until your program is over. This coverage is provided by the Fidelity Bankers Life Insurance Company (Policy No. GM-245).

If you need medical attention this letter must be shown to the doctor or hospital. It is your responsibility to see that doctors and hospital are fully informed about this coverage and about the correct procedure for obtaining payment. Keep this letter but advise the doctor or hospital an reimbursement procedure. (You may get a claim form from the Participant Support Section, A.I.D. Washington, D. C., or your University Campus Coordinator. Your request to A.I.D. must include the dates of coverage, PIO/P and/or Contract Number, and your home country. This information can be found on your A.I.D. Identification Card.

**A. Insurance benefits will cover:**

- Sickness.** — The insurance company will pay medical expenses for each separate sickness (including doctor's fee; reimbursement to you for prescription costs; semi-private hospital room and board; nurses; and ambulance charges) up to a maximum of \$750.00 for a period of 52 weeks following the date of the first visit to or by a physician, PROVIDED you personally pay the first \$10.00 of expense for each separate illness. (In submitting claims, you must furnish receipts as evidence that you have paid the first \$10.00 required of you.)
- Accidents.** — You are not required to pay the first \$10.00 for treatment of an injury caused by an accident. For each accident the insurance company will pay medical expenses (including doctor's fees; reimbursement to you for prescription costs; semi-private hospital room and board; nurses; and ambulance charges) up to a maximum of \$750.00 for a period of 52 weeks following the date of the accident.
- Dental Services.** — The insurance company will pay dental costs which are (1) the result of accidental injury to you; or (2) for the emergency relief of excessive pain.  
Dental costs from accidental injury to you will be covered to the same extent as any other accidental injury, and you do not have to pay the first \$10.00 of such expense. However, you do have to pay the first \$10.00 of expense involved in treatment or extraction of a tooth for the emergency relief of excessive pain.
- Eyeglasses.** — The insurance company will pay for replacing your eyeglasses if they become broken as the result of accident in which you are involved.

**B. The insurance company will NOT cover:**

- The first \$10.00 of expense for any one sickness.
- Costs of dental care other than those described in paragraph A.3.
- Hospital room and board charges in excess of the normal charges for semi-private accommodations.
- Medical costs in excess of \$750.00 for any one illness or accident.
- Medical costs for any one illness for a period of more than 52 weeks after date of visit to or by a physician.
- Medical costs for any one accident for a period of more than 52 weeks after date of accident.
- Medical costs caused by intentional self-inflicted injury or attempted suicide.
- Medical expenses incurred while on active duty in military or naval services of any country of war, or loss caused by any act of war.

AID 1360-B (A-68)

AGENCY FOR INTERNATIONAL DEVELOPMENT  
ACCIDENT AND SICKNESS POLICY - GM-245

**NOTICE OF CLAIM**

TO BE COMPLETED BY A.I.D. REPRESENTATIVE (Please type or print)

Name of Participant \_\_\_\_\_ Dates of coverage: From: \_\_\_\_\_ To: \_\_\_\_\_

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AGENCY FOR INTERNATIONAL DEVELOPMENT  
ACCIDENT AND SICKNESS POLICY - GM-245

**SUPPLEMENTARY STATEMENT**

Name of Participant \_\_\_\_\_ Dates of coverage: From: \_\_\_\_\_ To: \_\_\_\_\_

Street Address \_\_\_\_\_ Home Country: \_\_\_\_\_ PIO/P or AID: \_\_\_\_\_ Contract No.: \_\_\_\_\_ (Use original PIO/P No. and subsequent ones, if any)

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

1430

gram ends, if you stay later for vacation purposes. The insurance letter (Form AID 1380-6) and claim form instruction sheet (attachments 1 and 2) explain the coverage in detail.

The insurance will pay for your medical expenses, in case of sickness or accident, up to a total of \$750 for each accident or illness, for a period of 52 weeks from the date of the first visit to a physician. The policy is a "\$10 deductible" type; this means that you must pay the first \$10 of the expenses for any one illness. Additional expenses up to the maximum of \$750 will be paid by the insurance company. (If you are injured in an accident and need medical treatment, then the insurance company will meet all costs up to the \$750 maximum). The terms of the policy will cover you while you are training in the continental United States, Hawaii, Puerto Rico, Canada, or the Panama Canal Zone.

If your medical expenses exceed \$750, or if one illness lasts more than 52 weeks, you must make arrangements to meet the additional costs. A.I.D. is not responsible for medical costs beyond the insurance agreement.

If you should require doctor or hospital care while you are in the United States, you or your doctor should notify your A.I.D. Program Development Officer immediately. If you should need a claim form, you can get one from your Campus Coordinator or Training Facility Advisor; or you can send a request directly to the Participant Support Section, Administrative Division, Office of International Training A.I.D.,

Washington, D.C. 20523. Your request to A.I.D. should include: effective date of coverage, termination date, name, address, PIO/P or contract number, and your home country.

If you are hospitalized, you will continue to receive the normal maintenance allowance during the first seven days. After the seventh day, your allowance is reduced to \$3 a day for a hospital stay of five further weeks or less; and it is reduced to \$2 a day if you are in the hospital still longer. This is because your room and food are being provided by the hospital and your insurance policy is paying for them. When you are released from the hospital, your normal maintenance allowance resumes.

It is wise to arrange insurance coverage like this for any of your dependents who accompany you, or who later join you in the United States. The insurance costs \$6 a month per dependent, payable quarterly. Arrangements can be made to obtain this sickness and accident coverage from the C. A. Shortt Agency, 1925 "K" Street, N.W., Washington, D.C. 20006. You must pay the insurance costs for your dependents.

*Immigration and Naturalization Service*—A United States law requires that all persons who are not U.S. citizens must register their latest address during the month of *January* each year. An "Address Report Card" is used for this purpose; you can get it at any United States Post Office during January. You should fill in the information while you are at the Post Office (see the

special note below) and hand the card to the postal clerk.

You are also required to report your place of residence every three months. Form AR-11, "Change of Address", is used for this purpose. It is required whether or not your address has changed during the three-month period. The card is available at the main Post

Office in any city where you will be in training.

**SPECIAL NOTE:** When you fill in either of these forms, check the space marked "other" and insert "J-1" in the blank space after "other". The question is not to find out what you are doing, but to show what kind of visa you have. As an A.I.D. participant, you

1966 ALIEN ADDRESS REPORT		(1) MY NAME IS	(2) MY REGISTRATION LETTER AND NUMBER ARE
<b>INSTRUCTIONS</b> READ CAREFULLY BEFORE FILLING OUT THIS CARD. COMPLETE ALL ITEMS. PRINT OR TYPE ANSWERS.  ITEM (2) - LOOK AT THE NUMBER ON YOUR ALIEN CARD. THE NUMBER MAY HAVE THE LETTER "X" BEFORE IT. COPY ON THIS CARD THE LETTER AND NUMBER EXACTLY AS THEY APPEAR ON YOUR ALIEN CARD.  ITEM (3) - IF YOU ARE A PERMANENT RESIDENT OF THE UNITED STATES, STATE YOUR PERMANENT ADDRESS. IF NOT, SHOW YOUR ADDRESS IN THE UNITED STATES AS OF THE DATE OF THIS REPORT.  ITEMS (12) AND (13) - IF NEVER EMPLOYED IN THE UNITED STATES, WRITE NONE IN ITEMS (12) AND (13).  WHEN COMPLETED-- HAND THIS CARD TO CLERK IN ANY U.S. POST OFFICE. DO NOT MAIL DO NOT FOLD OR TEAR FOR GOVERNMENT USE ONLY		(FAMILY) (FIRST) (MIDDLE)	
		(3) MY ADDRESS IN THE UNITED STATES IS (FILL IN ALL APPROPRIATE ITEMS)	
		(IN CARE OF) (APARTMENT NUMBER) (STREET ADDRESS OR RURAL ROUTE) (CITY) (COUNTY) (STATE) (ZIP CODE)	
		(4) MY SEX IS (5) I WAS BORN IN (COUNTRY) (6) THE DATE OF MY BIRTH IS (7) I AM A CITIZEN OF (COUNTRY)	
		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE (DAY) (MONTH) (YEAR)	
		(8) I ENTERED THE UNITED STATES AT (9) I ENTERED THE UNITED STATES ON (10) I AM IN THE UNITED STATES AS (CHECK ONE)	
		(PLACE OF ENTRY) (DAY) (MONTH) (YEAR) <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> STUDENT	
		<input type="checkbox"/> VISITOR <input type="checkbox"/> EXCHANGE ALIEN	
		(11) I HAVE LIVED AT THE ADDRESS SHOWN IN ITEM (3) FOR (NUMBER OF YEARS) (12) OCCUPATION IN THE UNITED STATES	
		(NAME OF FIRM OR COMPANY) (STREET ADDRESS) (CITY) (STATE)	
		(14) IF YOU ARE OVER 18 YEARS OF AGE AND HAVE BEEN IN THE UNITED STATES AS A PERMANENT RESIDENT FOR OVER 5 YEARS, CHECK ONE ANSWER BELOW.	
		(A) <input type="checkbox"/> I HAVE APPLIED FOR UNITED STATES CITIZENSHIP	
		(B) <input type="checkbox"/> I HAVE NOT	
		(15) I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE.	
		SIGNATURE OF ALIEN (IF UNDER 14 YEARS OF AGE, SIGNATURE OF PARENT OR GUARDIAN) DATE	
		696235 BSC SIGN YOUR NAME AND INSERT THE DATE ON WHICH YOU FILLED OUT THIS CARD.	

ALIEN REGISTRATION NO.: _____ (Copy letter and number from registration receipt or other alien certification document)	I AM IN THE UNITED STATES AS: (Check one) <input type="checkbox"/> VISITOR <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER _____ (Specify)
MY NATIONALITY IS _____	I WAS BORN ON _____ (Date)
MY NAME IS _____ (Last) (First) (Middle)	
MY PRESENT ADDRESS IS: _____ (Street address or rural route) (City or post office) (State)	
(IF ABOVE ADDRESS IS TEMPORARY) I EXPECT TO REMAIN THERE _____ YRS. _____ MOS.	
MY LAST ADDRESS WAS: _____ (Street address or rural route) (City or post office) (State)	
I WORK FOR OR ATTEND SCHOOL AT _____ (Employer's name or name of school)	
_____ (Street address) (City or post office) (State)	
I ENTERED THE UNITED STATES AT _____ ON _____ (Port of entry into United States) (Date of entry)	
(IF NOT A PERMANENT RESIDENT) I WAS ADMITTED TO THE U. S. A. UNTIL OR RECEIVED AN EXTENSION OF STAY UNTIL _____ (Date)	
DATE _____ (SIGNATURE) _____	

have an exchange visitor's visa, with requirements that differ from an ordinary student's visa. You will be told, during your orientation period, how to fill out the address-report forms correctly.

### **Maintenance Allowance and Living Costs in the U.S.**

If you are in academic status, A.I.D. will pay your tuition and fees directly to the school or agency training you. You will receive additional money, called your "maintenance allowance", to pay for lodging and other expenses. The exact amount of money you will receive is determined on the basis of cost-of-living studies for the particular city where you will be in training.

The \$240 advance maintenance payment, which was given to you before you left your country, was not intended to be used *before* your arrival in the United States. You will need it for initial living expenses until you receive your first maintenance check.

There are two levels of maintenance allowance: the in-travel and the in-residence allowances. The in-travel allowance is the higher amount, and it will apply to the first 20 calendar days in the U.S.

There are two types of in-residence allowance: academic and non-academic. Participants who attend colleges or universities for three months or more have academic in-residence status. All other participants have non-academic in-residence status if they remain in one city 30 days or longer.

There is a maximum in-travel allowance for all participants. For partici-



pants who have in-residence status, individual per diem rates will apply. There are different rates for various parts of the country, depending on the cost of living in each locality. As soon as you know where you will be in training, your Program Development Officer can tell you the rate that applies.

If you are in-residence status and have to take field trips, you will be given the higher in-travel allowance while you travel, provided you stay overnight. When you return from the field trip, your allowance will revert once more to the in-residence rate.

If you should serve as an intern in a hospital which provides room and board plus a small allowance, or in some other training situation in which you receive a maintenance allowance or salary, the allowance paid directly to you by A.I.D. will be reduced in proportion. The total

you receive is the same as the amount to which the program entitles you.

Whether you receive all your allowance from A.I.D., or part from A.I.D. and part from a training institution, you are normally entitled to exemption from the U.S. Federal Income Tax.

1. Name (Please type or print)			
2. U.S. address (Number and street or rural route)		(City)	(State)
A.I.D., Washington, D. C. 20523			
3. Foreign address			
4. Taxable year beginning January 1, 1955, ending 19		5. Occupation	
6. Passport number	7. Date of departure	8. Place of departure	9. Country of destination
10. Mode of transportation			
11. Of what country are you a: (a) citizen or subject (b) resident			
12. Are you a resident alien? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If "Yes" original date of entry into U.S.		If "No" date on which you last arrived in the U.S.	
U.S. TREASURY DEPARTMENT INTERNAL REVENUE SERVICE			
U.S. DEPARTING ALIEN INCOME TAX STATEMENT For a Resident Alien Whose Taxable Period Has Been Terminated or For a Nonresident Alien Having No Taxable Income from United States Sources			
		FORM 2063 (REV. 5-57)	

Two months before your departure Treasury Form 2063, U.S. Departing Alien Income Tax Statement, will be sent to you to complete, sign and return to your Program Development Officer who will obtain the Certificate of Compliance as proof that you owe no income taxes. To leave the country at the end of your training period, you will have to show your Certificate of Compliance at the port of departure. The stamped perforated section of Form 2063 will be returned to you about one month before you leave. If you have not received it after your exit interview, ask your Program Development Officer who will see that you receive the necessary certificate.

This does not mean that you are exempt from *all* U.S. taxes. You will have to pay small purchase taxes on almost everything you buy, including your restaurant meals and your hotel room.

## Other Program Allowances

*Books and Training Aids* — Textbooks, other printed materials, and training aids required to complete your training program are paid by A.I.D., up to the maximum costs listed below. Such expenses must be reviewed and approved by your Program Development Officer or Program Specialist.

When you purchase books, you must get a receipt from the book store showing the title of the book, the author, and the cost. All receipts should be sent to the Program Development Officer or Program Specialist. They will make arrangements for you to be reimbursed for the money you have spent on program-related books and other instructional materials.

The maximum allowances for books are:

1. Participants in training four months or less—\$35 total.
2. Participants in non-academic status for over four months — a maximum of \$10 per month.
3. Participants enrolled full-time, for regular credit in academic institutions; for actual number of months—a maximum of \$15 per month.

The minimum \$35 allowance is not advanced, but reimbursed to you when you present the receipts for the books. When allowances are over \$35, your Program Development Officer or Program Specialist may authorize an advance, in two parts. When you have

presented receipts to show you have used up the first amount, you will receive another advance.

If your training requires that you buy expensive equipment, you will be reimbursed by A.I.D. for no more than \$99.99 on any single item. The need for expensive equipment must be certified by your professor at the college or university you are attending. If you require equipment costing \$100 or more, A.I.D. will pay for it and lend it to you for use during your training, but it will remain the property of A.I.D. Less expensive equipment can be sent to your home upon completion of your training, at your own expense. (Your country may charge customs duties on it; the policy varies from one country to another. Your diplomatic representatives in this country should be able to tell you what the practice is in such cases.)

*Graduate Degree Allowances* — If your PIO/P included obtaining a Master's degree (M.A. or M.S.) or the degree of Doctor of Philosophy (Ph.D.), you will be permitted a special allowance for the costs connected with typing and microfilming or printing and binding your thesis. The maximum allowed for the Master's thesis is \$100; for the Doctoral dissertation, \$350. You will be eligible for the allowance when the university certifies that the necessary academic work has been completed. You must pay the expenses, but you will be reimbursed upon presentation of the receipts to your Program Development Officer or Program Specialist.

*Professional Societies*—Participants who are proficient in English, and who have been in training in the United States, Canada, Puerto Rico, or the Panama Canal Zone for a minimum of 30 days, are eligible to join a U.S. professional society in their field of specialization. A.I.D. will pay a membership fee (for one to three years) if you can meet the membership requirements. If memberships are not available, A.I.D. will make an effort to secure a subscription to the professional journal of the society in lieu of membership.

The primary purpose of joining professional societies is to give you a source of the latest developments and information in your field. These societies frequently include a professional magazine as a part of your membership privileges, and will usually supply additional technical information. Your membership will be dated to begin after return to your country. While you are in the United States, these professional magazines are available in most libraries.

You and your Program Development Officer will decide which society you should join. This must be done no later than two months prior to your departure from the U.S. The Participant Support Section will arrange to have the society send you an application form which you should complete and mail to the society. The Participant Support Section will be billed by the society for the cost of membership.

### **Driving Automobiles or Other Vehicles**

Except in very unusual cases, participants are not allowed to operate automobiles or other motor vehicles during the training period. This restriction is imposed to reduce the possibility of injury, or involvement in legal actions. Violation of this regulation can result in the curtailment or cancellation of your training program.

If public transportation is not available to you, because your training takes you to isolated areas or occurs during odd hours, you may be given special permission to drive. For this permission, written justification from your Training Facility Advisor is required. Most places of training have public transportation, so permission to drive is seldom given.

### **Dependent Relatives**

A.I.D. does not encourage you to bring dependents to the United States. The demands of your training program, in many instances, may be all that you can comfortably manage if your training is to be successful. Moreover, the maintenance payment you receive is based on the estimated cost-of-living for one person. Increased costs will be a heavy burden.

A.I.D. recognizes that it is sometimes desirable for a participant to bring his wife and children. In special cases your Program Development Officer may help you to arrange for this. But the welfare of these dependents is wholly your responsibility. (See Page 14 of this Handbook.) The program agreement

between your country and the United States specifies that only you, the participant, has official status. Your dependents are your own responsibility.

### **Program Travel in the United States**

*A.I.D. Reimbursement*—While you are in training in the United States, your program travel will be paid for by A.I.D. Usually, A.I.D. will issue the tickets or a “transportation request” which you present at the ticket office. If you are required to buy a ticket for yourself—for a short field trip, for instance—save the ticket stub and you will be reimbursed later by A.I.D.

For plane travel, the tickets purchased must be coach or tourist class. First class travel is allowed only when no other space is available.

When you are traveling on a plane, train, or bus, the agent to whom you hand your ticket will return to you a portion of it, the “stub.” Taxicab or airport limousine fares which you will have to pay when arriving or leaving a city are reimbursable. (See attachment 3.) Since taxis and limousines usually do not give receipts, you will have to keep a careful record of these costs. (Receipts must be submitted, however, for each fare over \$5.00.) Tips are expected by taxicab drivers, but not by limousine or bus drivers. They are figured at 10 per cent of the fare (to the nearest 5 cents), so that the tip would be 10 cents on a fare of \$1.00 or less, 15 cents from \$1.01 to \$1.50, and so on. Travel within a city comes out of your per diem allowance and is not reimbursable.



Be sure to include, in your records for travel claims, the following information:

1. The hour, date, and place of departure and of arrival.
2. The *kind* of transportation expense claimed, with the used ticket stub or other receipt attached to your claim or voucher. If taxicabs have been used, write down the cost of the fare and the amount of the tip. When arriving at an airport, you are required to use limousine service whenever possible to the point nearest your final destination. Taxi fares from this point to your destination are also reimbursable.

Keep a record of these costs and attach the stubs, receipts or other records to your Participant Location and Expenditure Report, which is the form for requesting reimbursement for participants programmed directly by A.I.D. Program Specialists in the par-

ticipating agencies furnish similar forms. These monthly reports must be mailed to your Program Development Officer or Program Specialist. The Location and Expenditure Report must be submitted whether you have reimbursable expenses or not, and will include expenses for books and equipment as well as travel. Some participating agencies do not require monthly expenditure reports unless reimbursable expenses have been incurred.

*Confirmation of Airline Flights*—If you will be traveling by air, telephone the airline at least 2-3 hours before the flight, to find out if the plane is leaving on time. Give the airline your name and telephone number in order that the airline office may call you if there is a change in schedule or some other unexpected delay in the flight.

If your travel will require using more than one plane, and you have a stopover between flights, tell the airline office before you leave the airport, where you can be reached in case of a change in schedule.

*Reservations*—If you will be traveling by train, it is best to purchase your ticket at least two days in advance, to insure reservation of seats. This procedure also applies to bus tickets when seats must be reserved. If illness or some other emergency situation prevents your keeping a travel schedule, you should call the ticket office of the airline, train, or bus company and cancel your reservation.

*Travel Claims*—All claims for travel reimbursement should be in the hands of your Program Development Officer

or Program Specialist at least 30 days before you leave the United States. This amount of time is necessary to process the claims and enable the Officer to pay you before you leave. If there is not sufficient time to repay you while you are still in the United States, then reimbursement will be made in local currency, by the A.I.D. Mission in your country.

*Baggage and Weight Allowances*—A.I.D. will arrange international travel for you by tourist class ticket. When you travel tourist class, you will be allowed 20 kilos of accompanied baggage (44 pounds); many countries permit an additional 10 kilos (22 pounds) of excess baggage. Whichever weight allowance you are given, you may use this allowance from the time you leave your country until you arrive at the city where you are going to receive your training. You must pay out of your own funds for any weight over the authorized allowance.



For domestic travel, the major airlines are now permitting a maximum of three pieces of accompanied baggage per passenger. Two pieces must be checked before boarding the plane. The third may be carried on board. The following maximum dimensions apply:

#### *Checked Baggage*

One piece not to exceed 62" in linear dimensions, (i.e. 30" x 22" x 10")

One piece not to exceed 55" in linear dimensions, (i.e. 26" x 19" x 10")

#### *Accompanied Baggage*

One piece not to exceed 45" in linear dimensions. (i.e. 22" x 14" x 9")

Most of the regional airlines are permitting a maximum weight of 50 pounds of accompanied baggage.

The limitations above *do not apply* to the domestic portion of international travel. Travellers are still limited to 44 pounds of accompanied baggage for tourist and 66 pounds for first class flights. These maximum weights apply to travel to Puerto Rico, which is considered an international flight.

#### **International Return Travel**

On arrival in the United States, give the unused portion of your international ticket to your A.I.D. Program Officer for safekeeping. Thereafter, the Program Development Officer will make the advance reservations for your return home and will arrange for final payments on your maintenance allowance. (You will receive one-half day's maintenance allowance on the final program day in the United States.)

Your government and the United States have agreed that you should re-

turn to your country by the shortest and most direct route. In some cases, you may be authorized to remain (at your own expense) for a few days beyond your program termination date, or to make certain stopovers en route home. Regulations about such authorized delays vary in different countries; your Program Development Officer can inform you about the regulations of your own country.

If you wish to exceed the usual authorized delay, either in the United States or in stopovers in other countries, you must make a request in writing to your Program Development Officer at least 60 days before the end of your program. It will also be necessary for you to obtain written permission from your employer and the approval of the A.I.D. Mission in your country. The same procedure must be followed if you desire to change the route of your return travel. Moreover, any additional costs for re-routing and your living expenses while traveling home, must be borne by you.

Before you leave the United States, your Program Development Officer will send a message to your country's A.I.D. Mission describing your return trip: your date of departure, the name of the airline or ship, and your expected arrival date. It is important that you carefully follow your trip schedule. The officials of your own government, A.I.D. Mission officers, and your personal sponsors are depending on you to return safely and on time.

These regulations on return travel, and the procedures for requesting de-

layed return, apply to all participants, whether jointly or independently financed.

### Shipment of Program-Related Training Materials

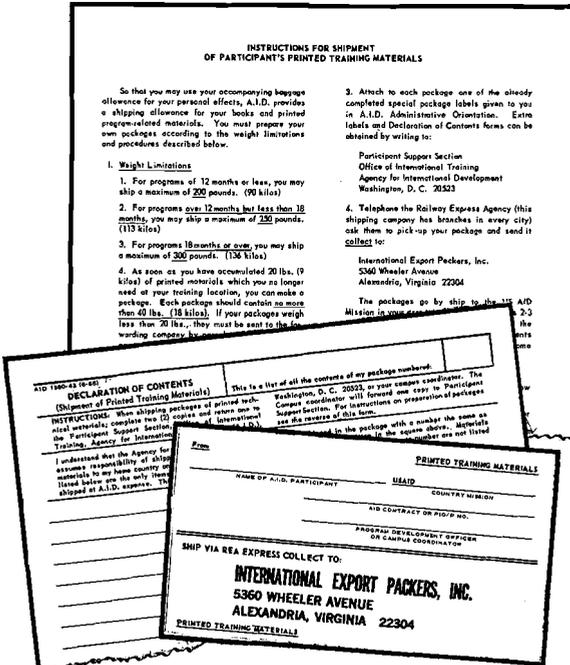
A.I.D. will pay for the shipment of a certain amount of books and other program-related *printed* materials back to your country. The amount is determined by the length of your training program, as follows:

1. Training of 12 months or less ..... 200 pounds (90 kilos)
2. Training 12-18 months ..... 250 pounds (113 kilos)
3. Training more than 18 months..... 300 pounds (136 kilos)

Material which may be sent includes: textbooks, professional books, professional papers, pamphlets, magazines, leaflets, maps, blueprints, class papers, photographic prints and, in general, any publications you receive in connection with your program. If you are in doubt about any item, ask your Program Development Officer or Program Specialist.

Material which you *cannot* send as part of these prepaid shipments includes: personal correspondence, tape recordings, and movie film or color slides.

It is important to remember that you must not ship any personal effects with training materials. By international agreement, you are permitted to send packages of program-related papers to



your country, through A.I.D., free of customs duties. Any government customs office has the right to cancel this customs-free privilege for *all* participants if it finds *any* illegal use of this agreement.

To send a package of printed program material home, you should take these steps:

1. Prepare two *Declaration of Contents* forms, AID 1380-43, (see attachment 4) for each package of your printed training materials. This Declaration lists your books by title and author. Government publications can be listed as "Miscellaneous Documents," using the initials of the agency which issued the publications. Keep one copy of this list and send the other to the Participant Support Section. (Your copy may be useful if the packages are lost or misplaced, because they can be identified by the contents.)

2. Pack your materials. You should accumulate at least 20 pounds (9 kilos) of material before making a shipment; otherwise, although the package will be sent overseas at A.I.D.'s expense, it will have to be sent to the forwarding company by parcel post, at your expense. You can usually get a cardboard box large enough to hold 20 to 40 pounds from a grocery store, free of charge. If you have more than this, you can divide your printed materials into several packages.

3. You will receive special shipping labels, during your orientation in Washington. These labels are pre-addressed to the forwarding company in Alexandria, Virginia. Put one of these on your package. (If you use up all you received at your orientation, the Participant Support Section will give you additional copies.)

4. Finally, telephone the Railway Express Agency and ask them to pick up the materials at your residence. *Request that shipment be made to the forwarding company, express charges collect.*

### Independently Financed Participants

Nearly all A.I.D. participants have their training financed jointly by their own government and the United States government. There are, however, a few independently financed participants, whose entire training is paid for by their governments, by their employers, or by themselves. These participants (or their sponsors) pay all expenses

referred to in this section of the Handbook; that is, insurance, international and program travel, tuition, living costs, and so on. However, they receive from A.I.D.: the services of the Office of International Training in planning the training program, making contacts with business organizations or academic institutions, and making arrangements for domestic travel; orientation, reception, and English language refresher training when needed; and exemption from the U.S. Federal Income Tax.

Independently financed participants are required to carry the same sickness and accident insurance as A.I.D.-financed participants; A.I.D. will make the arrangements for this insurance, although the participant must pay the premiums himself. The cost is \$3.30

per calendar month, or 11 cents a day for coverage less than a calendar month. Payments are made by postal money orders, payable to the Treasurer of the United States. Personal checks are not acceptable. Your Program Development Officer will collect the premium. If you are not coming to Washington, the money order must be mailed to him. A.I.D. will also arrange for the independently financed participant's membership in American professional societies, although the participant must pay the membership fees involved.

In all other respects, the training of independently financed participants is the same as for the others, and they are required to abide by the same rules and regulations.

## V. YOUR LIFE IN THE UNITED STATES

### Housing Facilities

While in the United States, you will be assisted in finding hotel accommodations or more permanent residence. In academic institutions, dormitories are the most common form of housing. There is often a single charge for "room and board," which you will pay from your maintenance allowance. If you have to find your own lodgings, you must choose carefully to make sure you are getting the best living quarters you can afford. If you are in academic status, the experience of living on an American university campus is an important part of academic life. It encourages you to mingle with American students, join student organizations, and take full advantage of the many educational and recreational facilities offered by the university.

If you are not attending a university, A.I.D. will try to arrange your housing in advance. Sometimes, however, you will have to find your own lodgings. Be sure to ascertain your length of residence from your Program Development Officer before entering long-term arrangements or making advance payments for accommodations.

### Home Hospitality

Your Program Development Officer or Program Specialist can arrange visits to American homes and meetings with various social groups. Taking advantage of such opportunities will help you to understand the United States and its people and to learn how American families live.

When Americans invite you to their homes, they do so because they want to contribute to better international understanding. They want to know you better, to know more about your country, and to make your stay in the United States a happy experience.

### Public Information

As a representative of your country, you will find that you can contribute a great deal to a better understanding between the people of your country and those of the United States. Most Amer-



icans want to know more about the living conditions and customs of other peoples. They will ask you questions, and your answers can create an atmosphere of friendliness and good will. Americans are as eager to answer questions as to ask them. You should be able to find in this interchange of ideas

information about the United States and your new friends.

You may be requested to speak to groups of people, or perhaps participate in a radio or television program. You may be interviewed by newspaper reporters. Although you are not required to accept such invitations, you should remember that these can be excellent opportunities for you to tell America about your country. You can make a valuable contribution to international

understanding by sharing your experience with others.

If you should accept requests to speak in public, or to give a story to a newspaper, you should send a copy of your remarks to your A.I.D. Program Development Officer. He can then make arrangements for this information to be forwarded to newspapers through the A.I.D. Mission in your country, if you so desire.

## VI. PROGRAM TERMINATION ACTIVITIES

### The Exit Interview

As your training program draws to a close and you are preparing to return to your country, you will find that your reactions to your training, to the instructors and training facilities, and to the United States and its people, have begun to take definite shape. You will be given an opportunity to discuss your training program in detail during an Exit Interview. In this way you will be supplying valuable information for A.I.D. on the strengths and weaknesses of your program.

A few examples of the types of questions the interviewer will ask are: Did



your training conform closely to your country's needs and the work you will be doing when you return? How could the training program be improved? Were there any professional or personal problems? Frankness on your part will be helpful to the people with whom you have worked during the months of your training. They are

anxious to do the best job possible, and your reactions can help them plan a better program for those who will follow you.

### Communication Seminar

Your training in the United States will have given you the skills to do a better job when you return to your assignment at home. You will be bringing back new ideas, new techniques, and new approaches. Subject to program timing and convenience, you may have the opportunity to attend a special seminar under the direction of communications specialists of Michigan State University. This will give you an opportunity to study, observe, and practice communicating to others the skills and techniques you have learned.

The Communication Seminar is a one-week course and is conducted on both a formal and an informal basis. You, your instructors, and other participants will have an opportunity to exchange ideas for the entire week. Thus, as you learn about communicating, you will also practice the art of communication.

### Personal Mail and Your Return

At least 30 days before you are to return to your country, you should inform your family and friends of your departure date. You should also ask them not to send you any more letters, postal cards, or packages, unless they allow sufficient time for mail to reach you.



Before you leave, be sure to give your home address to the people who have been concerned with your training program, as well as to your new friends. There may be official and personal correspondence for you after you have returned home.

### Your Certificate of Achievement

After successfully completing your training program, you are entitled to a Certificate of Achievement. The Certificate will be awarded to you after arrival in your home country.

### Your Contribution to Your Country's Program

As soon as possible after your return, you should meet with the A.I.D. Mission Training Officer and the A.I.D. technical advisors. These meetings will give you an opportunity to discuss problems and suggestions you may have regarding your plans for using the training which you have received in the United States.

After your return home, A.I.D. may finance supplementary training through correspondence courses. The

USAID Training Officer can furnish information on recommended courses and arrange for your enrollment, if your application is accepted. In countries where technical literature and materials are difficult to obtain on the local market, A.I.D. may be able to subscribe to professional magazines or purchase textbooks to distribute or lend to returned participants. You will also begin receiving the journal of the professional society you joined while in the United States, which will keep you up to date on new developments in your field.

If your country already has an association of returned participants, you should become a member. These alumni groups can be of a general or professional nature. They have many social events as well as conferences, workshops, and seminars along functional lines. Many alumni groups publish newsletters which contain information about the USAID program and achievements, professional and social activities of participants, the availability of technical publications, etc. In countries where there are at least 200 returned participants, the USAIDs publish a participant directory containing the names, field of specialization, project number, fiscal year, duration of training, and official and private addresses of the participants. The USAID Training Officer will appreciate it if you help keep the directory up to date by providing current information about yourself.

You may be called upon to help orient participants leaving for U.S. training. This will give you an oppor-

tunity to help others benefit from your experience. Courses in technical English, organized especially for occupational or professional groups, can be arranged by USAIDs for participants whose technical training in the U.S. was conducted through interpreters, and whose interest in learning English was stimulated by their experiences.

Both your government and the USAID Mission in your country will be following your progress carefully to evaluate the usefulness of your training. You may be asked to participate in this evaluation program after your return. Each person who has been as-

sociated with your training is proud that he has had a small part in the program provided in the United States. The new skills you have acquired and the new techniques you have observed will help you to do a significant job in a more effective manner.

A.I.D., representing the Government and the people of the United States, wants your training experience to be both useful and enjoyable. With your cooperation, it can be both. Let us try to make it an experience of maximum benefit to you, your country, and through your country, to the world.

**DEPARTMENT OF STATE**  
**AGENCY FOR INTERNATIONAL DEVELOPMENT**  
 WASHINGTON, D.C. 20523

Dear Participant:

This letter describes the benefits provided by the health and accident insurance plan under which you are insured from the date your training program begins in the United States, Puerto Rico or the Canal Zone until your program is over. This coverage is provided by the Fidelity Bankers Life Insurance Company (Policy No. GM-245).

If you need medical attention this letter must be shown to the doctor or hospital. *It is your responsibility to see that doctors and hospital are fully informed about this coverage and about the correct procedure for obtaining payment. Keep this letter but advise the doctor or hospital on reimbursement procedure.* (You may get a claim form from the Participant Support Section, A.I.D. Washington, D. C., or your University Campus Coordinator. Your request to A.I.D. must include the dates of coverage, PIO/P and/or Contract Number, and your home country. This information can be found on your A.I.D. Identification Card.

**A. Insurance benefits will cover:**

1. **Sickness.** – The insurance company will pay medical expenses for each separate sickness (including doctor's fee; reimbursement to you for prescription costs; semi-private hospital room and board; nurses; ambulance charges) up to a maximum of \$750.00 for a period of 52 weeks following the date of the first visit to or by a physician, PROVIDED you personally pay the first \$10.00 of expense for each separate illness. (In submitting claims, you must furnish receipts as evidence that you have paid the first \$10.00 required of you.)

2. **Accidents** – You are not required to pay the first \$10.00 for treatment of an injury caused by an accident. For each accident the insurance company will pay medical expenses (including doctors' fees; reimbursement to you for prescription costs; semi-private hospital room and board; nurses; and ambulance charges) up to a maximum of \$750.00 for a period of 52 weeks following the date of the accident.

3. **Dental Services** – The insurance company will pay dental costs which are (1) the result of accidental injury to you; or (2) for the emergency relief of excessive pain.

Dental costs from accidental injury to you will be covered to the same extent as any other accidental injury, and you do not have to pay the first \$10.00 of such expense. However, you do have to pay the first \$10.00 of expense involved in treatment or extraction of a tooth for the emergency relief of excessive pain.

4. **Eyeglasses** – The insurance company will pay for replacing your eyeglasses if they become broken as the result of accident in which you are involved.

**B. The insurance company will NOT cover:**

1. The first \$10.00 of expense for any one sickness.
2. Costs of dental care other than those described in paragraph A.3.
3. Hospital room and board charges in excess of the normal charges for semi-private accommodations.
4. Medical costs in excess of \$750.00 for any one illness or accident.
5. Medical costs for any one illness for a period of more than 52 weeks after date of visit to or by a physician.
6. Medical costs for any one accident for a period of more than 52 weeks after date of accident.
7. Medical costs caused by intentional self-inflicted injury or attempted suicide.
8. Medical expenses incurred while on active duty in military or naval services of any country at war, or loss caused by any act of war.

9. Medical expenses resulting from pregnancy, including resulting childbirth or miscarriage.
10. Costs of routine physical examinations, laboratory, X-ray or other examinations except in the course of a disability established by the prior call or attendance of a physician.
11. Charges for medical examinations required for registration at universities.
12. Charges for polio shots or other immunizations.
13. Expenses connected with eye examinations or eyeglasses, except replacement of eyeglasses when broken as the result of an accident in which you are involved.
14. Medical costs connected with venereal disease of any kind.
15. Cost of taxis to and from the doctor's office or other place of treatment.

*If you have expenses which are not covered by the insurance policy, you must pay the costs personally. This includes the first ten dollars (\$10.00) of expense for each separate illness.*

#### C. Presentation of Claim:

*No claim should be submitted unless your total medical costs for any one sickness are more than \$10.00. However, you should obtain and keep receipts for any medical expense payment you make for sickness, in case you later require treatment for continuation of the same sickness. No claim form, bill or statements should be mailed to the insurance company until the completion of your medical treatment unless such treatment will continue longer than twenty (20) days after the beginning date of accident or sickness.*

##### 1. Procedure for you and the attending physician.

- a. You must complete the claim form including your signature and the date below the Medical Authorization Statement.
- b. Have your doctor complete the reverse side, "Attending Physician's Statement".
- c. In the event your treatment was for sickness (or for the emergency relief of excessive pain as the result of dental difficulties), attach receipt(s) from the hospital; the dentist; the doctor; or a combination of receipts from the doctor and druggist, confirming your payment of the first \$10.00 of expense.

You should pay the druggist for any prescriptions obtained on a physician's prescription as part of your authorized treatment and have the druggist give you an itemized receipt showing the prescription number or numbers. The drug receipts should be attached to the claim form which you and the doctor have completed.

- d. You should mail the completed claim form with all receipts securely attached to the *Fidelity Bankers Life Insurance Company, Claim Service Department, Post Office Box 2368, Richmond, Virginia 23218.*

*The insurance company will pay no bills and will not repay you for the costs of prescriptions until they have received a claim form properly completed and signed by you and by the attending physician.*

##### 2. Procedure for Hospitals, Consulting Physicians, Nurses, Laboratories, and X-ray Technicians.

It is usually not necessary for hospitals, consulting physicians, nurses, laboratories and X-ray technicians to submit a Notice of Claim to the insurance company. Instead, they should submit itemized bills for services, to the *Fidelity Bankers Life Insurance Company, Claim Service Department, Post Office Box 2368, Richmond, Virginia 23218.*

The bills should show your name properly spelled; your PIO/P number (or, if you are a University Contract Participant, the name of the University and the A.I.D. contract number; the number of the insurance policy (GM-245); and the name and address of your attending physician.

**This letter is not the Insurance Policy or the Certificate of Insurance.**

Yours very truly,

Participant Support Section, Administrative Division,  
Office of International Training

AID 1380-20 (11-64)			
DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT OFFICE OF INTERNATIONAL TRAINING		TRAINING NOTICE	
SUBJECT: Participant Domestic Travel, Taxi and Airport Limousine Fares	RELATED M.O.	3/29/66	NOTICE NO.
	N-1384.2		#45
	CANCELLATION DATE	March 1, 1967	Page 1 of 2 Pages
	SUPERSEDES	N-1384.2-#26 dated 7/14/65	

### I. General

Participants are reimbursed for taxi and/or limousine fares from airport to hotel or hotel to airport not to exceed the amounts shown for the cities listed below. In those cities which are not listed, the participant checks the Airline Guide at the airline ticket office or at the airport for the amount of taxi or limousine fare for which reimbursement will be allowed. Taxi fares include tips of 10¢ where the fare is \$1.00 or less or 10 per cent of the fare where the fare exceeds \$1.00. If the 10 per cent is not a multiple of 5, the tip shall be increased to the next multiple of 5. Tips to airport limousines and to "red caps/porters" are not allowable for reimbursement.

In cases where it is necessary for the participant to use a public taxi in addition to the airport limousine, the two fares must be explained separately on the participant's voucher. Failure to do so will result in participant being reimbursed for only the amounts shown below or for amounts shown for other cities (not listed) in airline guide.

### II. Name of Cities, Locations, and Amounts Allowable for Reimbursement

Akron, Ohio	\$2.20	Cincinnati, Ohio	\$1.50
Albany, New York	1.25	Clearwater, Florida	3.00
Anaheim, California	2.95	Cleveland, Ohio	1.35
Ashville, North Carolina	2.00	College Station, Texas	1.75
Athens, Georgia	1.00	Colorado Springs, Colorado	1.50
Atlanta, Georgia	1.35	Columbus, Ohio	1.50
Baltimore, Maryland	1.35	Corpus Christi, Texas	1.65
Baton Rouge, Louisiana	1.50	Corvallis, Oregon	1.20
Birmingham, Alabama	1.25	Dallas, Texas (Love Field)	1.50
Boston, Massachusetts	2.25	Dayton, Ohio	1.50
Bridgeport, Connecticut	1.00	Denver, Colorado	1.25
Bristol, Tennessee	2.50	Des Moines, Iowa	1.10
Buffalo, New York	1.50	Detroit, Michigan	1.85
Champaign, Illinois	1.50	Elmira, New York	1.75
Charleston, West Virginia	1.40	El Paso, Texas	1.25
Chattanooga, Tennessee	1.35	Enid, Oklahoma	1.50
Chicago, Illinois (Midway)	1.45	Evanston, Illinois (O'Hare)	2.50
(O'Hare Field)	2.00	Ft. Worth, Texas (Amon Carter)	2.25
		(Great South West)	2.25
		(Great South West to Love Field)	1.75

Galveston, Texas	\$2.00	Pittsburgh, Pennsylvania	\$1.60
Grand Rapids, Michigan	2.85	Portland, Oregon	1.50
Hartford, Connecticut	1.65	Providence, Rhode Island	1.50
Hollywood, California	1.15	Raleigh (Chapel Hill), N.C.	2.25
Honolulu, Hawaii	2.50	Richmond, Virginia	1.50
Houston, Texas	1.50	Rochester, New York	1.25
Indianapolis, Indiana	1.50	St. Louis, Missouri	1.75
Ithaca, New York	1.25	St. Paul, Minnesota	1.50
Kansas City, Missouri	.85	Sacramento, California	1.10
Knoxville, Tennessee	1.55	Salt Lake City, Utah	1.25
Lansing, Michigan	1.65	San Antonio, Texas	1.25
Lexington, Kentucky	1.10	San Diego, California (Taxi)	1.50
Long Beach, California	1.25	San Francisco, California	1.25
Los Angeles, California	1.25	San Francisco to Berkeley	2.75
Louisville, Kentucky	1.35	San Francisco to Palo Alto	2.40
Madison, Wisconsin	1.00	San Juan, Puerto Rico (Taxi)	1.70
Manhattan, Kansas	2.00	Schenectady, New York	1.25
Memphis, Tennessee	1.55	Scranton, Pennsylvania	1.35
Miami, Florida	1.75	Seattle, Washington	1.50
Miami Beach, Florida	1.75	Shreveport, Louisiana	1.50
Milwaukee, Wisconsin	1.15	Springfield, Illinois	1.00
Minneapolis, Minnesota	1.50	Springfield, Massachusetts	2.25
Montreal, Canada	1.50	Springfield, Missouri	1.35
Muscle Shoals, Alabama	1.00	Stillwater, Oklahoma	1.50
Nashville, Tennessee	1.35	Syracuse, New York	1.50
Newark, New Jersey	1.75	Tampa, Florida	1.35
New Haven, Connecticut	1.60	Toledo, Ohio	1.60
New Orleans, Louisiana	1.50	Toronto, Canada	1.50
New York City - Kennedy	1.75	Tucson, Arizona	1.50
La Guardia	1.50	Tulsa, Oklahoma	1.75
Kennedy and La Guardia	1.35	Urbana, Illinois	1.25
Niagara Falls, New York	2.75	Washington, D. C.	1.25
Oakland, California	1.25	National Airport	(see below)
Oklahoma City, Oklahoma	1.80	Friendship Airport	2.50
Ottawa, Canada	1.10	Dulles Airport	2.50
Pasadena, California	1.15	Wichita, Kansas	1.60
Philadelphia, Pennsylvania	1.75	Winston-Salem, N.C.	2.00
Phoenix, Arizona	1.25	Youngstown, Ohio	1.75

INDIVIDUAL PASSENGER GROUP RIDING TO/FROM WASHINGTON NATIONAL AIRPORT

	Zone <u>One</u>	Zone <u>Two</u>	Zone <u>Three</u>	Zone <u>Four</u>	Points Beyond <u>Zone Four</u>
Fare Per Passenger	\$1.35	\$1.75	\$2.05	\$2.55	Zone 4 fare plus 50¢ per mile
Fare for Baggage Unaccompanied by Passenger	1.20	1.45	1.70	2.05	Zone 4 fare plus 50¢ per mile



## INSTRUCTIONS FOR SHIPMENT OF PARTICIPANT'S PRINTED TRAINING MATERIALS

So that you may use your accompanying baggage allowance for your personal effects, A.I.D. provides a shipping allowance for your books and printed program-related materials. You must prepare your own packages according to the weight limitations and procedures described below.

### I. Weight Limitations

1. For programs of 12 months or less, you may ship a maximum of 200 pounds. (90 kilos)
2. For programs over 12 months but less than 18 months, you may ship a maximum of 250 pounds. (113 kilos)
3. For programs 18 months or over, you may ship a maximum of 300 pounds. (136 kilos)
4. As soon as you have accumulated 20 lbs. (9 kilos) of printed materials which you no longer need at your training location, you can make a package. Each package should contain no more than 40 lbs. (18 kilos). If your packages weigh less than 20 lbs., they must be sent to the forwarding company by parcel post, at your own expense.

### II. Procedures

1. Pack your materials in a cardboard box, wrap with heavy paper and bind with heavy cord to withstand rough handling.
2. For each separate package prepare duplicate copies of the Declaration of Contents form, AID 1380-43 (on reverse). List each book separately by title and author. Pamphlets can be listed as "miscellaneous documents", giving the name of the issuing Agency, if possible. Keep one copy of each list for your records and send the original to the Participant Support Section. If any packages contain items other than printed technical materials, A.I.D. will notify the forwarder that your packages cannot be shipped, and you will be required to assume all costs involved.

3. Attach to each package one of the already completed special package labels given to you in A.I.D. Administrative Orientation. Extra labels and Declaration of Contents forms can be obtained by writing to:

Participant Support Section  
Office of International Training  
Agency for International Development  
Washington, D. C. 20523

4. Telephone the Railway Express Agency (this shipping company has branches in every city) ask them to pick-up your package and send it collect to:

International Export Packers, Inc.  
5360 Wheeler Avenue  
Alexandria, Virginia 22304

The packages go by ship to the US AID Mission in your country. The transit time is 2-3 months. When you return home contact the Mission Training Office and make arrangements for your packages to be sent to your home address.

### III. Notice to University Contract Participants

University contract participants should follow the same procedures explained above except:

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1. Pack your materials in a cardboard box, wrap with heavy paper and bind with heavy cord to withstand rough handling.
2. For each separate package prepare duplicate copies of the Declaration of Contents form, AID 1380-43 (on reverse). List each book separately by title and author. Pamphlets can be listed as "miscellaneous documents", giving the name of the issuing Agency, if possible. Keep one copy of each list for your records and send the original to the Participant Support Section. If any packages contain items other than printed technical materials, A.I.D. will notify the forwarder that your packages cannot be shipped, and you will be required to assume all costs involved.

3. Attach to each package one of the already completed special package labels given to you in A.I.D. Administrative Orientation. Extra labels and Declaration of Contents forms can be obtained by writing to:

Participant Support Section  
Office of International Training  
Agency for International Development  
Washington, D. C. 20523

4. Telephone the Railway Express Agency (this shipping company has branches in every city) ask them to pick-up your package and send it collect to:

International Export Packers, Inc.  
5360 Wheeler Avenue  
Alexandria, Virginia 22304

The packages go by ship to the US AID Mission in your country. The transit time is 2-3 months. When you return home contact the Mission Training Office and make arrangements for your packages to be sent to your home address.

### III. Notice to University Contract Participants

University contract participants should follow the same procedures explained above except:

1. You should furnish the Campus Coordinator with a copy of the Declaration of Contents Form for each package shipped at AID expense. (The Campus Coordinator can supply you extra forms for this purpose).
2. Use the University Contract Number and PIO/P number, if applicable, and the Campus Coordinator's name instead of "Program Development Officer" on package labels and Declaration of Contents forms.

Failure to follow these instructions may result in long delays in receipt of your shipment.