PD-CAP 369

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

THE ADMINISTRATOR

Office	Action	Info
NE/D?	MAY 21 1985	✓
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NE/EA		
D/LTP		

MEMORANDUM FOR: SAA/S&T, Nyle C. Brady
AA/PRE, Neal Peden
AA/PPC, Richard Derham
AA/FVA, Julia Bloch
OFDA, Julius W. Becton
AA/ADC, Antoinette Ford

SUBJECT: Participant Training Procedures and Regulations

In response to my request that improved information be available on A.I.D.-sponsored participants, especially to monitor a significantly expanded program, an Intra-Agency Committee on Participant Training Information was established in September 1984 to identify the issues and to make recommendations. The Committee has completed its deliberations and produced the attached report. Please review the report and its recommendations.

I am requesting you take two specific actions:

1. Ensure that your staffs and contractors process all participants through appropriate Mission Offices in accordance with Agency procedures as specified in Handbook 10, Participant Training.

2. Distribute the attached "Memorandum for Project Managers" which summarizes basic participant processing requirements.

M. Peter McPherson

Attachments:

1. Final Report of the Intra-Agency Committee on Participant Training Information

2. Memorandum for Project Managers

FINAL REPORT

OF THE

INTRA-AGENCY COMMITTEE ON PARTICIPANT TRAINING INFORMATION

At the request of the Deputy Administrator, an Intra-Agency Committee was formed to consider options and make recommendations for improving participant training information/data systems. The Committee has met periodically over the past 6 months. This report contains the major findings and recommendations of the Committee.

BACKGROUND

The capacity of the Agency for International Development to supply Congress, the Administrator and other senior management with relevant and reliable data on participant training activities is inadequate.

Over the past few years the number of staff in the Office of International Training (S&T/IT) and in A.I.D. Missions directly involved in handling participants has declined sharply. Only three U.S. Training Officers remain, two overseas and one in S&T/IT. Over this same period, the number and type of "contractors" handling participants has increased to over 150 (the term "contract" in this report refers to cost reimbursement and fixed-price contracts, country contracts, grants, cooperative agreements, RSSAs and PASAs). In 1984 the number of participants in the U.S. for training reached the second highest annual mark in the Agency's history -- 10,189. The number of participants is expected to continue to increase substantially as a result of the Administrator's decision to emphasize participant training activities.

DISCUSSION

Committee discussions have indicated that the problems associated with participant training data are long-standing, complex and often technical. The Committee believes that major improvements to the system will necessarily derive from long-term and integrated corrective actions, hopefully in the context of other Agency information system developments. The Committee has also identified several information problems that seriously impair the Agency's participant training activities and which can and should be addressed in the short-term. Several recommendations aimed at resolving these problems will be reported in a later section of the report.

The main information system for collecting and reporting participant training data is the computerized Participant Training Information System (PTIS) maintained by S&T/IT. The PTIS data base is composed of 18 elements describing basic information about individual participant programs. Appendix A is a table depicting the contents of the PTIS. Three main documents are used to supply S&T/IT with the information needed for PTIS records: the PIO/P, the Participant Data Form (PDF), and the IAP-66A (a participant visa form). Attachment I describes these documents in more detail. Discussion of the PTIS, the relevant source documents and the system used to collect and submit those documents constituted the framework of the Committee's deliberations.

This report of the Committee's findings and recommendations is comprised of two sections: I. Problems which the Committee has already addressed and II. Problems requiring action by the Administrator or Deputy Administrator.

I. Problems the Committee Addressed

The Committee addressed long- and short-term problems of participant training information. The following sections describe each of these areas.

A. Long-term Systemic Problems

Problem: No organizational structure exists to resolve systemic and long-range problems related to participant training information issues and procedures.

Issue and Discussion: Major systemic and/or long-term problems involving participant training information flows should be addressed in the context of the Agency's overall management information needs. This will assure that efforts towards improving participant training information will also contribute to an integral and comprehensive Agency-wide information system. It should improve the Agency's capability to enforce the validity of reporting requirements that should be followed by Missions and contractors.

Committee Recommendation: The Committee recommends that S&T/IT, M/IRM, and selected offices in Regional Bureaus form a working group to develop an on-going and long-term approach to identifying participant training data that can be integrated into the Agency's core data base. This approach should include several sequential steps, including:

1. Identify other Agency data sets (e.g., Core Data Base System, Project Accounting Information System) which can contribute to the development of a comprehensive participant training data system;

2. Identify resource requirements and sources needed to effect system improvements;

3. Design and develop sub-system linkages of selected data sets to the participant training sub-data set; and

4. Test new sub-system data set in AID/W and selected field sites.

The entire Intra-Agency Committee should be reconvened in approximately six months to review the status of activities undertaken by the smaller working group.

B. Short-term Problems

Even though participant training information flows must be addressed in the broader context of long-term solutions, several problems which currently present serious impediments to the Agency's participant training activities should be addressed in the short-term. The following sections discuss the specific context of these problems and actions taken to resovle them.

The Office of International Training (S&T/IT) has overall responsibility for the Agency's participant training activities. In addition to establishing regulations and procedures affecting participant training, S&T/IT provides a number of important support services to individual participants, their programming agents and other AID Offices. These services include providing health and accident insurance to participants, maintaining participant visas, handling participant health and legal emergencies, advising contractors and others programming agents regarding AID policy and procedures, and responding to requests for information on the participant training program. In all of the above areas, accurate and relevant information on individual participants is needed. However it has become clear that the present PTIS cannot consistently provide accurate and up-to-date participant information. Major reporting gaps exist.

Three specific problems which require short-term actions have been indentified. The following sections describe each.

1 Non-Compliance with Agency Requirments

Problem: Non-compliance with Agency participant training reporting regulations as specified in Handbook 10, Participant Training, has impaired the accuracy of the Participant Training Information System (PTIS).

Issue and Discussion: The decentralization of participant training activities has complicated the task of ensuring that participant training policies, procedures and regulations are known and followed by all contractors and programming agents. Evidence suggests serious inequities in the treatment of participants. These inequities jeopardize the success of programs and create hardship among participants. Some contractors, in violation of Handbook 10 regulations, are not submitting any information on participants. Failure to comply with Agency regulations may be attributed to the fact that many project managers are unaware of requirements for managing participants. The scope of work statements of their contracts may not include language specific to the participant training procedures; and although standard provisions of contracts contain wording on participant training regulations and procedures as specified in Handbook 10, these provisions are often overlooked.

Actions Taken:

a) Pursuant to Committee recommendations, S&T/IT has provided PTIS printouts of participants to relevant Missions, AID/W Offices, Regional and Central Bureaus for reconciliation. This activity should substantially improve the reliability of participant listings in the PTIS. Recommendations indicated below for the Administrator are also intended to address this problem.

b) Pursuant to Committee recommendations, S&T/IT has developed a concise written summary of major participant training policies, procedures and regulations as specified in Handbook 10 for broad distribution to AAs, Mission Directors, project managers of participant training programs and other personnel (contract and direct) involved in participant training activities.

2. Lack of Cost Data

Problem: The PTIS contains no cost data for participant training. In addition, no data collection instrument or system exists in the Agency for obtaining overall cost data on participants as individuals or as a group.

Issue and Discussion: Several important data elements are not collected presently. The most important omissions are cost data for each participant's program. The absence of cost data for each participant prevents the Agency from analyzing and reporting costs of participant training managed by over 150 contractors from throughout the Agency.

Costs associated with participant training can be classified in two general categories: program costs which include such expenditures as tuition payments, monthly maintenance allowances for participants, purchase of books and training equipment; and administrative costs which cover contractor costs including overhead costs, for programming, placing and monitoring participants.

Actions Recommended:

a) Pursuant to Committee recommendations, S&T/IT has initiated a study to develop procedures and written guidance instructing Mission, contractor and AID/W personnel involved in participant training to include estimates of program expenditures on PIO/Ps (presently submitted for each participant). To capture administrative expenditures associated with particpant training activities, the Committee recommends that S&T/IT conduct periodic studies sampling participant training activities under contracts in order to develop and distribute up-dated estimates of administrative costs for specific AID participant training projects. S&T/IT has begun implementation of a cost study to gather information on FY 84 training costs. This study will be completed by October, 1985.

b) The Committee has recommended that S&T/IT and M/IRM expand the fields of the current PTIS to accommodate cost data which will be collected by the use of individual participant PIO/Ps.

Note: Missions already submit PIO/Ps with cost estimates for participants programmed through S&T/IT; however, Mission contractors may not presently submit PIO/Ps or they may not include cost estimates on the PIO/Ps submitted for contract participants. The Committee decided to request Mission response and comment on the above action. Of 50 Missions responding to the Committee's cable, 46 support the requirement and four do not. It should be noted that Egypt, the Mission with the largest participant training program, did not support this suggestion.

3. Lack of Project Numbers

Problem: The current Participant Training Information System does not contain project numbers for participants.

Issue and discussion: Without the project number for individual participants, S&T/IT cannot provide relevant project-specific information to project managers, AID/W Bureaus and Offices, or Missions; nor can project-specific participant training data be compared with other project level data such as date of completion, overall project cost, and project objectives.

Action Recommended: The Committee has recommended that S&T/IT and M/IRM expand the data fields in the current PTIS to include complete project numbers for each participant.

II. Actions Requiring the Attention of the Administrator or the Deputy Administrator

The Committee identified several issues which require the attention of the Administrator or the Deputy Administrator. An Action Memorandum to the Deputy Administrator was prepared by the Committee. The following section discusses the contents of this Action Memorandum and its recommendations. Attachment II is a copy of the Action Memorandum.

A. Lack of Compliance with Agency Regulations

Problem: Some participants arrive for training in the U.S. with incomplete or no documentation submitted by Missions or contractor field representatives.

Issue and Discussion: Other sections of this report described the data collection procedures and documentation required by the Agency for maintaining adequate participant training information. Two of these documents, the IAP-66A Form and the PIO/P, are issued by the Mission, although they may be partially completed by contractors for contract handled particpants. Missions have individual and often unique procedures for issuing these documents, depending on such factors as number of participants, size of Mission, etc. When S&T/IT needs to verify data or collect missing documents, it is difficult to identify the person in the Mission who might have the information. In some instances, no information on specific participants could be located in the Mission.

Recommended Actions: The Committee issued an Action Memorandum to the Deputy Administrator recommending that the Administrator take the following three actions:

1. Send a cable to Mission Directors requiring them to take four actions to ensure that the reporting and participant training management requirements are in compliance with Handbook 10. The main points of the cable are:

   a. Request Mission Directors to establish procedures to ensure that all participant training data, including IAP-66A Forms (Requests for J-1 Visas) and data from contractors managing participants, are collected and maintained by a single office within the Mission. This action should obviate data problems caused when contract-managed participants are programmed outside normal Mission procedures.

   b. Request Mission Directors to ensure that all appropriate Mission personnel (Training Officers, Project Managers and their participant training contractors) submit completed PIO/Ps for all participants, including self-financed and unfunded PIO/Ps for contract-managed participants (contract here refers to cost-reimbursement and fixed price contracts, grants, cooperative agreements, RSSAs and PASAs). All PIO/Ps should provide cost estimates for each participant's individual program. Because many Missions already supply these cost estimates, the Committee does not foresee significant implementation or compliance problems with this recommendation.

2. Send a memorandum to the Regional Bureau AAs requesting them to follow-up with the Missions to ensure that the actions requested in the cable are completed and further to request the AAs to take action to ensure that all Regional Bureau participant training activities are in compliance with Handbook 10. These actions are:

   a. Request that all project managers of regionally funded or managed participant training activities ensure that their contractors process participants through the Mission training office.

   b. Request that all project managers of regionally funded or managed participant training activities ensure that their contractors submit completed PIO/Ps for all participants through the Mission training office. For all PIO/Ps, program cost estimates must be included on the PIO/P.

3. Send a memorandum to the Central Bureau AAs requesting them to take action to ensure that the Central Bureau participant training activities are in compliance with Handbook 10. These actions are:

   a. Request that all project managers of centrally funded or managed participant training activities ensure that their contractors process participants through the Mission training office.

   b. Request that all project managers of centrally funded or managed participant training activities ensure that their contractors submit completed PIO/Ps for all participants through the Mission training office. For all PIO/Ps, program cost estimates must be included on the PIO/P.

Elements in Participant Training Information System

PIO/P number

Participant names

Date of birth

Participant's sex

Degree objective

Field of study

Duration of training

Location of Training

Country of origin

Directly funded

Contractor's name

Training institution

U.S. training

Third country training

Academic training

Technical training

Type of Agreement

Attachment I

Data Collection Documents and Procedures Used to Provide Currently Requested Data Elements

This attachment describes the documents presently used by A.I.D./W to collect participant training data. Three main documents are used: the PIO/P, the Participant Data Form (PDF), and the IAP-66A. Copies of each of these forms are included here. The following sections describe each of these documents and the procedures for completing and submitting them.

1. The PIO/P

The PIO/P (Project Implementation Order/Participants) is used for three purposes: 1) to transfer training funds, 2) to provide training programmers (contract and A.I.D. direct personnel) in the U.S. with specific information needed for programming, placing and monitoring participants, and 3) to provide data for the Participant Training Information System.

When training funds are included in a project agreement, no PIO/P is necessary for obligation purposes. The participants in these projects are usually handled by contractors. However, the information contained in the PIO/P is useful and necessary for training programmers (contract and A.I.D. personnel) and S&T/IT statistical needs. Thus, Handbook 10 specifies that unfunded PIO/Ps be submitted for <u>all</u> "contract" participants.

The PIO/P is issued by Missions to S&T/IT (and FM) and alerts S&T/IT to the prospective arrival of new participants even though the exact names may not be known at the time of issuance.

2. The Participant Data Form

The participant data form (PDF) collects data needed for providing services to participants during their period of training. These services include health and accident coverage, visa maintenance, and others. In addition, the form provides such essential training data as degree objective, training institution, and period of study. The PDF is also used to advise the Agency of program changes or termination. A copy of this form is included here.

The PDF is completed and submitted to S&T/IT after a participant is assigned to a participant training programmer or programming agent (contractor or A.I.D.).

3. The IAP-66A Form

Form IAP-66A, Certificate of Eligibility for Exchange Visitor Status, is used for obtaining the J-1 visa, mandatory for all A.I.D.-funded participants. This form provides several types of information useful for tracking and classifying participant departure and is the only information received by A.I.D./W prior to arrival of the participant when no PIO/P is issued.

The IAP-66A is filled out in a mission and signed by an American officer. A copy of the form is sent to S&T/IT for informational and visa maintenance purposes.

A copy of an IAP-66A form is included.

Attachments

AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION ORDER/ PARTICIPANTS (PIO/P)

PAGE 1 OF ____

1. COOPERATING COUNTRY	2. PIO/P NUMBER
3. PROJECT ACTIVITY NUMBER & TITLE	
4. APPROPRIATION	5. ALLOTMENT
6. DATE ORIGINAL ISSUE	7. DATE THIS ISSUANCE

8. PROJECT COMPLETION DATE	9. DESIRED START DATE	10. TERMINAL START DATE	11. NUMBER OF PARTICIPANTS

12. ☐ ORIGINAL ☐ AMENDMENT NUMBER ____

13. LOCATION/DURATION OF TRAINING ☐ U.S. ____ P/M ☐ Third Country ____ P/M ☐ In Country ____

14. FINANCING

AGENT	TYPE OF EXPENSE	A. PREVIOUS TOTAL	B. INCREASE	C. DECREASE	D. NEW TOTAL
AID	(a)				
MISSION	(b) Int. Travel				
	(c) Maint. Advance				
AID/W	(d)				
	(e)				
THIRD COUNTRY	(f)				
	(g)				
	(h)				
	(i)				
15. COOPERATING COUNTRY FINANCING					

16. U.S. TRUST ACCOUNT	A. TRUST ACCOUNT NUMBER B. ALLOTMENT SYMBOL	C. AUTHORIZED	D. CURRENCY UNIT	E. AMOUNT

17. SPECIAL PROVISIONS

A. REF: PIL NUMBER ____ GRANT ____ LOAN ____

B. SUPPLEMENTARY INFORMATION

C. NAME(S) OF PARTICIPANTS

18. MISSION CLEARANCES

SIGNATURE	DATE	SIGNATURE	DATE

19. HOST COUNTRY/BORROWER/GRANTEE	20. AGENCY FOR INTERNATIONAL DEVELOPMENT
SIGNATURE	
TITLE / DATE	

AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/ PARTICIPANTS TRAINING REQUEST FORM PAGE 2 OF ______	1. COOPERATING COUNTRY	2. PIO/P NUMBER
	3. ☐ ORIGINAL ☐ AMENDMENT NO. ______	4. DATE

5. TRAINING REQUEST

A. DESCRIPTION OF TRAINING REQUESTED. *(Describe clearly the training desired; summarize the project input, output, and purpose to which the training will be applied)*

B. ACADEMIC TRAINING ONLY: DEGREE OBJECTIVE

MAJOR FIELD OF STUDY

C. RELATED INFORMATION

D. PARTICULAR EMPHASIS DESIRED

E. SUGGESTED TRAINING FACILITIES *(If known)*

6. PARTICIPANT'S FUTURE EMPLOYMENT

A. CHECK APPROPRIATE BOX (847)	B. OCCUPATIONAL CATEGORY CODE (845–49)	
☐ GOVERNMENT ☐ PRIVATE ☐ JOINT		

KEYPUNCH COPY
FOR AID/W USE ONLY

BATCH NUMBER ______ (CC1-2)

PARTICIPANT NUMBER ______ (CC3-8)

REGIONAL NUMBER ______ (CC9-11)

AGENCY FOR INTERNATIONAL DEVELOPMENT
PARTICIPANT'S BIOGRAPHICAL DATA

PAGE 3 OF ____

1. COOPERATING COUNTRY
2. PIO/P NUMBER
3. NAME (MR., MRS., OR MISS) CAPITALIZE OR UNDERLINE LEGAL SURNAME (B12-46)
4. HOME/MAILING ADDRESS STREET (T12-36) CITY OR TOWN (T43-68)

5. ATTACHMENTS
- ☐ TRANSCRIPTS
- ☐ PHOTOS
- ☐ DEPENDENT CERTIFICATION
- ☐ OTHER *(Specify)* ______

6. BIRTHDATE (MO/DAY/YR) (B56-57)
7. PLACE OF BIRTH
8. EMERGENCY CONTACT (COUNTRY OF TRAINING)
9. SEX/MARITAL STATUS

MALE	FEMALE
☐ SINGLE	☐ SINGLE
☐ MARRIED	☐ MARRIED

10. LANGUAGE PROFICIENCY

A. ENGLISH LANGUAGE PROFICIENCY STATUS *(Check appropriate box)*

☐ TEST GIVEN ☐ TEST WAIVED ☐ FURTHER TRAINING NECESSARY ☐ RETEST NECESSARY

B. APPROXIMATE DATE SCORES OR RATING TO BE REPORTED

C. TEST SCORES/RATINGS *(Check and complete appropriate boxes)*

☐ TOEFL TOTAL SCORE ______

☐ ALIGU DATE GIVEN ______

	USAGE	ORAL	VOCAB/READ	LISTENING
SCORE				
FORM				

D. PROFICIENCY IN OTHER LANGUAGES

LANGUAGES	SPEAKING			READING			WRITING		
	Excellent	GOOD	FAIR	Excellent	GOOD	FAIR	Excellent	GOOD	FAIR

E. FURTHER TRAINING NECESSARY ☐ HOME COUNTRY ☐ RECEIVING COUNTRY

11. IF YOU HAVE LIVED, STUDIED, OR TRAVELLED ABROAD, COMPLETE THE FOLLOWING

COUNTRY	DATES (MO. & YR.) FROM	TO	PURPOSE *(e.g., Travel, Training, Conference. If Training, indicate type of program & sponsor)*

12. EDUCATION

A. TOTAL YEARS COMPLETED (12-13)

B. HIGHEST DEGREE OBTAINED *(Check one)* (M14)
- ☐ BACH OF ARTS
- ☐ BACH OF SCIENCE
- ☐ MASTER OF ARTS
- ☐ MASTER OF SCIENCE
- ☐ MD
- ☐ DVM
- ☐ PHD
- ☐ ITGER
- ☐ NONE

C. COUNTRY WHERE DEGREE OBTAINED

D. COUNTRY CODE (M15-17)

E. LIST BELOW IN CHRONOLOGICAL ORDER, ALL SCHOOLS ATTENDED. INCLUDE PRIMARY, MIDDLE OR SECONDARY SCHOOLS UNIVERSITIES, VOCATIONAL OR TRADE SCHOOLS. *(Use continuation sheet if necessary)*

NAME OF INSTITUTION	MAJOR FIELD OF STUDY	LANGUAGE OF INSTRUCTION	DATES ATTENDED FROM	TO	TITLE OF DEGREE, DIPLOMA, OR CERTIFICATE	RECEIVED

13. EMPLOYMENT

A. BRIEF TITLE OF PRESENT POSITION/OCCUPATION (M16-43)

B. DATES OF EMPLOYMENT FROM ______ TO PRESENT

C. TOTAL YEARS (M44-45)

D. PRESENT EMPLOYER *(Name & Address)* (Q38-63)

E. NUMBER OF EMPLOYEES SUPERVISED

F. SIZE *(Approx. No. of Employees)*

G. BRIEF DESCRIPTION OF WORK ☐ GOVERNMENT ☐ PRIVATE ☐ JOINT ☐ STUDENT

GENCY FOR INTERNATIONAL DEVELOPMENT ROJECT IMPLEMENTATION ORDER/ PARTICIPANTS TRAINING REQUEST FORM PAGE 2 OF ______	1. COOPERATING COUNTRY	2. PIO/P NUMBER
	3. ☐ ORIGINAL ☐ AMENDMENT NO. ______	4. DATE

5. TRAINING REQUEST

DESCRIPTION OF TRAINING REQUESTED. *(Describe clearly the training desired: summarize the project input, output, and purpose to which the training will be applied)*

B. ACADEMIC TRAINING ONLY: DEGREE OBJECTIVE

MAJOR FIELD OF STUDY

C. RELATED INFORMATION

D. PARTICULAR EMPHASIS DESIRED

E. SUGGESTED TRAINING FACILITIES *(If known)*

6. PARTICIPANT'S FUTURE EMPLOYMENT

A. CHECK APPROPRIATE BOX (B47)	B. OCCUPATIONAL CATEGORY CODE (B48-49)	
☐ GOVERNMENT ☐ PRIVATE ☐ JOINT		

Form Approved
OMB No. 024-R0091

(TM 10:98) Ap 14A. Ch 14. HB 10

INTERNATIONAL COMMUNICATION AGENCY
ASSOCIATE DIRECTORATE FOR EDUCATIONAL AND CULTURAL AFFAIRS
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

NOT STAPLE THIS FORM

AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING

Control No 123300

PART 1 — IT IS HEREBY CERTIFIED THAT:

( ) Male
( ) Female

FULL NAME OF EXCHANGE VISITOR: ______ FIRST NAME ______ MIDDLE NAME ______

(Mo.) (Day) (Yr.) in ______ (City) ______ (Country) ______, whose position in ______ (Country) ______ (Pos Code)

legal permanent resident of ______

that country is ______

U.S. address ______

THE PURPOSE OF THIS FORM IS TO:

1 ( ) Begin a new program
2 ( ) Extend an on going program
3 ( ) Transfer to a different program
4 ( ) Replace a lost form
5 ( ) Permit visitor's immediate family to enter U.S. separately.

2. which will be sponsored by the AGENCY FOR INTERNATIONAL DEVELOPMENT, U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY to participate in the EXCHANGE VISITOR PROGRAM NO. G-2-0263 which is still valid and is officially described as follows:

A program of the Agency for International Development, U.S. International Development Cooperation Agency to bring participants to the United States for training, academic study, observation or consultation in keeping with the objectives of human resource development as contained in the Foreign Assistance Act of 1961 as amended.

Contractor ______

Passport No. ______

PIO/P No. ______ DTS No. ______

3. This form covers the period from ______ (Mo.) ______ (Day) ______ (Yr.) to ______ (Mo.) ______ (Day) ______ (Yr.) (one year maximum.)

If this form is for family travel or replaces a lost form, the expiration date on the exchange visitor's I-94 is ______

4. The category of this visitor is 1 ( ) Student, 2 ( ) Trainee, 3 ( ) Teacher, 4 ( ) Professor, 5 ( ) Research Scholar or Specialist, 6 ( ) International Visitor, 7 ( ) Professional Trainee, and the specific educational field or non-study activity to be engaged in is ______, verbally described as follows:

de No. ______ (Subj/Field Code)

5. During the period covered by this form, it is estimated that the following financial support (in U.S. $) will be provided to this exchange visitor by:

a. ( ) The Program Sponsor in item 2 above $ ______

Financial support from organizations other than the sponsor will be provided by one or more of the following:

b1. ( ) U.S. Government Agency(ies): ______ (Agency Code). $ ______ b2 ______ (Agency Code). $ ______

c1. ( ) International Organization(s): ______ (Int. Org. Code). $ ______ c2 ______ (Int. Org. Code) $ ______

d. ( ) The Exchange Visitor's Government $ ______

e. ( ) The binational Commission of the visitor's Country $ ______

f. ( ) All other organizations providing support $ ______

g. ( ) Personal funds $ ______

(If necessary, use above space for funding by multiple U.S. Agencies or Intl. Organizations)

6. I.N.S. USE

7. ______ (Name of Official Preparing Form) ______ (Title)

______ (Address) ______ (Date)

______ (Signature of Responsible Officer or Alternate R.O.)

PART II — ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE I.N.A.

...lar or Immigration Officer regarding Sec. 212(e) ...ration Act is necessary because . . .

...JECT TO ...

PART III — STATEMENT OF RESPONSIBLE OFFICER ... SPONSOR (FOR TRANSFER OF PROGRAM ...

Date ______ . Transfer of this exchange ...

program No. ______

to the program specified in item (2) is necessary or h... is in conformity with the objectives of the Mutual E... Cultural Exchange Act of 1961.

AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING
Control Number

PARTICIPANT DATA

See Handbook 10 for instructions on completing form.

PART I – ADMINISTRATIVE DATA

1. Family Name
2. First Name
3. Middle Name
4. Date of Birth *(YY/MM/DD)*
5. Sex ☐ MALE ☐ FEM

6. Cooperating Country — Code
7. Country of Training — Code
8. Type of Training ☐ ACADEMIC ☐ TECHNICAL
9. Requested Start Date *(YY/MM/DD)*

10. Project Number
11. Complete PIO/P Number
12. Program Agency
(AID/OIT Use) Documents Attached: PIO/P ☐ 1 BIODATA ☐ 2 TRANSCRIPT ☐ 3 PHOTO ☐ 4 CERTIFICATE ☐ 5
Code for Training Arrangement

PART II – PROGRAM DATA

13. Onboard Date *(YY/MM/DD)*
14. Field of Training — Code
15. Major Course of Study — Code
16. Future Occupation — Code
17. Degree Objective *('X' one)* ASSOCIATE ☐ 1 BACHELOR ☐ 2 MASTER ☐ 3 PH.D ☐ 4

18. Projected Completion Date *(YY/MM/DD)*
19. Programmer ID Code
20. Insurance Entitlement ☐ YES ☐ NO
21. Entitlement Start Date *(YY/MM/DD)*
22. Entitlement End Date *(YY/MM/*

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES Starting Date (YY/MM/DD)	Ending Date (YY/MM/DD)
23.					
24.					
25.					
26.					
27.					

28. Contractor's Name — Code
29. Contract Number
30. Contracting Agency ☐ AID ☐ HOST COUNTRY
31. Contract Administrator

32. Contractor's Address — City — State — Zip Code
33. Telephone Number *(Include area code)*
34. Date Forwarded *(YY/MM/DD)*

PART III – PROGRAM CHANGES

35. Item Number — Program Change

36. Date Forwarded *(YY/MM/DD)*

PART IV – PROGRAM COMPLETION DATA

37. Nonreturnee Status: WAIVER ☐ 1 VOLUNTARY DEPARTURE ☐ 2
38. Departure Date *(YY/MM/DD)*
39. I-94 Admission Number *(Acad. Participant only)*
43. Port of Exit *('X' one)*: ☐ LA ☐ BOSTON ☐ HONOLULU ☐ SF ☐ CHICAGO ☐ OTHER ☐ SEATTLE ☐ NEW YORK ☐ MIAMI ☐ D.C. ☐ NEW ORLEANS

40. Final Program Status: COMPLETED ☐ 1 CANCELLED ☐ 2
41. Degree Achieved *('X' one)*: ASSOCIATE ☐ 1 BACHELOR ☐ 2 MASTER ☐ 3 PH.D ☐ 4 NONE ☐ 5
42. Confirmed Return Date *(Acad. Part. Only) (YY/MM/DD)*
44. Date Forwarded *(YY/MM/DD)*

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AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

APR 26 1985

MEMORANDUM TO A.I.D. PROJECT MANAGERS

SUBJECT: Participant Training Regulations and Procedures

FROM: The Office of International Training

Issue

The Intra-Agency Committee on Participant Training has determined that the Agency's information system for participant training is incomplete due to the failure of some contractors to report required information. The Administrator therefore has mandated several actions to improve the collection of participant training information. These actions are necessary to comply with existing Agency regulations and procedures for managing participant training activities as promulgated in Handbook 10, "Participant Training."

Purpose

The purpose of this memorandum is to provide project managers with summary information on fundamental Agency regulations governing mandatory participant training activities. This memorandum is fully consistent with relevant A.I.D. handbooks.

Background

An Intra-Agency Committee on Participant Training Information was established in September 1984 at the request of the Deputy Administrator to improve the collection of data on participant training activities in the Agency. Among the findings of the Committee was inadequate compliance with Handbook 10's Participant Training regulations and procedures governing the management of participants. Failure to comply with these regulations has seriously impaired the Agency's ability to accurately report participant data to the Congress, Agency leadership and field management. In addition, there is evidence that fundamental services provided by the Agency such as health insurance and counseling are not being provided to some participants. Again, the basic cause of these problems is the lack of accurate and up-to-date information in the Agency's Participant Training Information System (PTIS) maintained by the Office of International Training (S&T/IT).

The present system of data reporting and particpant management will be challenged severely over the next two years as the number of participants increases by 50 percent. To avoid exacerbating conditions which have led to the current participant training problems, it is necessary for all A.I.D. project managers and their respective contractors to comply with Agency regulations and procedures in managing participants.

Mandatory Requirements

Participants are managed using one of two general mechanisms: 1) directly-funded participants managed by S&T/IT's contractors, or 2) contract-managed participants handled by contractors hired by Missions, regional offices, host governments and AID/W Bureaus and offices. The term contract is used generically here and includes cost-reimbursement and fixed price contracts, grants, cooperative agreements, RSSAs and PASAs.

Regardless of the mode of management, all participants must be trained in accordance with five mandatory procedures. The following sections explain these regulations and indicate a contact person within S&T/IT who can provide you or your representative with additional information.

1. Visa Requirements: Participants admitted to the United States under the A.I.D. Exchange Visitor Program must use the J-1 Visa. Application for the J-1 Visa is made by completing the IAP-66A Request for J-1 Visa Form. This form must be signed by an American FSO in the Mission. No contractors have authority to execute IAP-66A forms for annual extensions; only S&T/IT has this authority. If the Mission Training Office (or Officer) is not responsible for processing all IAP-66A Forms, then copies must be shared with the Mission Training Office and must be sent to S&T/IT. See Handbook 10, Chapter 14 for additional information. For problems with visas, contact S&T/IT, Mary Kay Williamson, (703) 235-1994.

2. Reporting Requirements: S&T/IT maintains the Participant Training Information System (PTIS) which describes Agency participant training activities. This data base is used for two general purposes: 1) to provide needed statistical data to relevant Agency offices and 2) to provide S&T/IT with necessary data for effective management and provision of participant training services. Three source documents are used to enter participants into the PTIS regardless of whether the participant is directly funded or contract managed. For additional information or assistance, contact S&T/IT, Judy McKeever (703) 235-1984.

    A. The Project Implementation Order for Participants (PIO/P) is sent from the Agency office or Mission providing training to S&T/IT and is used for all participants, however funded or managed. The PIO/P is a funding document for participants managed by S&T/IT.

For contractor-managed participants, even though the contract is the funding document, a non-funded PIO/P must be issued ~~by the~~ Mission (although the contractor may be requested to complete the form) for informational purposes. All PIO/Ps must contain cost estimates for respective training programs.

B. The IAP-66A (Request for J-1 Visa Form), described in 1 above, is an official form of the Immigration and Naturalization Service (INS). It is used by S&T/IT for two purposes: 1) to secure annual renewals of J-1 Visas as required by the INS, and 2) to supply a number of data elements required by the PTIS. Generally, the original IAP-66A is completed prior to travel to the U.S. by a Mission Training Officer, contractor or other field staff; it must be signed by a Mission officer. (In Missions where no Mission officer is available, an Embassy officer can sign.) In response to the signed IAP-66A, the U.S. Embassy issues the J-1 Visa. As noted above, only S&T/IT executes IAP-66A for Visa extensions. Copies of original IAP-66As must be sent to S&T/IT. It is important that the Mission Training Office (or Officer) be advised of all IAP-66A activity in a Mission to ensure comprehensive data collection.

C. The Participant Data Form (PDF) is completed by the contractor after the participant arrives in the U.S. This form provides essential data on individual participants.

3. Health and Accident Coverage Requirements: It is A.I.D.'s policy that all participants be provided adequate health and accident coverage (HAC) while away from their home countries. All A.I.D. sponsored participants, except host country participants, must be enrolled in the mandatory HAC program provided by the Agency. The PDF (see 2C above) automatically enters participants in the HAC program. At present, host country contractors may use the HAC insurance or may opt to use another insurance program of their choosing. They must, however, have evidence of their insurance program. For additional information, contact Mildred Taylor at 235-1965.

4. Participant Allowance Requirements: All participants, however managed or funded, must receive official allowances as promulgated in Handbook 10, Appendix C. Appendix C is attached here for your information and indicates the wide range of allowances available to participants. The most important allowances are the academic residential allowance

(a monthly maintenance allowance supplied to academic participants), the technical maintenance allowance (a monthly maintenance allowance supplied to technical participants), and the advance maintenance allowance given to participants prior to departure for the U.S. to cover transit expenses. Project managers must take action to ensure that advance maintenance allowances are allocated to participants according to Handbook 10 regulations. Participants often arrive in the U.S. with inadequate funds, a situation which may cause serious hardship and create a very counter-productive impression of the U.S. on the part of the participant. For additional information on allowances, contact S&T/IT, Dan Terrell at 235-1885. For waivers to official allowance policy, contact the Allowance Committee, S&T/IT.

5. Other Requirements: All Agency written agreements which provide for participant training include a standard provision requiring that the organization under contract follow the policies and procedures established in Handbook 10. In addition to the requirements explained above, Handbook 10 provides guidance in a number of other areas and should be familiar to project managers a
participants for the Agency.

Invitational Travel

Foreign nationals traveling to the U.S. or a third country under Invitational Travel are not participants. Handbook 22, Chapter 7 (attached) clearly defines the relationship between invitational travel and participant training.

Attachment

Attachment

HANDBOOK 22 CHAPTER 7

Invitational Travel authorizations are not issued for foreign nationals traveling for purposes of training in any of the categories included in the Agency's Participant Training Program (see Handbook 10 - Participant Training).

(1) A participant is a foreign national traveling to the United States or a third country for training through meetings, seminars, or conferences as authorized by a PIO/P. Foreign nationals traveling to the United States or third country for the purpose of attending meetings, seminars, or conferences as consultants or experts are not considered participants.

(2) The distinguishing factor is the benefit principle derived as a result of the travel. Should the foreign national gain more benefit from the purpose of training to promote the LDC development program, the foreign national is a participant. If the purpose of the foreign national's presence is to gain more benefit for the Agency's program than for the recipient country, he/she is not a participant.