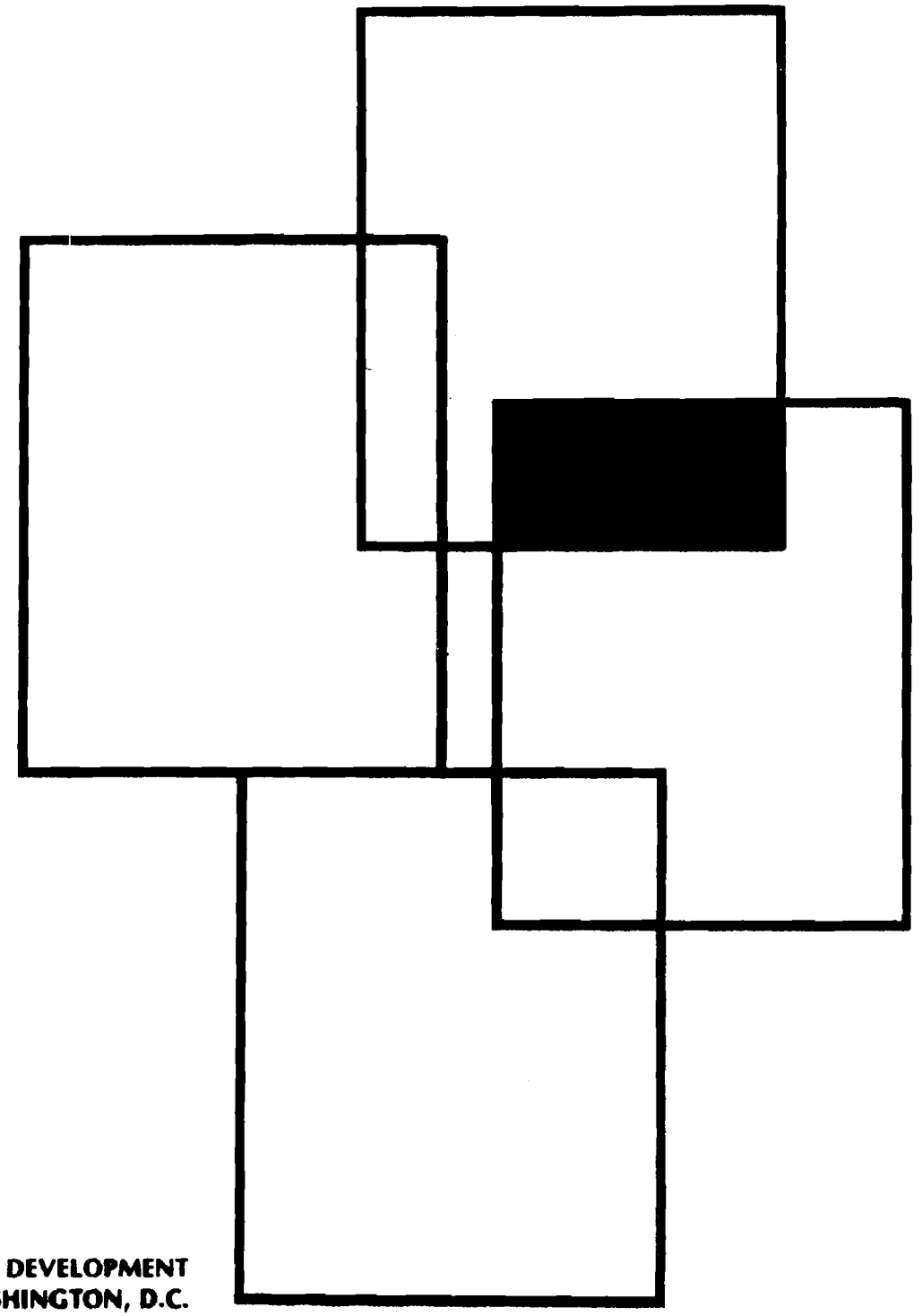
Participant Training



AGENCY for INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C.

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE March 1, 1994	TRANS. MEMO NO. 10:150

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Chapter 8, Attachment 8A - Maintenance Allowances for Third-Country Training, Mexico, has been revised.

Chapter 13 - Pre-Departure Medical Examinations, reflects a change to new pre-departure procedures.

FILING INSTRUCTIONS:

1. REMOVE PAGES: REPLACEMENT PAGES:

REMOVE PAGES	REPLACEMENT PAGES
8A-15 and 8A-16 (TM 10:149)	8A-15 and 8A-16
13-1 thru 13-6 (TM 10:146)	13-1 thru 13-5

2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:149.

3. KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back.

4. File this TM 10:150 in the front of the handbook binder; discard TM sheet 10:149.

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Address questions about this Handbook to
G/OIT/PP (703) 875-4831

For additional copies of this Transmittal contact FA/AS/ISS (202) 736-4746.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: G/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
2-16-89	Subject Page	10:111
Various	Pages 11-1 thru 11-6, 11-11 and 11-12, 11-14, 11-17, 11-18, 11A-1 thru 11A-4, Att. 11B and 11C of Ch. 11	10:112
Various	One circular and pages 11-13	10:113
Various	Pages 6-1 thru 6-9 of Ch. 6, page 8-13 of Ch. 8	10:114
Various	Pages 14-3 thru 14-5 & Att. 14B of Ch. 14; pgs. 18-1 thru 18-3 of Ch. 18, pgs. 26-1 thru 26-4 of Ch. 26, pgs. 32-1 thru 32-3 of Ch. 32	10:117
Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-7, TC-9 thru TC-13, TC-15 thru TC-19, Ch. 38	10:132

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: G/OIT/RS

12-6-91	Pages 11-15 and 11-16 of Chapter 11	10:136
6-25-92	Page 11E(2)-1	10:142
10-27-92	Att 13B of Ch. 13 and Supp 25A of Ch. 25	10:145
11-7-92	Pages TC-8 and TC-14 of the Table of Contents; pages 25-1 thru 25-4, 25-7 and 25-8 of Ch. 25	10:146
12-18-92	Pages 11D(1)-1, 11D(1)-2, 11D(1)-5 thru 11D-(1)-12 of Chapter 11	10:147
5-20-93	Pages 11D(1)-3 and 11D(1)-4 of Chapter 11; 25-5 and 25-6 of Chapter 25	10:148
10-15-93	Pages 8A-1 thru 8A-14, 8A-17 thru 8A-25 of Ch. 8; Att 11D, 11E-1 & 11E(1)-1 of Ch 11	10:149
3-1-94	Pages 8A-15 & 8A-16, and 13-1 thru 13-5	10:150

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE May 20, 1993	TRANS. MEMO NO. 10:148

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Chapter 11 - Attachment 11D(1) contains the new transit allowance rates.

Chapter 25 - enrollment procedures in the HAC program have had minor revisions and the premium has increased to $120.00.

FILING INSTRUCTIONS:

1. REMOVE PAGES: — REPLACEMENT PAGES:

   11D(1)-3 and 11D(1)-4 (TM 10:147) — 11D(1)-3 and 11D(1)-4
   25-5 and 25-6 (TM 10:146) — 25-5 and 25-6

2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:148.

3. KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back.

4. File this TM 10:148 in the front of the handbook binder; discard TM sheet 10:147.

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Address questions about this Handbook to
R&D/OIT/PP (703) 875-4831

For additional copies of this Transmittal contact FA/AS/ISS (202) 736-4746.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-22 of Ch. 8, pages 11-15 and 11-16,	10:136
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141
6-25-92	Page 11E(2)-1	10:142
7-6-92	Pages 11D-1 through 11D-16, 11E-1, and 11E(1)-1	10:143
10-7-92	Pages 8A-23 through 8A-26 of Chapter 8	10:144
10-27-92	Att 13B of Ch. 13 and Supp 25A of Ch. 25	10:145
11-7-92	Pages TC-8 and TC-14 of the Table of Contents; pages 13-1 thru 13-6 of Ch. 13; pages 25-1 thru 25-4, 25-7 and 25-8 of Ch. 25	10:146
12-18-92	Pages 11D(1)-1, 11D(1)-2, 11D(1)-5 thru 11D(1)-12 of Chapter 11	10:147
5-20-93	Pages 11D(1)-3 and 11D(1)-4 of Chapter 11; 25-5 and 25-6 of Chapter 25	10:148

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE December 18, 1992	TRANS. MEMO NO. 10:147

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Attachment 11D(1) of Chapter 11 has been revised.

FILING INSTRUCTIONS:

1. REMOVE PAGES: — REPLACEMENT PAGES:

   11D(1)-1 thru 11D(1)-10 — 11D(1)-1 thru 11D(1)-12

2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:147.

3. KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back.

4. File this TM 10:147 in the front of the handbook binder; discard TM sheet 10:146.

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Address questions about this Handbook to
R&D/OIT/PP (703) 875-4831

For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-22 of Ch. 8, pages 11-15 and 11-16,	10:136
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141
6-25-92	Page 11E(2)-1	10:142
7-6-92	Pages 11D-1 through 11D-16, 11E-1, and 11E(1)-1	10:143
10-7-92	Pages 8A-23 through 8A-26 of Chapter 8	10:144
10-27-92	Att 13B of Ch. 13 and Supp 25A of Ch. 25	10:145
11-7-92	Pages TC-8 and TC-14 of the Table of Contents; pages 13-1 thru 13-6 of Ch. 13; and pages 25-1 thru 25-8 of Ch. 25	10:146
12-18-92	Attachment 11D(1) of Chapter 11	10:147

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE November 7, 1992	TRANS. MEMO NO. 10:146

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Chapter 13, Pre-departure Medical Examinations, has been revised to reflect changes in pre-departure procedures for AID-sponsored fellows/associates.

Chapter 25, The Health and Accident Coverage (HAC) Program, has been revised to reflect the new HAC administrator and changes in the HAC program.

The Table of Contents has been revised to reflect new pagination.

FILING INSTRUCTIONS:

1. REMOVE PAGES: / REPLACEMENT PAGES:

REMOVE PAGES:	REPLACEMENT PAGES:
TC-7, TC-8, TC-13, & TC-14 (TM 10:132)	TC-7, TC-8, TC-13, & TC-14
13-1 thru 13-5 (TM 10:108)	13-1 thru 13-6
25-1 thru 25-8 (TMs 10:117, 10:129, 10:131, 10:138)	25-1 thru 25-8

2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:146.

3. KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back.

4. File this TM 10:146 in the front of the handbook binder; discard TM sheet 10:145.

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Address questions about this Handbook to
R&D/OIT/RS (703) 875-4232

For additional copies of this Transmittal contact FA/AS/ISS
(703) 875-1641

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
2-16-89	Subject Page	10:111
Various	Pages 11-1 thru 11-6, 11-11 and 11-12, 11-14, 11-17, 11-18, 11A-1 thru 11A-4, Att. 11B and 11C of Ch. 11	10:112
Various	One circular and pages 11-13	10:113
Various	Pages 6-1 thru 6-9 of Ch. 6, page 8-13 of Ch. 8	10:114
Various	Pages 14-3 thru 14-5 & Att. 14B of Ch. 14; pgs. 18-1 thru 18-3 of Ch. 18, pgs. 26-1 thru 26-4 of Ch. 26, pgs. 32-1 thru 32-3 of Ch. 32	10:117
Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-7, TC-9 thru TC-13, TC-15 thru TC-19, Ch. 38	10:132
10-11-91	Pages 8A-1 thru 8A-4 of Chapter 8	10:135

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-22 of Ch. 8, pages 11-15 and 11-16, Attachment 11D(1) of Ch. 11	10:136
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141
6-25-92	Page 11E(2)-1	10:142
7-6-92	Pages 11D-1 through 11D-16, 11E-1, and 11E(1)-1	10:143
10-7-92	Pages 8A-23 through 8A-26 of Chapter 8	10:144
10-27-92	Att 13B of Ch. 13 and Supp 25A of Ch. 25	10:145
11-7-92	Pages TC-8 and TC-14 of the Table of Contents; pages 13-1 thru 13-6 of Ch. 13; and pages 25-1 thru 25-8 of Ch. 25	10:146

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE October 27, 1992	TRANS. MEMO NO. 10:145

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Chapter 13, Att 13B, Guidelines for the Examining Physician, has been revised.

Chapter 25, Supp 25A, Health and Accident Coverage Program, has been revised.

FILING INSTRUCTIONS:

1. REMOVE PAGES:

   Att 13B (TM 10:130)
   Supp 25A (TM 10:108)

   REPLACEMENT PAGES:

   Att 13B
   Supp 25A

2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:145.

3. KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back.

4. File this TM 10:145 in the front of the handbook binder; discard TM sheet 10:144.

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Address questions about this Handbook to R&D/OIT/RS (703) 875-4169.

For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
2-16-89	Subject Page	10:111
Various	Pages 11-1 thru 11-6, 11-11 and 11-12, 11-14, 11-17, 11-18, 11A-1 thru 11A-4, Att. 11B and 11C of Ch. 11	10:112
Various	One circular and pages 11-13	10:113
Various	Pages 6-1 thru 6-9 of Ch. 6, page 8-13 of Ch. 8	10:114
Various	Pages 14-3 thru 14-5 & Att. 14B of Ch. 14; pgs. 18-1 thru 18-3 of Ch. 18, pgs. 25-1, 25-2, of Ch. 25, pgs. 26-1 thru 26-4 of Ch. 26, pgs. 32-1 thru 32-3 of Ch. 32	10:117
Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
Various	Pages 25-3 thru 25-4 of Ch. 25	10:129
4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
10-11-91	Pages 8A-1 thru 8A-4 of Chapter 8	10:135
12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-22 of Ch. 8, pages 11-15 and 11-16, Attachment 11D(1) of Ch. 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141
6-25-92	Page 11E(2)-1	10:142
7-6-92	Pages 11D-1 through 11D-16, 11E-1, and 11E(1)-1	10:143
10-7-92	Pages 8A-23 through 8A-26 of Chapter 8	10:144
10-27-92	Att 13B of Ch. 13 and Supp 25A of Ch. 25	10:145

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE October 7, 1992	TRANS. MEMO NO. 10:144

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Att 8A of Chapter 8 -- the new maintenance allowance rates for third country training have been revised for Thailand.

FILING INSTRUCTIONS:

1. REMOVE PAGES: — REPLACEMENT PAGES:

   8A-23 through 8A-26 (TM 10:136) — 8A-23 through 8A-26

2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:144.

3. KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back.

4. File this TM 10:144 in the front of the handbook binder; discard TM sheet 10:143.

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Address questions about this Handbook to R&D/OIT/RS (703) 875-4169.

For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
2-16-89	Subject Page	10:111
Various	Pages 11-1 thru 11-6, 11-11 and 11-12, 11-14, 11-17, 11-18, 11A-1 thru 11A-4, Att. 11B and 11C of Ch. 11	10:112
Various	One circular and pages 11-13	10:113
Various	Pages 6-1 thru 6-9 of Ch. 6, page 8-13 of Ch. 8	10:114
Various	Pages 14-3 thru 14-5 & Att. 14B of Ch. 14; pgs. 18-1 thru 18-3 of Ch. 18, pgs. 25-1, 25-2, of Ch. 25, pgs. 26-1 thru 26-4 of Ch. 26, pgs. 32-1 thru 32-3 of Ch. 32	10:117
Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
Various	Pages 25-3 thru 25-4 of Ch. 25	10:129
3-26-91	Attachment 13B of Ch. 13	10:130
4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
10-11-91	Pages 8A-1 thru 8A-4 of Chapter 8	10:135
12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-22 of Ch. 8, pages 11-15 and 11-16, Attachment 11D(1) of Ch. 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141
6-25-92	Page 11E(2)-1	10:142
7-6-92	Pages 11D-1 through 11D-16, 11E-1, and 11E(1)-1	10:143
10-7-92	Pages 8A-23 through 8A-26 of Chapter 8	10:144

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE July 6, 1992	TRANS. MEMO NO. 10:143

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Attachments 11D, 11E, and 11E(1) have been revised to reflect the Maintenance Rates and Supplemental Allowance Rates for the 1992-1993 academic year.

SUPERSEDES:

Pages 11D-1 through 11D-14, 11E-1, and 11E(1)-1. (TMs 10:133, 10:134 and 10:142)

FILING INSTRUCTIONS:

1. Remove superseded material as indicated under SUPERSEDES.
2. File the attached in their appropriate places.
3. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:143.

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KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back. File this TM 10:143 in the front of the handbook binder; discard TM sheet 10:142.

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Address questions about this Handbook to R&D/OIT/PP (703) 875-4831.

For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
2-16-89	Subject Page	10:111
Various	Pages 11-1 thru 11-6, 11-11 and 11-12, 11-14, 11-17, 11-18, 11A-1 thru 11A-4, Att. 11B and 11C of Ch. 11	10:112
Various	One circular and pages 11-13	10:113
Various	Pages 6-1 thru 6-9 of Ch. 6, page 8-13 of Ch. 8	10:114
Various	Pages 14-3 thru 14-5 & Att. 14B of Ch. 14; pgs. 18-1 thru 18-3 of Ch. 18, pgs. 25-1, 25-2, of Ch. 25, pgs. 26-1 thru 26-4 of Ch. 26, pgs. 32-1 thru 32-3 of Ch. 32	10:117
Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
Various	Pages 25-3 thru 25-4 of Ch. 25	10:129
3-26-91	Attachment 13B of Ch. 13	10:130
4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
10-11-91	Pages 8A-1 thru 8A-4 of Chapter 8	10:135
12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-26 of Ch. 8, pages 11-15 and 11-16, Attachment 11D(1) of Ch. 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141
6-25-92	Page 11E(2)-1	10:142
7-6-92	Pages 11D-1 through 11D-16, 11E-1, and 11E(1)-1	10:143

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE June 24, 1992	TRANS. MEMO NO. 10:142

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Rate adjustments have been made to Attachment 11D and Undergraduate Tuition adjustments have been made to Attachment 11E(2).

SUPERSEDES:

Pages 11D-3, 11D-4, 11D-7, 11D-8, and 11E(2)-1 (TMs 10:120, 10:133, and 10:134)

FILING INSTRUCTIONS:

1. Remove superseded material as indicated under SUPERSEDES.
2. File the attached in their appropriate places.
3. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 10:142.

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KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back. File this TM 10:142 in the front of the handbook binder; discard TM sheet 10:141.

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Address questions about this Handbook to R&D/OIT/PP (703) 875-4831.

For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
2-16-89	Subject Page	10:111
Various	Pages 11-1 thru 11-6, 11-11 and 11-12, 11-14, 11-17, 11-18, 11A-1 thru 11A-4, Att. 11B and 11C of Ch. 11	10:112
Various	One circular and pages 11-13	10:113
Various	Pages 6-1 thru 6-9 of Ch. 6, page 8-13 of Ch. 8	10:114
Various	Pages 14-3 thru 14-5 & Att. 14B of Ch. 14; pgs. 18-1 thru 18-3 of Ch. 18, pgs. 25-1, 25-2, of Ch. 25, pgs. 26-1 thru 26-4 of Ch. 26, pgs. 32-1 thru 32-3 of Ch. 32	10:117
Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
Various	Pages 25-3 thru 25-4 of Ch. 25	10:129
3-26-91	Attachment 13B of Ch. 13	10:130
4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
7-29-91	Pages 11D-1, 11D-2, 11D-5, 11D-6 & 11D-11 thru 11D-14, pages 11E-1 and 11E(1)-1 of Chap. 11	10:133
8-8-91	Pages 11D-9 and 11D-10 of Att. 11D	10:134
10-11-91	Pages 8A-1 thru 8A-4 of Chapter 8	10:135
12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-26 of Ch. 8, pages 11-15 and 11-16, Attachment 11D(1) of Ch. 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141
6-25-92	Pages 11D-3, 11D-4, 11D-7, 11D-8, and 11E(2)-1	10:142

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE April 15, 1992	TRANS. MEMO NO. 10:141

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Attachment 8A, pages 8A-5 and 8A-16 (Cameroon & Mexico), of chapter 8 has been revised to reflect the new maintenance allowance rates for third country training.

SUPERSEDES:

Pages 8A-5 thru 8A-10, 8A-15 and 8A-16 (TMs 10:135, 10:136, 10:140)

FILING INSTRUCTIONS:

1. Remove superseded material as indicated under SUPERSEDES.
2. File the attached in their appropriate places.
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Address questions about Handbook content to R&D/OIT/RS. (703) 875-4097.

Address questions about copies and distribution to FA/AS/ISS (703) 875-1641.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
2-16-89	Subject Page	10:111
Various	Pages 11-1 thru 11-6, 11-11 and 11-12, 11-14, 11-17, 11-18, 11A-1 thru 11A-4, Att. 11B and 11C of Ch. 11	10:112
Various	One circular and pages 11-13	10:113
Various	Pages 6-1 thru 6-9 of Ch. 6, page 8-13 of Ch. 8	10:114
Various	Pages 14-3 thru 14-5 & Att. 14B of Ch. 14; pgs. 18-1 thru 18-3 of Ch. 18, pgs. 25-1, 25-2, of Ch. 25, pgs. 26-1 thru 26-4 of Ch. 26, pgs. 32-1 thru 32-3 of Ch. 32	10:117
Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Attachment 11E(2)	10:120
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
Various	Pages 25-3 thru 25-4 of Ch. 25	10:129
3-26-91	Attachment 13B of Ch. 13	10:130
4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
7-29-91	Pages 11D-1 thru 11D-6 & 11D-11 thru 11D-14, pages 11E-1 and 11E(1)-1 of Chap. 11	10:133
8-8-91	Pages 11D-7 thru 11D-10 of Att. 11D	10:134
10-11-91	Pages 8A-1 thru 8A-4 of Chapter 8	10:135
12-6-91	Pages 8A-11 thru 8A-14, 8-17 thru 8A-26 of Ch. 8, pages 11-15 and 11-16, Attachment 11D(1) of Ch. 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138
4-15-92	Pages 8A-5 thru 8A-10, 8A-15 & 8A-16 of Ch. 8	10:141

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE March 17, 1992	TRANS. MEMO NO. 10:140

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Attachment 8A of Chapter 8, pages 8A-7 and 8A-10 are being reissued due to an inadvertent error in the transmittal number.

SUPERSEDES:

Pages 8A-7 & 8A-8, 8A-9 & 8A-10 (TM 10:135, 10:136, 10:137 and 10:139).

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Address questions about this Handbook to R&D/OIT/RS (703) 875-4169.

For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
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Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Attachment 11E(2)	10:120
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
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Various	Pages 11-7 thru 11-10, Atts. 11D(2) & 11D(3) of Ch. 11	10:128
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3-26-91	Attachment 13B of Ch. 13	10:130
4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
7-29-91	Pages 11D-1 thru 11D-6 & 11D-11 thru 11D-14, pages 11E-1 and 11E(1)-1 of Chap. 11	10:133
8-8-91	Pages 11D-7 thru 11D-10 of Att. 11D	10:134
10-11-91	Pages 8A-1 thru 8A-6 of Chapter 8	10:135
12-6-91	Pages 8A-11 thru 8A-26 of Chapter 8, pages 11-15 and 11-16, Attachment 11D(1) of Chapter 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138
3-17-92	Pages 8A-7 thru 8A-10 of Chapter 8	10:140

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE February 26, 1992	TRANS. MEMO NO. 10:139

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Attachment 8A of Chapter 8, pages 8A-7 and 8A-10; Chile & El Salvador have been revised to reflect the new maintenance allowance rates for third country training.

SUPERSEDES:

Pages 8A-7 & 8A-8, 8A-9 & 8A-10 (TM 10:135 & 10:136).

FILING INSTRUCTIONS:

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For additional copies of this Transmittal contact FA/AS/ISS(703) 875-1641.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
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4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
7-29-91	Pages 11D-1 thru 11D-6 & 11D-11 thru 11D-14, pages 11E-1 and 11E(1)-1 of Chap. 11	10:133
8-8-91	Pages 11D-7 thru 11D-10 of Att. 11D	10:134
10-11-91	Pages 8A-1 thru 8A-6 of Chapter 8	10:135
12-6-91	Pages 8A-11 thru 8A-26 of Chapter 8, pages 11-15 and 11-16, Attachment 11D(1) of Chapter 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138
2-26-92	Pages 8A-7 thru 8A-10 of Chapter 8	10:139

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE January 23, 1992	TRANS. MEMO NO. 10:138

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Chapter 25, page 25-5, section 25E2 is being reissued because a portion of the new HAC premium amount was inadvertently omitted.

SUPERSEDES:

Pages 25-5 and 25-6 (TM 10:138).

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Address questions about this Handbook to R&D/OIT/RS (703) 875-4232.

For additional copies of this Transmittal contact FA/AS/ISS.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: R&D/OIT/RS

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
11-18-88	New Handbook Index	10:109
9-1-88	Chapter 37	10:110
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Various	Pages 8-9, 8-10 of Ch. 8, page 11-19 of Ch. 11	10:118
Various	Chapter 34	10:119
Various	Attachment 11E(2)	10:120
Various	Chapter 15 in its entirety	10:121
Various	Atts. 11F of Chapter 11	10:123
Various	Supplement 1A of Ch. 1	10:124
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Various	Pages 25-3 thru 25-4 of Ch. 25	10:129
3-26-91	Attachment 13B of Ch. 13	10:130
4-5-91	Pages 25-7 and 25-8 of Ch. 25	10:131
6-25-91	Pgs. i thru v, LC-1 thru LC-2, TC-1 thru TC-19, Ch. 38	10:132
7-29-91	Pages 11D-1 thru 11D-6 & 11D-11 thru 11D-14, pages 11E-1 and 11E(1)-1 of Chap. 11	10:133
8-8-91	Pages 11D-7 thru 11D-10 of Att. 11D	10:134
10-11-91	Pages 8A-1 thru 8A-8 of Chapter 8	10:135
12-6-91	Pages 8A-9 thru 8A-26 of Chapter 8, pages 11-15 and 11-16, Attachment 11D(1) of Chapter 11	10:136
1-23-92	Pages 25-5 and 25-6 of Chapter 25	10:138

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE January 9, 1992	TRANS. MEMO NO. 10:137

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Chapter 25, page 25-5, section 25E2 has been changed to reflect the new HAC premium rates.

SUPERSEDES:

Pages 25-5 and 25-6 (TM 10:129)

FILING INSTRUCTIONS:

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For additional copies of this Transmittal contact FA/AS/ISS.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: OIT

DATE	MATERIAL TRANSMITTED	TM NO.
9-1-88	Handbook 10 revised in its entirety	10:108
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12-6-91	Pages 8A-9 thru 8A-26 of Chapter 8, pages 11-15 and 11-16, Attachment 11D(1) of Chapter 11	10:136
1-9-91	Pages 25-5 and 25-6 of Chapter 25	10:137

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE December 6, 1991	TRANS. MEMO NO. 10:136

MATERIAL TRANSMITTED:

Handbook 10 - Participant Training

Attachment 8A, pages 8A-9 & 8A-10 of chapter 8: Costa Rica; has been corrected to reflect the maintenance allowance rates for third country training.

Attachment 11D(1) Allowance Rates 1992 has been revised to reflect the new allowance rates. Section 11D3a Typing of Academic Papers has also been revised.

SUPERSEDES:

Pages 8A-9 thru 8A-26 of Chapter 8, pages 11-15 & 11-16, and Attachment 11D(1) of Chapter 11. (TMs 10:112, 10:127, 10:133 and 10:135)

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For additional copies of this Transmittal contact FA/AS/ISS.

CHECKLIST FOR HANDBOOK 10
PARTICIPANT TRAINING

AUTHOR OFFICE: OIT

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SUBJECT: Requests for Handbook 10, Participant Training

Handbook 10, Participant Training, has been revised in its entirety. Initial distribution to all USAID Missions and programming agents currently under contract with the Agency is in process. If you do not receive a copy and/or have need for additional copies, please send a written request containing your address and the number of copies needed, to:

Agency for International Development
IRM/PE
Room 1109, SA-14
Washington, D. C. 20523-1407

Effective immediately, the Office of International Training will no longer issue Participant Training Notices. Any changes related to Handbook 10, information or policy, will be issued as a handbook circular and/or handbook change.

HANDBOOK 10

This total revision of Handbook contains many new policies and procedures. The Handbook should be thoroughly reviewed by all persons involved with the Participant Training Program. To assist the experienced training professional in reading this material, OIT has identified those chapters or sections of chapters of particular importance.

CHAPTER	CHAPTER TITLE	SECTION	SUBJECT
1	Introduction to Participant Training	1C	Describes Participant Training Program and policy framework.
2	Training Factors in Project Development	All	New and expanded requirements on factors to be addressed prior to or during project design
3	AID Mission and Project Officer Responsibility for Participant Training	3A	Requirement to designate an AID officer to oversee management of participant training
4	Training Needs Assessment and Selection of Participant	4A	New policy on selection of participants, identification of training needs and participation of women
		4D1	Availability of the Training Needs Assessment Guide from OIT
5	Training Cost Analysis	All	New Agency system to estimate and monitor training costs
6	Project Implementation Order/Participants (PIO/P) and Supplemental Documentation	6A 6C	Definition of those trainees who are to be covered by a funded or unfunded PIO/P and the preparation of an abbreviated PIO/P

CHAPTER	CHAPTER TITLE	SECTION	SUBJECT
7	Partially Financed Participants	7A	Eliminates "independently financed" participants and requires that every participant program have some AID funding
8	Third Country Training	8A	Revises the criteria for the countries in which third country training can take place
9	Training Implementation Plan (TIP)	9D1a	Duration of academic training
		9D1d	Terms under which participant relinquishes U.S. housing
		9D3g	Treatment of mandatory and optional programs in the TIP
10	Participant Budget Worksheets	10B5	Definition of Training Cost Analysis System
11	Allowances	11A8 & 9	Trips to the home country
		11B1	Definition of AID allowances
		11B4	Definition of types of technical training and appropriate allowances
		11C1h	Explanation of allowance payment and sample format for participant signature
		11C4c	Conferences, seminar and field trip allowances
		11C5a(5)	Settling-in/advance maintenance allowance for students living in college dormitories

CHAPTER	CHAPTER TITLE	SECTION	SUBJECT
11	Allowances (Cont)		
		11D2	Computer or major equipment purchase
12	English Language Training and Testing	12C Attach. 12A	Contains new instructions for an annual participant English Language Testing and Training Report
13	Predeparture Medical Examinations	All	Procedures for new pre-departure medical examinations and HAC waiver procedures
14	Visa Requirements	14A	Participant J-1 visas can be used for only 1 year; Designating signing authority
15	Dependents of Participants	15D	Only Missions approve dependents travel to the United States.
16	Travel and The Arrival Notice System	16A	Policy on air travel at AID expense for Ph.D. research in the home country and return home in the summer of some undergraduate participants
18	Participant Responsibilities	All	A new chapter on participant requirements when accepting AID sponsorship
20	Orientation in the United States	20A & C & D	Required attendance of all participants at orientation; description of Washington International Center orientation
21	Home Hospitality and Community Programming	All	Availability of home and community hospitality services at no or minimal cost

CHAPTER	CHAPTER TITLE	SECTION	SUBJECT
22	Mid-Winter Community Seminars	22A & 22C2	Increased emphasis on substantive content. Policy of enrollment whenever feasible
24	Participant Training Information System	24D	Responsibilities for submitting PTIS input documentation
25	Health and Accident (HAC) Program	All	Description of revised HAC coverage and procedures
26	Monitoring	26E	Monitoring Reports and Forms
29	Employment of Partici-pants	29A & C	Participants may not work except when part of program. Exception procedures
30	Program Extensions and Transfers	30C1g 30C2	Visa Control Transfers and transmittal sheet
32	Termination of a Participant's Training Program	All	A new chapter on the various types of program termin-ations
33	Nonreturnees	All	Reiterates procedure for reporting non-returnees to the Immigration and Naturalization Service
34	Evaluation	All	A new chapter on the Participant Training Evaluation System (PTIS)
35	Follow-up	35A	Requirement for partic-ipants to return home within the life of the project and for funding for continuing edu- cation and follow-up activities

CHAPTER	CHAPTER TITLE	SECTION	SUBJECT
36	Exceptions to Handbook 10	All	Delineates the policy procedures for requesting exceptions
37	Reimbursable Training Program	All	Describes reimbursable training program and provides illustrative bilateral agreement.
* 38	Participant Taxes	All	Describes IRS requirements for all participants of AID funded programs to file tax returns. *

SUPPLEMENT	SUPPLEMENT TITLE	SUBJECT
1	Glossary Handbook 10 Terms	Alphabetical listing of definitions from Handbook 10 chapters
2	Handbook 10 Forms	Alphabetical listing of AID Forms included in Handbook 10

* Revised

HANDBOOK 10

PARTICIPANT TRAINING

CHAPTER LISTING

CHAPTER	TITLE
1	INTRODUCTION TO PARTICIPANT TRAINING
2	TRAINING FACTORS IN PROJECT DEVELOPMENT
3	AID MISSION (OR AID REPRESENTATIVE) AND PROJECT OFFICER RESPONSIBILITY FOR PARTICIPANT TRAINING
4	TRAINING NEEDS ASSESSMENT AND SELECTION OF PARTICIPANTS
5	TRAINING COST ANALYSIS
6	PROJECT IMPLEMENTATION ORDER PARTICIPANT (PIO/P) AND SUPPLEMENTAL DOCUMENTATION
7	PARTIALLY FINANCED TRAINING
8	THIRD COUNTRY TRAINING
9	TRAINING IMPLEMENTATION PLAN (TIP)
10	PARTICIPANT TRAINING BUDGET WORKSHEET
11	ALLOWANCES
12	ENGLISH LANGUAGE TRAINING AND TESTING
13	PREDEPARTURE MEDICAL EXAMINATIONS
14	VISA REQUIREMENTS
15	DEPENDENTS OF PARTICIPANTS
16	TRAVEL AND ARRIVAL NOTICE SYSTEM
17	PREDEPARTURE ORIENTATION
18	PARTICIPANT RESPONSIBILITIES
19	AIRPORT ARRIVAL SERVICE IN THE UNITED STATES

CHAPTER	TITLE
20	ORIENTATION IN THE UNITED STATES
21	HOME HOSPITALITY AND COMMUNITY PROGRAMMING
22	MID-WINTER COMMUNITY SEMINARS
23	INTERPRETER AND ESCORT SERVICES
24	PARTICIPANT TRAINING INFORMATION SYSTEM
25	THE HEALTH AND ACCIDENT COVERAGE (HAC) PROGRAM
26	MONITORING OF PARTICIPANTS
27	COUNSELING
28	AID PARTICIPANT EMERGENCY CONTACT INFORMATION
29	EMPLOYMENT OF PARTICIPANTS
30	PROGRAM EXTENSIONS AND TRANSFERS
31	PROFESSIONAL SOCIETY MEMBERSHIPS
32	TERMINATION OF A PARTICIPANT'S TRAINING PROGRAM
33	NONRETURNEES
34	EVALUATION
35	FOLLOW-UP
36	EXCEPTIONS TO HANDBOOK 10
37	REIMBURSABLE TRAINING PROGRAM
* 38	PARTICIPANT TAXES *

APPENDICES

A	GLOSSARY OF HANDBOOK 10 TERMS
B	HANDBOOK 10 FORMS

* Revised

AID 1380-94 (4-77)

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING

PARTICIPANT TRAINING NOTICE

SUBJECT	REFERENCE	NOTICE NO.
FY 88 Training Notices	HB 10, CHAP. 1.C	89-4 11/9/88
	CANCELLATION DATE	Page 1 of 3 Pages
	SUPERSEDES	

The following is a list of training notices issued by OIT for fiscal year 1988 which should be included in your Handbook 10:

88- 1 - Academic Participants Maintenance Rates 1987-88 Academic year [Supersedes TN 87-7]

88- 2 - Implementation of New Participants Examination and Certification Form

88- 3 - FY 86 and 87 Training Notices

88- 4 - Per Diem Rates for Mid-Winter Community Seminars [Supersedes TN 87-9]

88- 5 - Academic Participants Maintenance Rates 1987-88 [Amends TN 88-1]

88- 6 - Supplemental Allowance Rates to be provided students living in student housing and participating in meal plans [Supersedes TN 87-9]

88- 7 - Attendance at Mid-Winter Community Seminars

88- 8 - Changes in the HAC Program [Supersedes TN 85-10]

88- 9 - Academic Maintenance Rates 87-88 [Amends TN 88-1]

88-10 - A.I.D. Participant Counseling [Supersedes TN 85-2]

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88-25 - Programming for OTC/San Juan

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88-28 - Supplemental Allowance Rates to be Provided Students Living in Student Housing & Participating in Meal Plan [Supersedes TN 88-6]

88-29 - Not Issued

88-30 - Partially Financed Training

88-31 - Academic Participants Maintenance Rates for 1988-89 Academic year [Supersedes TN 88-26]

88-32 - Shared Housing

88-33 - Correct Address for Submitting HAC Claims

88-34 - Replacement of Lost IAP 66A Forms

88-35 - Returning Participants to Training Following Medical Evacuation

If you need copies of any of these training notices, please send your request (including name, address and number of copies) to:

Gwendolyn Outterbridge
Office of International Training
Room 214, SA-16
Agency for International Development
Washington, DC 20523-1601

HANDBOOK 10

PARTICIPANT TRAINING

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CHAPTER 1

INTRODUCTION TO PARTICIPANT TRAINING

1A. PURPOSE OF PROGRAM

The AID Participant Training Program is a vital element of the U.S. foreign economic assistance program. Its primary goal since its inception in 1944 has been and remains the development of the human resources potential of citizens of developing countries. The Congressional mandate is to support:

". . . to assist the people of developing countries in their efforts to acquire the knowledge and resources essential to development and to build the economic, political and social institutions which will improve the quality of their lives."

1B. AUTHORIZATION AND POLICY FRAMEWORK

The authorization and policy framework for the Participant Training Program is contained in two documents: the Foreign Assistance Act of 1961, as amended, and AID Policy Determination No. 8 (Supplement 1A).

1. Foreign Assistance Act of 1961, as amended (FAA)

The FAA contains the basic statutory authority for the Participant Training Program. The following sections are of particular note:

a. Section 101, FAA -- Authority for training foreign nationals of countries receiving U.S. development assistance is contained in several sections of the Foreign Assistance Act of 1961, as amended, and stems from the statement of general policy of Section 101 (a):

"Therefore, the Congress declares that a principal objective of the foreign policy of the United States is the encouragement and sustained support of the people of developing countries in their efforts to acquire the knowledge and resources essential to development and to build the economic, political, and social institutions which will improve the quality of their lives."

b. Section 105, Education and Human Resources Development -- As one of the four major fields of development assistance, the development of human resources is specifically authorized in Section 105:

1B

(1) "In order to reduce illiteracy, to extend basic education, and to increase manpower training in skills related to development, the President is authorized to furnish assistance for education, public administration, and human resource development . . . ."

(2)" . . . Assistance under this section shall be provided for advanced education of people of developing countries in such disciplines as are required for planning and implementation of public and private development activities."

c. In addition, training is specifically authorized in the following sections of the FAA:

(1) Section 103, Agriculture, Rural Development and Nutrition

(2) Section 104, Population and Health

(3) Section 106, Energy, Private Voluntary Organizations, and Selected Development Activities.

d. In the case of Training in Africa, the FY 88 Continuing Resolution created a Development Fund for Africa (DFA). For funding purposes participant training is now under DFA instead of functional accounts.

2. Policy Determination No. 8

Policy Determination No. 8 of July 13, 1983 (Supplement 1A) establishes AID policy for participant training fulfillment of the FAA provisions. It states the purposes and uses of participant training, describes types of training programs, and articulates certain areas of policy emphasis such as providing opportunities for women, training duration, etc.

The Agency's participant training administrative and program policies, responsibilities, procedures, and reporting requirements are promulgated within this AID Handbook. Except as noted, this guidance governs training in both the United States and in third countries. This Handbook is supplemented from time to time by Participant Training Notices.

1C. APPLICATION OF HANDBOOK

It is AID policy that all AID participant training, no matter how funded, managed or implemented, is subject to the policies, procedures, and reporting requirements established by Handbook 10 and Participant Training Notices, except where specifically excluded by Handbook 10 or waived in accordance with Handbook 10.

1D. DEFINITIONS

1. Participant -- a foreign national whose education or training is funded and/or sponsored by AID and takes place outside of his/her home country. The term is a shortened form of "Participant in Development." Foreign nationals traveling on invitational travel orders are not participants (see Chapter 16 -- Travel and the Arrival Notice System).

2. Participant Training -- the human resources development component of a development project which may also include technical assistance and commodities procurement, or the entire activity of a project which trains foreign nationals outside their home country to fulfill the host country's human resources development objectives.

3. Participant Training Program -- the sum total of AID's worldwide training portfolio which is composed of all training conducted outside host countries under all AID funding mechanisms.

4. Contractors -- for the purpose of this Handbook are:

a. organizations which are under contract with AID missions and bureaus or host country government; or

b. recipients of grants from AID missions and bureaus; or

c. other Federal agencies under interagency agreements; or

d. host country government entities such as embassies in Washington which are are responsible for planning and/or managing participant training, including selection, placement, oversight and follow up.

5. OIT Contractor/RSSA -- contractors and U.S. government agencies under contract to or other arrangements with AID's Office of International Training, with responsibilities for participants essentially similar to those of contractors.

1D

6. Programming Officers -- employees of contractors and OIT's contractor/RSSA who actually manage participants' programs.

7. Academic Participants -- those who are enrolled in an academic institution with the objective of obtaining an academic degree; e.g., A.A., B.A., B.S., M.A., M.S., and Ph.D.

8. Technical Participants -- those whose training does not have an academic degree as an objective; training may be short courses, on-the-job training, observation tours, or university courses without the objective of a degree.

1E. DESCRIPTION OF PARTICIPANT TRAINING PROGRAM

AID's Participant Training Program had its origins in 1944 with Latin American participants whose programs consisted of on-the-job training or observational tours designed to improve industrial productivity. Later under the Marshall Plan beginning in 1948, the focus turned to postwar European reconstruction and expanded to include the use of educational institutions and other privately operated training facilities.

The large majority of participants are mid-level professionals already established in a career or occupation. The education and training they receive in the United States provide them with greater technical skills or a higher academic degree to better meet the challenges of development in their own countries. Through their training in laboratories, offices, agricultural or industrial settings, they use and become familiar with American methods, technologies and equipment.

Short-term technical training generally consists of institutional or observational programs, where participants have the opportunity to learn about or observe first-hand the operations of their American counterparts. These brief technical programs are also provided for top management, industrialists, educators, scientists, public administrators and other key persons.

Undergraduate degree programs have been largely restricted to countries with very limited numbers of college graduates capable of pursuing advanced degrees and to special efforts to identify and train disadvantaged segments of developing countrys' population.

The Participant Training Program is largely decentralized. AID Missions and regional and central bureaus initiate programs and projects which involve training, determine the parameters of that training in concert

1E

with the host governments, arrange for the selection of participants, and determine the mode of implementation. Almost two-thirds of all participants are managed by contractors under contract to Missions, Bureaus and host governments. In some cases, host government entities (e.g., embassies in Washington) manage participants without a U.S. contractor.

The Office of International Training (OIT) has central leadership and coordination responsibility for the Participant Training Program. It develops, for Agency clearance and approval, policies and procedures which govern the program and are incorporated in this Handbook. On request, OIT provides assistance to Missions and host countries concerning the development and management of participant training and maintains various services for all participants such as health and accident coverage and orientation. In addition, OIT through its contractor/RSSA provides programming services to about one-third of all participants.

1F. REQUIREMENTS

All AID bureaus, offices and missions; other Federal agencies; AID direct and host government contractors and grantees; host government ministries, embassies and other entities; universities and other organizations and institutions which have responsibilities for the selection, placement, management and follow-up of participants as well as other aspects of the Participant Training Program are required to observe the policies, procedures and guidance established by the FAA, Policy Determination No. 8, and this Handbook.

1G. SOURCE OF INFORMATION

Information on the Participant Training Program and guidance on the application of the policies and procedures established by this Handbook may be obtained from:

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

PARTICIPANT TRAINING

I. Introduction and Background

For more than three decades, AID has emphasized the training of developing country scientists, technicians, administrators and managers as well as the improvement of specialized training capacities in developing countries. Such training is an essential component of AID's development strategies in all sectors, complementing other forms of assistance and continuing commodities or technical assistance have been expended.

"Participant training", as used here, refers to AID-sponsored training of selected individuals in the U.S. or in other (third) countries. The more generic term "development training" includes both external participant training and training in local institutions. Where training is and "input" to a project in the logframe sense, the term "project-related training" applies.

Participant training is a major, but not the only, means of assisting the development of high-level skills and institutional leadership. Other methods include:

technical or capital assistance for the development of local training capacities, ranging from specialized short course training to universities and technical institutes;

technical assistance to help countries establish local scholarship programs and their own administrative and funding mechanisms for external training;

technical assistance to strengthen institutional capacities for assessing manpower demand and to improve personnel policies and management practices affecting the utilization of trained personnel; and

encouragement of professional organizations, informal networks, technical publications and information systems to keep trained personnel current with developments in their field and to facilitate career advancement and mobility.

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Purposes of Participant Training

AID policy encourages participant training for three purposes:

(1) staff development for AID-assisted projects;

(2) strengthening of key development institutions; and

(3) establishment of local training capacities.

Project-related Training: AID will support short-term and long-term training as needed to ensure the effective implementation and institutionization of AID-supported projects. The types and levels of training as well as the number of trainees to be supported should be as determined by project design, provided that:

a) the project is otherwise consistent with AID policy, CDSS and sector strategy papers;

b) all costs of training are considered in assessing the cost-effectiveness of the project; and

c) the training is coordinated and integrated with other essential project inputs.

Where trainees are expected to replace or to function as counterparts to technical assistance personnel (whether sponsored by AID or other donors), project design must ensure that training is phased appropriately and coordinated with the schedule for arrival and departure of such technical assistance personnel.

Institutional Strengthening: AID will support training as needed to strengthen key private and public institutions (see Institution Development Policy Paper). The institutional priorities for training are determined by CDSS and sector strategy analyses. Training may be provided under a general participant training program, under a training program focused on a specific sector or as a component of a project supporting a specific institution or set of institutions.

A broad range of training may be justified for specific institutions, provided that the training contributes to specific strengthening objectives for those institutions (e.g., improved management, research and development capacity, logistic delivery). Those programs which are general or sectoral should focus more selectively on the types and levels of training most widely needed in key sectors. Institutional needs may be identified by:

a) institutional profiles identifying key technical or managerial constraints to institutional functions;

b) assessments of manpower supply, demand and utilization;

c) assessments of the existing local training capacities.

Training of Trainers: AID will support training as needed in response to the above purposes, AID Policy does not encourage:

general participant training which is not linked to specific development objectives identified in CDSS and sector strategy documents. Policy on training priorities is flexible, recognizing that needs will differ greatly among countries and over time. However, the intention is to discourage the use of participant training programs as general scholarship funds.

training of teaching faculty in technical fields or disciplines not judged by CDSS or sector strategy to be of developmental priority. The range of fields in which training for teaching faculty may be justified will be substantially broader than the project portfolio of the country program. However, advanced training for teaching faculty should be concentrated on fields which strengthen local training capacities of development importance.

training which could otherwise be accomplished cost-effectively in local institutions. Where training capacity exists in a local university or technical institute, there will be a presumption that the training should be accomplished locally. Further, where there is a substantial need for training in any field in which local capacity is not judged to be adequate, the presumption is that the first priority for external training should be the development or strengthening of local training capacity through faculty training and other means.

General Policy Guidance

The appropriate balance to be struck among the three purposes for participant training must be determined in the development of the CDSS. The country program as a whole, of which participant training is but one part, is expected to support private as well as public sector activities and institutions as well as such macro objectives as policy dialogue, reinforcement of market-oriented development and the expose of key leaders to U.S. institutions and practices. It is AID policy to measure the consistency of the participant training programs with these objectives in terms of their strategic

relationship to the approved CDSS, rather then by counting the number of private sector individuals or acknowledged leaders included in the training programs.

AID policy is to use participant training to address specific human resources constraints to development, e.g., leadership for key institutions, teaching faculty in priority development fields, key project staff. Long-term external training is not in most cases a cost-effective response to general shortages of high-level manpower or the need for on-going staff development and in-service training. Therefore, AID policy is to discourage the use of participant training programs as general scholarship funds and to encourage the provision of participant training to meet specific needs as identified in CDSS analyses, sector assessments, institutional profiles and project design exercises.

Fields of study will be determined primarily by mission assessments of needs as reflected in CDSS and project documentation. Project Papers in all sectors should identify human resources requirements and implications as specifically as possible, whether or not the purpose of the project is human resources development. Where training is required to ensure the availability of key staff or counterpart personnel, the project paper should specify how the training will be provided and should include the costs of training in economic analysis of the project, whether provided as project-related training or under an identified general participant training program.

* All participant training programs are expected to provide opportunities for women. AID affirms that all training programs are expected to give attention to means of ensuring substantial participation of women. Where relatively few women are expected to participate, there must be indications of initiatives being taken to increase the number of women in participant training programs. Indicators will include the following information:

1. number of men and women included in participant training program;

2. constraints to women's participation;

3. opportunities for enhancing women's participation;

4. strategies to overcome these constraints or make use of these opportunities; and

5. benchmarks to measure progress in implementing these strategies.

Due to the rapidly rising costs of training, all participant training programs are expected to be supported by thorough needs assessments and economic analysis. Particular attention should be given to cost-effectiveness issues, including: alternative modalities for training and personnel development; incentives affecting the recruitment and retention of trained personnel; and, provisions for recurrent salary costs. *

* Revised

All feasible steps should be taken to ensure that AID-sponsored trainees return to work (1) in their home countries and (2) in positions where their training is utilized effectively. The timely return of trainees and their continued employment in fields relevant to development (not necessarily specific institutions or institutional roles) will be major criteria for evaluations of training programs.

Where patterns of unsatisfactory return rates or subsequent employment are identified, particular attention should be given to whether the needs assessment and trainee selection processes are appropriate and to whether project design and institutional assessments have adequately considered the professional incentives and support systems needed to attract, retain and utilize key staff effectively.

Specific Policy Guidance

Participant training supported under functional accounts other than Section 105 (EHR) is expected to increase, through both training components of projects and sector-specific staff development projects. Where the training relates mainly or exclusively to development in a specific sector, the project should be funded from the respective sector account.

The purpose of the general participant training programs is institution development not otherwise supported by current sector projects. All AID-assisted countries are expected to have access to a general participant training program either as part of the bilateral country program or under a regional or sub-regional program.

External training funded under the Section 105 account should be limited to general participant training programs and to training as needed for EHR project implementation. Where institutionalization of a technical capacity (e.g., research, training, analytic or planning capacity) is a primary purpose of the project, it may be appropriate to train more than the minimum number of specialists to establish a "critical mass" and ensure a self-sustaining team. Where projects include training for personnel additional to those expected to be employed directly in the assisted project or more than one candidate for a position, the project paper should specify the purpose for the additional training and should include the social and economic impact of this training in the economic and social analysis of the project.

Training in the U.S. should be limited to fields in which training is not available locally, for which U.S. training is cost-effective, or which support other strategic considerations such as the exposure of key leaders to U.S. institutions and practices. AID has no implicit preference for one form of training over another, but it does expect that the option of training more cost-effectively in local or third-country institutions be explored before relatively expensive training in U.S. institutions is recommended.

Long-term academic training in U.S. institutions should be concentrated on graduate training. Most long-term training for non-teaching managers and technicians should be at the Master's level. Ph.D. training should be limited to teaching faculty, researchers and scientists, and key administrators of programs or institutions which employ scientists and researchers. In some specialized technical fields a baccalaureate, associate degree or certificate program may be appropriate. However, non-specialized undergraduate training in U.S. institutions is not encouraged and should be supported only as a limited and interim response for countries which have not yet developed local training capacity at this level.

With a few exceptions, AID support for academic training in U.S. institutions will be limited to three calendar years. Where it is anticipated that individuals may need training for periods longer than three years, for example to provide time for language preparation, alternatives should be considered (e.g., providing language training and preliminary coursework in the home country or a third country, non-thesis master's training, or completion of thesis/dissertation work in the home country). Where no alternatives appear feasible or cost-effective, exceptions should be justified in the original PIO/P and may be approved on a case-by-case basis. The main basis for exception is to provide a fourth year for completion and defense of a Ph.D. dissertation. However, where training in the U.S. for longer than three years is justified, a return trip to the home country should be provided in the third year.

Continuation training involving more than one consectutive degree should be anticipated in the original PIO/P. The main justification for such training is where the first degree is incidental to enrollment in the second degree program. Continuation funding for unanticipated additional degrees either priviately, but the host government or by the participating university should be firmly discouraged.

Local and external short-term training is encouraged, both as a means of moderating the costs of training and as one of the most pedagogically effective ways of providing training relevant to specific needs. Short-term training may include periods of internship and observation of relevant institutions and enterprises as well as formal courses and workshops. Such training may be particularly appropriate for individuals (key managers, entrepreneurs, women) who cannot easily arrange time for extended study abroad. Where there is a large or recurrent demand for short-course training in specific fields, either in a single country or in a region or sub-region, establishment of local capacity to provide such training on an on-going basis should be considered.

Post-training followup and professional support should be anticipated, either as a component of participant training projects or as a separate activity. Examples of such followup include support for professional networks, alumni associations or professional journals and information systems.

Technical assistance to establish local scholarship programs is encouraged, either as a component of participant training projects or as a separate activity, for example to assist countries with training needs assessment and planning, or with the development of capacities for the external placement and support of their own students on a continuing basis.

Supplementary Guidance on Private Sector Training Needs

Reimbursable training programs, now managed as part of AID's Office of International Training, will be encouraged both for the middle income countries and as a means of facilitating training sponsored by the private sector.

Private sector views should be sought and included in the assessments of needs and the establishment of priorities. Where the trainees are expected to be privately employed, the employers should play a role in trainee selection.

Privately sponsored training should be encouraged in those countries with a significant private sector. AID support is appropriate as needed to assist private sector training initiatives with logistic arrangements, external placement, planning and assessment. However, the direct costs of local and external training should be met by employers, the business community or the individual to the maximum extent possible.

Privately-employed individuals and local employers of professional personnel should have access to any local training programs, training support services and follow-up professional services (e.g., professional organizations, publications and information services) supported by AID

Private sector employment of AID-financed trainees is consistent with AID development policy, provided that employment is in the country-of-origin and in a field for which the training was originally justified.

Where AID programs facilitate privately-sponsored training or include privately-employed individuals in general participant training programs the same guidance as for publicity sponsored or employed trainees applies with respect to ensuring that privately-sponsored or employed trainees return to their home country and to positions in which their skills are employed effectively. Further, the training priorities for privately-employed participants in AID-sponsored programs are expected to be similar to the priorities for the country program as a whole.

Conclusion

It is AID policy to encourage the use of participant training to improve national training capacities, ensure the availability of key project staff and professional counterparts, and contribute to the on-going process of improving the technical, managerial and policy leadership of private and public sector development institutions.

It is expected that participant training will expand, particularly those types of training related to specific sectoral and institutional objectives. While this policy guidance affords considerable flexibility to missions in determining priorities for fields of study, types and levels of training, the guidance required greater attention to the analysis of human resources constraints in all sectors and to the development of cost-effective training strategies.

Assisting countries to develop the managerial, technical and policy leadership required to decide and implement their own development plans in an essential component of AID's development strategy. To be fully effective as a strategic investment for AID, it is also essential that the participant training programs be related as directly as possible to the local processes of policy dialogue, technology transfer and institutional development.

(s) M. Peter McPherson
M. Peter McPherson
Administrator

July 13, 1983
Date

CHAPTER 2

TRAINING FACTORS IN PROJECT DEVELOPMENT

2A. POLICY

1. It is AID policy that training, as a component of development projects, is to be designed to overcome identified human resource constraints to successful project implementation.

2. It is also AID policy that AID missions in their sector-specific training develop a "critical mass" of skilled persons who will be able to initiate and implement specific development activities and prepare others to perform necessary development activities in the future.

2B. REQUIREMENTS

1. AID missions and bureaus are to train a sufficient number of participants in the United States and/or third countries to ensure the effective implementation and institutionalization of AID-sponsored projects.

2. Training needs assessments (see Chapter 4 -- Training Needs Assessments And Participant Selection), are to be conducted collaboratively with the host country prior to or during project design in order to establish the number of participants to be trained, the type, level and location of their training as well as the availability and general qualifications of the participant candidates (see Handbook 3, Project Development). The Office of International Training (OIT) has prepared a Training Needs Assessment Guide (TNAG), which can be used by AID missions and host countries with professional assistance in the conduct of training needs assessments at the national, sector and specific level of the proposed project. The TNAG is available from the OIT.

3. Training cost analysis (see Chapter 4 -- Training Cost Analysis), is to be employed by AID throughout the life of the project to account for training expenditures.

4. Participant training, whether grant or loan funded, managed by OIT or by one of several contractor options, is to be coordinated and integrated with other essential project elements, especially where training is not the primary focus of the project. A training implementation plan and schedule is to be developed and agreed to by all parties implementing the project to ensure that training begins and ends on schedule.

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5. The costs of participant training are to be contained and training programs and training components of projects are to be developed and managed (by OIT or a contractor) to assure both quality and cost-effectiveness.

6. When technical assistance personnel (e.g., Agency contractor staff) are expected to replace or function as host country counterparts while the counterparts are in training, the arrivals and departures of the individuals concerned must be planned during project development to ensure coverage.

2C. PROCEDURES

In the conceptual stages of project design and the preparation of the Project Identification Document (PID) and the Project Paper (PP), the AID mission (bureau in cases where there is no mission) and the host country must consider several key training factors that will affect project development. These training factors are:

1. Host Country Personnel and Assessed Training Needs

The nature and scope of the project will indicate the types and number of host country personnel required at varying levels of competence and at different stages of implementation. A training needs assessment, however, will establish the availability of existing skilled personnel to implement and then maintain the completed project. The difference between available skilled host country personnel of the types, levels and numbers of personnel needed determines the participant training components of the planned project.

If the technology required to implement the project is well established, accepted standards of performance competency may be readily available. For new or unusual technologies, however, it may be necessary for a specialist to conduct research in order to set a realistic standard of performance and the type of required training. The availability of training programs must also be established because, in some fields of industrial and commercial activity, processes and technologies may be closely held by U.S. firms or are proprietary in nature, thus limiting the prospects of AID obtaining the desired training for its participants.

2. Categories of Training

a. Academic Training

Academic training is defined as a program in an accredited institution of higher education leading to a degree. Degree programs are normally at the graduate level, but associate and bachelor degree

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programs are appropriate when required. AID in Policy Determination #8, Participant Training, (Supplement 1A of Chapter 1) limits a participant's academic program to three years unless a longer period is justified by the mission director. The completion of training and the prompt return of the participant to the job in the host country are required. Experience has shown that prolonged absence from the home country lessens many participants' readiness to contribute to the AID project for which training is undertaken. AID also requires that a participant training program have a single degree as an objective, unless a successive degree is justified in accordance with the following criteria:

(1) the original program objective has changed and a successive degree is necessary for the successful implementation of the AID development project;

(2) the second degree is requested and justified by the host country project personnel and the AID Project Officer and approved by the mission director as appropriate to the project;

(3) the participant has completed the initial degree without significant delay and the required successive degree can be obtained in a period of time not prejudicial to the success of the AID project; and

(4) the participant is from a country with no significant history of non-returned participants.

Authority to approve a successive degree rests with the mission director. Where a known training program objective is actually the Ph.D degree and obtaining a Master's degree is a precondition for acceptance into the doctoral program, then the higher degree should clearly be identified as the final program objective when the initial PIO/P is prepared and the dual degree objective approved by the host country and AID mission director. Program documentation should then also approve a training period beyond the AID prescribed three-year limit. In such instances, further funding for the Ph.D should be based on the participant's academic standing and timeliness in completing the Master's degree.

Only the mission director can approve a successive degree in accordance with the preceding four criteria. A new PIO/P funding the Ph.D should clearly state the justification. Bureaus and missions are responsible for assuring contractor compliance with the preceding.

b. Technical Training

All training not classified as academic is considered to be technical. Technical training may be in the form of observation visits,

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on-the-job training (OJT), special seminars or programs, and training in an academic institution not leading to a degree. In the latter case, such training is usually supplemented with observation or OJT programs.

(1) Observation Training is defined as scheduled visits to facilities, frequently in several locations, to learn a process, method, or system through observation and discussion. Observation training should emphasize the acquisition of development ideas, attitudes and values.

Such training is often appropriate for middle and high-level officials and others with substantial professional experience who need to be updated or exposed to new ideas and technologies, but who cannot be away from their jobs for extended periods of time.

Participant teams from a single country or multi-country teams with homogeneous interests and levels of responsibilities are often suited for observation training.

(2) On-The-Job Training is defined as learning by doing a specific task on the job through personal side-by-side instruction and interaction.

On-the-job training is often combined with other types of training to provide practical experience. If an OJT element is desired as a part of academic training, it must be clearly stated in the PIO/P or training documentation. Sufficient time and funding must be included to provide for this cooperative educational experience.

(3) Special Seminars or Programs are defined as those created to meet special, clearly defined needs of participants in a development project. These frequently are tailored programs and can be costly, sometimes extremely so, but highly effective when focused on a specific development need. Due to the specialized nature of these programs, significant development time is frequently required to prepare for the training program.

Special programs may be provided by academic institutions, private industry, vocational trainers, government agencies and others, but should be evaluated to ensure they clearly meet the needs of the project.

3. Location of Training

The purpose and objectives of the planned training as well as its quality and cost must be considered when making decisions on training facilities and locations. The estimated costs to AID and the host

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country for using such facilities and locations must be carefully weighed during project design. Essentially, there are three location choices: U.S. training, third country training and in-country training.

a. U.S. Training

U.S. training offers a number of advantages. Foremost among these is the large array of schools, colleges, institutions and training institutions that offer a broad selection of technical subjects and are willing to accept AID participants. In the area of science and technology, and particularly where advanced degree study is for persons who may have major impact on their country's development problems, American pre-eminence in technological training and education argues for programming in the United States. The positive long-range political benefits of a participant's exposure to U.S. culture, concepts, institutions and products is also a decided benefit.

U.S. training need not be costly and the value of an appropriate training program combined with exposure to the U.S. must be weighed against possible savings in the use of an institution in a third country.

b. Third Country Training

Appropriate training may be available from an education or training institution located in a third country. Some of these institutions are international in character and some are regional. A number were created and are supported by the United States. Such institutions can provide high quality instruction at generally less cost to AID, particularly where savings may be made in airfares. While third country training is usually less costly than training in the U.S., it is almost always more costly than training in the home country. Possible sites for third country training must be evaluated as to whether a more appropriate level of technology and experience can be obtained there than in the U.S. Training in a third country may be more "appropriate" than U.S. training when there are similar conditions in the host country and third country; technology acquired in a third country may be more easily adapted to the host country; and language, customs and the implementation of solutions to problems are very similar.

However, the very similarities between a third country and the host country may reduce the chance of the participant's obtaining innovative solutions to development situations, and most certainly an exposure to U.S. attitudes and U.S. way of life will be lost. There also may be communication and cultural difficulties associated with the third country and the participant which diminish the effectiveness of such training. Training program management may also be burdensome if there

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is no AID mission or a contractor representative in the country of training to provide support to the participant during the program. Based on the above criteria, third country training is not to compete with training in the United States (see Chapter 8 -- Third Country Training).

c. In-Country Training

When appropriate educational and training institutions exist in the host country, all or part of the training component of a project can take place in-country. Such training is especially appropriate for short-term programs in vocational or technical fields; for persons who are unable to leave the host country; and for persons who are not qualified in English or the language of a third country.

It should be noted that in-country training is not bound by the procedures in Handbook 10, Participant Training, since by definition persons training at home are not "participants."

d. Varied Training Locations

AID projects have often made effective use of two or three of the preceding sources of training in project implementation. During project design, the AID mission and host country should consider how in-country, third country and U.S. training may be combined to reinforce each other. For example, in-country training may precede participant training, provide continuing education, augment overseas training or substitute for overseas training. Third country training may provide observational or field experiences to supplement U.S. or, in some instances, in-country programs, and may also be a substitute for more extended U.S. study when there is an accredited educational or training institution in the third country.

4. The Project Training Plan

The implementation and timing of any project involving participant training must be fully and carefully planned by the host country and the AID mission. A project training plan and an implementation schedule should be collaboratively prepared so the project's training is coordinated and integrated with all other essential project elements. Even when participant training is the sole component of a project, a carefully prepared and realistic training plan must be developed by the AID mission and host country. The number of participant training programs required, the sources of training, the categories of training as well as the time required to prepare persons for participant training and then reintegrate them into the project on return home can affect the

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length of the planned project. The following aspects, in addition to the factors already noted, should be considered when devising a project training plan:

a. Availability of Participant Candidates

Candidate availability should be explored via training needs assessment. Guarantees that qualified persons will be available to undertake the required training are absolutely necessary. Too often in some countries and some projects, the actual availability of participant candidates is not realized. The timely departure and return of participants can be the most critical element in determining the viability of a project. In some development fields, taking a few skilled people away from their jobs to receive needed participant training can create hardship in the host country organization, or there may prove to be no suitable candidates available during implementation.

When the availability of participant candidates is found to be a constraint, it may be necessary to structure the project into phases; replace persons sent overseas for training with expatriate technical personnel; or consider a separate project to prepare a significant number of persons to be trained in the needed fields in advance of the planned project.

b. Leadtime for Selection and Preparation of Participants and Their Programs

Project design and implementation must take into account the leadtimes needed to select and prepare participants for overseas training as well as the time required to arrange their individual training programs. The selection of participants from among available candidates can be a time consuming process for both mission and host country officials (see Chapter 4 -- Training Needs Assessment and Selection of Participants). Many participants require in-country training to improve their English language proficiency skills or to help them to overcome other skills deficiencies before they are ready to begin their training programs (see Chapter 12 -- English Language Training and Testing). In addition to these time factors in the host country, persons responsible for the planning and managing of the program in the U.S. or third country must have sufficient leadtime to develop the training program (see Chapter 6 -- Project Implementation Order/Participants (PIO/P) and Supplemental Documentation).

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c. Reintegration and Follow-Up

The training implementation schedule for a project should allow for sufficient time after participant training and prior to the Project Assistance Completion Date (PACD) to enable the participants to return home and resume their positions. This practice is necessary because experience has shown participants who return close to, or after, the PACD of the sponsoring project frequently experience significant reintegration problems, including misunderstanding of project goals, exclusion from the host country team on the project and/or the actual loss of jobs. Only by allowing participants to return during the life of the project can the adaptation of their knowledge, skills and attitudes as well as team-building be effectively accomplished. All participant training should be completed no later than six months prior to the end of a development project in order to allow for adequate reintegration into the project. On completion of the specific development project, the mission is to continue to support some participant follow-up activities for each participant who trained for three months or longer (see Chapter 35 -- Follow-Up).

The effectiveness of participants (and their reintegration on return) can be increased if they fully understand the goals and objectives of the AID project that sponsors their training. Special effort should be made by project personnel during overseas training to keep participants advised of project activities.

Participants sponsored under general training projects and recipients of scholarships or fellowships generally require greater assistance on return than participants returning to more structured technical development projects. Many persons who are sent for undergraduate degrees are supported by regional or mission general training projects. These participants frequently depart for training without an existing position to assume on return, without civil service or professional standing and without significant prior work experience. They potentially face the greatest risk of reintegration trauma and the AID project and host country or cooperating entity should carefully plan in advance to provide counseling and guidance on return and assist to the extent possible in securing an adequate position.

5. Management of the Participant Training Program

All AID projects are to be designed with a concern for project cost and appropriate method by which the project is to be managed. The Project Officer, in collaboration with mission training personnel, other technical officers and host country counterparts must decide what management mechanism will be most effective and what elements in the

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participant training process (whether or not participant training is the sole component of the project) will be handled by the AID mission, the host country, OIT's contractor/RSSA and/or an organization contracted for the mission or host country. While contractors now implement nearly all AID development activities, it is not always necessary that the participant training component be implemented by the technical contractor. Handbook 10, Participant Training, requirements must be met and must be considered when selecting the means and extent of management required.

A determination of how to implement the planned project and what is entailed can be made by using the worksheets contained in the Training Cost Analysis (TCA) (see Chapter 5 -- Training Cost Analysis). The TCA was developed for exactly this purpose. The TCA will help missions determine whether there is a need for contractor services, what kind and to what extent, and the cost of the participant training.

It is important that mission and host country personnel responsible for project design and implementation understand that AID is responsible for all participants, whether their programs are to be managed by a) OIT; b) contractors of the mission, host country or AID Washington; c) host country entities; or d) organizations with cooperative agreements or AID grants (see Chapter 3 -- AID Mission and Project Officer Responsibility for Participant Training). Participants are not to be programmed in the United States without an organization in the U.S. assuming responsibility for their training and well-being and to complete the reporting to OIT required by AID.

To make the distinction between OIT-managed and contractor-managed training, the following terms are used:

a. Direct training -- which is initiated by the mission, dealing with the host country and assigned to OIT for implementation in the United States. Funds for direct training are obligated by the Project Implementation Order/Participants (PIO/P.) OIT is the sole office in AID Washington responsible for authorizing expenditures against a funded PIO/P. OIT's contractor/RSSA develop and manage the U.S. training program on behalf of the mission and host country;

b. Contract training -- which is managed through a contractor to AID or to the mission or host country under AID funding. In all contracts, grants and other instruments, the mission is responsible for assuring that the participant is made fully aware of AID sponsorship and that the following clause is included and the contractor made familiar with the responsibilities incurred:

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"Participant training elements of this project will be accomplished in accordance with the policies, procedures, allowances, guidance, reporting requirements and other requirements of AID Handbook 10 -- Participant Training."

c. Host country managed -- which is managed by a host country's entity, the host country's embassy in the United States or country(ies) of training and/or a contractor responsible for placement and monitoring of the participants. All requirements of Handbook 10 apply in such instances and whether or not there is in fact a contractor, the requirements normally handled by a contractor must be assumed by the host country.

The project officer and mission (or bureau) are responsible for ensuring that Handbook 10 is adhered to during project implementation regardless of the type of contractor who manages the participant training.

6. Assistance With Project Design

For projects which are solely participant training or which have a significant training element, the development of the training component and project training plan may require outside professional assistance. If this is necessary, assistance may be requested from the Office of International Training.

CHAPTER 3

AID MISSION AND PROJECT OFFICER RESPONSIBILITY FOR PARTICIPANT TRAINING

3A. POLICY

1. It is AID policy that an officer be designated in each AID mission to oversee management of the participant training portfolio and the preparation and maintenance of the Country Training Plan. This officer may be supported by a participant training specialist(s); and when warranted by the level of the participant workload, a training office may be established.

2. It is AID policy that all mission and bureau project officers with a participant training component in their projects be responsible for the appropriate and effective management of the participant training in accordance with Handbook 10, Participant Training.

3. It is AID policy that all AID-sponsored participants, no matter how funded or how their training is managed, are to be documented in accordance with the requirements of this Handbook, its supplements and the Participant Training Notices, and are to be promptly reported to OIT.

3B. DEFINITIONS

1. Participant Training Specialist (PTS) -- a Foreign Service National (FSN), third country national or personal services contractor of an AID mission who has responsibility for the management and implementation of participant training, also known as the training officer.

2. Participant Training Management System (PTMS) -- a comprehensive microcomputer system developed by OIT and SER/IRM for use by missions in the planning and management of their training portfolio and individual participant programs.

3. Country Training Plan (CTP) -- a comprehensive AID-host country plan that provides information about training needs, resources and constraints with a five-year projection of training activities (Supplement 3A).

3C. REQUIREMENTS

1. AID mission directors are to ensure that all mission personnel and their host country counterparts understand that AID is responsible for the participant training programs for all participants sent from the host country and that training for these individuals is to be in accordance with this Handbook, however the participants are financed.

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2. AID mission directors have the authority which may not be redelegated:

a. to waive part or all of the requirement that the host country pay the international travel of participants;

b. to authorize consecutive academic degrees and programs of longer than three years when such are justified;

c. to establish third country maintenance rates for participants sent by other missions to study in the host country; and

d. designate a primary and alternative position (both U.S. citizens) to be responsible for the control, preparation and signature of IAP66A Certificate of Eligibility for Exchange Visitor Program (see Chapter 14 -- Visa Requirements).

Further, mission directors are personally responsible for the appropriate conduct of follow-up for returned participants and the annual reporting of these activities to OIT (see Chapter 35 -- Follow-up).

3. AID mission directors are responsible for designating an officer in the mission to oversee the management of its participant training portfolio. This officer is to ensure that every participant training program is conducted in accordance with this Handbook.

4. A mission officer is responsible for the participant training program in countries where the administration of the participant training program has been transferred to the host government or to a local institution accredited by the government. The mission officer is to maintain liaison with the host country entity and ensure all AID participant training requirements, documentation and reporting needs as set forth in Handbook 10, Participant Training, are met.

3D. PROCEDURES

1. Mission Structure for Participant Training

a. Each AID mission is to designate an officer to oversee the management and implementation of the participant training program as set forth in the Country Training Plan (CTP) (Supplement 3A). Although this individual may be a Human Resources Development Officer, Development Training Officer or Education Officer (all AID Backstop 60), more likely the individual will be drawn from another administrative or technical area. It is important that the designated officer understand that, just as participant training can be a component in any technical development

3D1a

project in any sector, his/her responsibility is cross-sectoral and multi-project in scope. Participant training policies, responsibilities, procedures and reporting requirements apply to every AID-sponsored participant no matter how funded or how their programs are managed. The officer designated as responsible must be prepared to devote substantial time and effort to the implementation of this key element in AID development assistance.

b. It may be advisable to establish a training office when a mission's participant training portfolio, which consists of all AID-sponsored participants (bilateral, regional and centrally funded), exceeds a level that can be effectively managed by staff whose duties are not exclusively focused on participant training. A training office may be established in a major line or staff office, or because it will have line and staff functions, may report immediately to the director or deputy.

c. A training office is the focal point in an AID mission for the administration of its participant training portfolio, liaison with host country officials involved with overseas training programs, the processing of participant training documentation, pre-program English language testing, pre-departure orientation, program monitoring, evaluation and follow-up. The training office is also the primary repository of the mission's records of past and current participants.

Specifically, a training office will be responsible for or assist project officers and the host country to do, the following project and participant activities:

(1) Develop and maintain a Country Training Plan

(2) Project design

(3) Training needs analysis

(4) Training implementation plans and schedules

(5) Training location selection

(6) Training cost analysis

(7) Selection of participants

(8) English language testing and training

(9) Document preparation

(10) Pre-departure orientation

3D1c

(11) Travel arrangements, clearances (including medical) and maintenance advances

(12) Program monitoring

(13) In-country research program arrangements

(14) Return notification

(15) Evaluation (including project evaluation)

(16) Follow-up activities

(17) Record-keeping

(18) Administration of third-country participant training in the host country.

d. Training offices are predominantly, but not exclusively, staffed by FSN employees whose positions are contained in the Participant Training Specialist series (Handbook 26, Position Classification, Pay and Allowances). The requirements of the positions, the minimum qualifications for candidates, and preferences for prior work experience, educational background, English competence and other skills (particularly excellent interpersonal skills), should be taken into consideration when recruiting candidates from FSNs, third country nationals or personal services contractors who will staff the training office.

e. The Participant Training Management System (PTMS) is a microcomputer system developed for missions by OIT and SER/IRM. The PTMS is normally installed on equipment in the training office or easily available to the training office's support staff. A mission using the PTMS is able to plan its participant programs through life-of-project; track training program implementation (pending, in-training and returned); and produce follow-up reports and returned participant directories. The software for the PTMS is available to missions from OIT and SER/IRM.

f. OIT can, on request and generally at mission expense, arrange for professional assistance to AID missions in establishing, expanding or upgrading training offices and training staff. In addition, each year OIT in coordination with the bureaus conducts a Participant Training Workshop in the field or in the United States. Missions wishing to nominate a candidate to attend a workshop or to request technical assistance in the field should contact OIT.

3D

2. Mission and AID/W Project Officer Responsibilities

All AID project officers are responsible for ensuring that the participant training sponsored by their project(s) is appropriate, cost-effective and in conformance with the policies, requirements and procedures of this Handbook. For all contracts which include participant training, the project officer is responsible for assuring that the contractor and host country counterparts are aware of Handbook 10 requirements and implement the participant training in an appropriate manner.

SUPPLEMENT 3A

GUIDANCE FOR THE DEVELOPMENT OF A COUNTRY TRAINING PLAN

3A-1 Introduction

This guidance is to assist mission staff in the development of a Country Training Plan (CTP). Further assistance in developing the CTP is available through OIT on a request basis.

1. Purposes of the CTP

The CTP is to provide information about training needs and resources in priority development areas and to present a five-year projection of training activities for a mission. The primary utility of the CTP is as a mission/host-country management document. It can be an important planning tool for the mission director and program officer, as well as for those more directly involved in training-related activities. The CTP's potential benefits to mission management are several:

a. it should stimulate mission staff to conceptualize training activities in an integrated, long-term perspective because they must project training activities five years in the future;

b. it should lead to better targeting with the host country of training activities to address training needs in priority development areas; and

c. it should promote more effective use of financial and human resources through economies of scale, better coordination of support activities, and more efficient management of trainees and training resources.

In addition, CTPs can be used by AID/W to gain a broader perspective of development training needs. The review of CTPs by PPC, regional bureaus and OIT will permit examination of training needs across countries, facilitate the development of more effective central and regional training projects, and provide the basis for improved support services to missions.

2. Length of the CTP

The length of CTPs will vary considerably among missions based on the size and scope of mission programs and the amount of relevant data to be included. Except in unusual cases, however, the text of a CTP is not to exceed 15 pages. Annexes and exhibits may increase the length.

3. Timing of the CTP

The CTP should be prepared by the mission soon after the Country Development Strategy Statement (CDSS) is prepared. It should be updated every two years to be of value.

4. Scope of Training Activities to be Summarized in the CTP

The CTP should describe both participant (U.S. and third country training) and in-country training activities. (Invitational travel is not participant training.) The exact in-country training activities which are included in the CTP should be decided upon by each mission. However, the following standard is suggested: An in-country training activity should be included in the CTP if the training uses predetermined content for at least a one-day training session or involves at least 10 trainees in equivalent training.

3A-2 The Components of a Country Training Plan

The CTP is primarily a mission/host country decision document. The information to be included should be used to show why various decisions concerning training activities have been made. It is recognized that some of the information presented in a CTP may be incomplete or of unverifiable accuracy. However, training decisions based on limited information are better than those based on no information. Furthermore, the quality and quantity of such information may be improved when subsequent CTPs are developed.

All CTPs should follow the outline presented in Exhibit 3A-1 unless special circumstances dictate that alternatives are needed. The contents of the outline are described below.

1. Introduction

This section should include information on two topics.

a. USAID's Priority Development Areas: The mission/host country strategy for country development activities should be described briefly. The strategy should identify sectors, subsectors and areas of program concentration as specified in the CDSS and other documents (e.g., sector strategy papers). Whether training is appropriate in each priority development area should also be identified.

b. Country Policies and Systems for Allocating Skilled and Professional Labor: The host country's public and private sector policies and systems for allocating skilled and professional labor should be described briefly. For example, host government policy may encourage skilled and professional workers to be employed abroad to obtain remittances. Systems for allocating skilled and professional labor may include public civil service systems, private labor pools in key industries, or divisions of labor planning and utilization in ministries of labor or commerce.

2. Training Needs and Constraints

The second section of the CTP, in two subsections, should describe host country training needs and constraints to training in USAID's priority development areas.

a. Training Needs: The first subsection should describe training needs for skilled and professional labor in USAID's priority development areas. Training needs are reflected in unfilled technical and managerial positions and/or filled positions where existing personnel require additional training.

To understand the nature of skilled and professional training needs, discussion in the CTP should include information about several topics. These include the relative concentration of skills in cities vs. rural areas; general academic and experience qualifications required for skilled and professional positions; unemployment and underemployment of skilled and professional workers; influx of refugees, migratory workers or specialty workers from sources outside the country who perform skilled or professional work; and brain drain -- the loss of skilled and professional workers to sources outside the country.

Special attention should be paid to the demand for host country skilled labor to work in future AID projects. Any training that such individuals require should be scheduled with sufficient lead time so they are available to participate in key project activities.

b. Training Constraints: The second subsection should describe factors that have constrained availability of sufficiently trained manpower in the host country to achieve development objectives. One factor may be host country policies and systems (or a lack of them) for allocating skilled and professional labor as described in 3A-2, Subsection 1b. If host country policies and systems for allocating skilled and professional labor are a factor, that subsection should be referenced here. Other factors may include the nature of public and private host country institutions, cultural values and behaviors, the need for remedial study prior to overseas advanced training, and the need for English language skills prior to training offered in English.

3. Training Resources

The third section of the CTP, in four subsections, should describe all resources that are available to meet training needs.

a. In-country and Regional Training Programs Relevant to Training Needs: The first subsection should describe training programs in the host country and the region that are available to meet the specified training needs. Special attention should be paid to the specific skills provided by in-country and regional programs and to the capacities of relevant in-country and regional programs. An informal assessment of the quality of those programs also should be made.

b. Other Donor Training Activities and Plans for Training in Priority Areas: The second subsection should describe ongoing and planned training activities by other significant donors in USAID's priority areas. The extent to which USAID training activities overlap with those of other donors should be noted.

c. Recent and Ongoing Activities and Resources to Support and Strengthen In-country Training Institutions and Programs: The third subsection should describe activities undertaken in each of the last two fiscal years and planned for the current fiscal year to support and strengthen in-country training institutions and programs. Such activities may include sponsorship of visiting professors in host country training institutions, the development of cooperative programs between the host country and U.S. training institutions, and the provision of funds to host country training institutions for such purposes as laboratory instruction or paying selected staff salaries. For all such activities, Exhibit 3A-2 should be used to describe the amount of funds (organized by sector and by project). Funds for such activities may be mission, regional or central project dollars, or local currencies for such activities generated through ESF and/or PL-480.

d. Recent and Ongoing Activities and Resources to Train Host Country Personnel: The fourth subsection should describe all AID-supported training of host country personnel, including staff members of host country training institutions, conducted in each of two previous fiscal years and scheduled for the current fiscal year. The description should include narrative as well as summary data to be entered in Exhibit 3A-3A for each project which includes training (with projects grouped by sector). For each of the five fiscal years, funds allocated for the training of host country personnel should be provided in Exhibit 3A-4 by the project (with projects grouped by sector). Funds may involve mission, regional or central project dollars, or local currency generations. For missions utilizing the Participant Training Management Systems (PTMS) software, this information can be obtained by special programming.

4. USAID's Five-Year Training Plan

The fourth section of the CTP, in four subsections, should describe the five-year training plan for the mission.

a. Plans for Supporting and Strengthening In-country Training Institutions and Programs: The first subsection should describe mission/host country plans in the next five years for supporting and strengthening host country training institutions and programs, excluding the training of staff members from such institutions or programs.

b. Plans for Development Training: The second subsection should describe mission plans for development training of host country personnel for the next five fiscal years. The planned training of staff for host country training institutions should be included in this subsection.

Three exhibits should be completed. Summary information should be provided in Exhibit 3A-3B on the estimated number of academic (A) and technical (T) training starts by likely training location (i.e., in-country, third country, and U.S.) for each project and proposed project, grouped by sector, for each of the five fiscal years. Missions utilizing PTMS software as a standard report will find this information available on a monthly basis as a standard report on the PTMS.

More detailed information about training host country personnel may be entered, if desired, in Exhibit 3A-5. For each proposed training recipient or group of recipients (if similar training is planned), the plan may specify the content area of training, the type of training (academic for BA, MS, PhD, etc. or short-term technical), the training location (U.S., third country, and/or in-country), the amount of English language training that will be required in-country and/or in the U.S., and the beginning and end dates of training.

Each of the data elements in Exhibit 3A-5 is important to the planning of training. The number of trainees, the type and length of training, and the training location all have important cost implications. The beginning and end dates of training have implications for whether trained host country personnel will be available for AID projects and host country programs at the times they are needed. The provision of appropriate English language training will influence both the timing and effectiveness of training activities.

c. Management Activities: Plans for supporting the training of host country officials described in 3A-2, Subsection 4b should be discussed in three areas.

(1) Selection and use. The plan should describe general procedures to be used in selecting trainees. Where known, the plan should describe the level of education, experience, present positions, etc. of those to receive training, special selection criteria, and special selection procedures for particular projects. The plan also should describe how trainees are expected to be employed in the host country after training.

(2) Management and support. The plan should specify the management modes to be used for training and the in-country support services to be provided. Training may be managed through OIT and/or by contractors working directly with the mission, regional bureaus, other AID offices, or the host country government. In-country support services may include selective orientation and language classes for participants and follow-up activities such as newsletters or follow-on technical or management courses and seminars.

(3) Monitoring and assessment. The plan should describe mission-directed activities for monitoring and assessing training. Monitoring should focus on how and when training activities are implemented compared with the planned schedules for training as well as keeping track of student progress. Assessment should concentrate on the immediate and longer-term outcome of training.

d. Priorities for USAID Training Activities: The final subsection of the training plan should identify priorities assigned to the training activities described in 3A-2, Subsections 4a and 4b. Training activities should be ordered according to their importance in helping to meet development objectives. This prioritization process will facilitate program decisions should actual resources differ from projections.

3A-3 The Process for Completing the CTP

Two major activities comprise the process of completing a CTP: data collection and training plan design. Each is described below.

1. Data Collection

The scope of data collection will be determined by the selection of USAID's priority areas that involve training. The extent of data collection will depend on the amount of resources including time that can be devoted to the process. The development of a CTP does not require that major training needs analyses be completed, although

missions may wish to conduct sharply-targeted labor supply-demand studies as needed. Where resources do not permit collection of some desired information, appropriate CTP subsections should identify such information gaps.

If the mission contracts for the development of the CTP or the data collection portion, some initial work by mission staff can provide an important foundation for contractors and reduce contractor orientation time. Documents in the mission that concern various topics to be addressed in the CTP should be identified and gathered to serve as a resource base. These include project papers, conference studies, and human resource assessments.

To provide a context for contractors, other documents should also be gathered. These include a mission organization chart; a list of mission managed projects with training and identification of project officers; a list of key contacts (with phone numbers) in relevant host government ministries, universities, and private sector organizations; and a list of key contacts (with phone numbers) in other major donor organizations that support projects in USAID's priority areas.

As an important early activity, Exhibits 3A2-3A5 should be distributed to project officers in the priority sectors. These exhibits should be used to obtain information on recent and current training activities (for 3A-2, Subsections 3c and 3d) and planned training activities (for 3A-2, Subsections 4a and 4b) under ongoing projects and under projects that have been designed but not yet implemented.

Exhibit 3A-6 presents a matrix of the relevant CTP subsections, the data required to complete those subsections, and likely sources and methods by which such data might be obtained. A typical data collection plan for the CTP might involve:

a. a review of project papers or mission sectoral strategy papers that involve training;

b. distribution of Exhibits 3A2-3A5 to project officers in the sectors that involve training;

c. a review of conference studies conducted by AID, other donors, and the host country government;

d. interviews with cognizant government officials in ministries concerned with manpower;

e. interviews with selected industry and government personnel officers;

f. interviews with selected individuals in ministries related to key sectoral areas (agriculture, health, etc.);

g. interviews with officials of in-country training institutions; and

h. interviews with representatives of major donor agencies.

2. Training Plan Design

Once data collection is completed, the first three sections of the CTP should be drafted and 3A-27, Subsections 4a and 4b should be documented in terms of ongoing and already planned mission/host country projects. This information should be distributed to senior mission staff, all project officers in those sectors with training, and host government counterparts as deemed appropriate. Written comments should be requested of all staff.

Using the preliminary draft as the point of departure, planning sessions (which may, when appropriate, include host country counterparts) should be held by sector to accomplish several purposes. These are: (1) to identify additional support or alternate training of host country personnel and training institution support activities beyond those already programmed and planned; (2) to identify special trainee selection and use plans for selected projects; and (3) to establish priorities among proposed activities by sector.

The information gathered from each planning session should be added to 3A-2, Subsections 4a and 4b. Priorities should be described by sector in 3A-2, Subsection 4d.

Management activities for training (3A-2, Subsection 4c) represent implementation and planning considerations. Existing participant and in-country training procedures should be reviewed in light of proposed training. The subsection on selection and use of trainees should take into account special characteristics identified in the planning sessions. Finally, revisions to the preliminary document should be made based on written staff comments.

The entire document or at least the revised pages and the draft five-year plan should be shared with senior misssion staff and host country participants. A planning session with senior staff should review the overall plan and to establish priorities across sectors. Suggested additions and modifications as appropriate should be made followed by distribution of the final document for mission (host country) approval. The result of CTP may then be made available to host country colleagues.

EXHIBIT 3A-3A

MATRIX OF SUMMARY TRAINING INFORMATION FOR TWO PREVIOUS AND CURRENT FISCAL YEARS

(Number of New Trainee Starts)

Project Number and Name	Previous FY__						Previous FY__						Current FY__					
	In-Country		3rd Country		U.S.		In-Country		3rd Country		U.S.		In-Country		3rd Country		U.S.	
	A*	T+	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T
Total																		

*A=Academic; +=Technical

EXHIBIT 3A-3B
MATRIX OF SUMMARY TRAINING INFORMATION FOR NEXT FIVE FISCAL YEARS
(Number of New Trainee Starts)

Project Number and Name	FY__						FY__						FY__						FY__						FY__					
	In-Country		3rd Country		U.S.		In-Country		3rd Country		U.S.		In-Country		3rd Country		U.S.		In-Country		3rd Country		U.S.		In-Country		3rd Country		U.S.	
	A*	T+	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T	A	T
Total																														

*A=Academic; +=Technical

EXHIBIT 3A-1
OUTLINE OF A COUNTRY TRAINING PLAN (CTP)

1. Introduction

   a. USAID's Priority Development Areas
   b. Country Policies and Systems for Allocating Skilled and Professional Labor

2. Training Needs and Constraints

   a. Training Needs
   b. Training Constraints

3. Training Resources

   a. In-country and Regional Training Programs Relevant to Training Needs

   b. Other Donor Training Activities and Plans for Training in Priority Areas

   c. Recent and Ongoing Activities and Resources to Support and Strengthen In-country Training Institutions and Programs

   d. Recent and Ongoing Activities and Resources to Train Host Country Personnel

4. USAID's Five-year Training Plan

   a. Plans for Supporting and Strengthening In-country Training Institutions and Programs

   b. Plans for Development Training

   c. Management Activities

      (1) Selection and use
      (2) Management and support
      (3) Monitoring and evaluation

   d. Priorities for USAID Training Activities

EXHIBIT 3A-2
FUNDS FOR SUPPORTING AND STRENGTHENING IN-COUNTRY TRAINING INSTITUTIONS AND PROGRAMS
(in U.S. Dollars and Dollar Equivalents)

Project Number and Name	Previous FY_____	Previous FY_____	Current FY_____	Future FY____	Future FY____	Future FY____	Future FY____	Future FY____
Total								

EXHIBIT 3A-4
FUNDS FOR TRAINING HOST COUNTRY PERSONNEL
(in U.S. Dollars and Dollar Equivalents)

Project Number and Name	Previous FY_____	Previous FY_____	Current FY_____	Future FY____	Future FY____	Future FY____	Future FY____	Future FY____
Total								

EXHIBIT 3A-5

MATRIX OF DETAILED TRAINING INFORMATION FOR NEXT FIVE FISCAL YEARS

Number of Trainees*	Content Area of Training (e.g., Agronomy)	Type of Training - Academic (e.g., BA, MS, PhD) or Short-Term Technical (T)	Training Location - US, 3rd Country (Specify), In-Country	If English Language Training Is Required		Beginning Date For Content Area Training (Not Including English Language Training) Month/Year	End Date for Content Area Training Month/Year
				Months In-Country	Months In US or 3rd Coun		

*A separate line should be used for each individual or group of individuals receiving identical training. The

EXHIBIT 3A-6

MATRIX OF DATA NEEDS AND SUGGESTED DATA SOURCES FOR CTP

CTP SECTION	DATA NEEDED	SOURCES OF DATA
IB. Public and Private Sector Policies and Systems for Allocating Skilled and Professional Labor	1. Existence and extent of government systems for the effective utilization of skilled labor. 2. Existence and extent of privately-organized labor pools for the identification of skilled individuals. 3. Presence of effective communication channels to advertise skilled labor positions.	1. Interviews with staff of government ministries of labor, commerce and planning. 2. Interviews with selected industry personnel officers. 3. Reviews of want ads in newspapers and professional publications.
IIA. Training Needs	1. Unfilled technical or managerial positions. 2. Positions where present personnel require additional training. 3. Availability of host country individuals who will be required on future AID projects.	1. Interviews with ministry of labor staff. 2. Manpower analyses performed by AID, other donors or the host government. 3. Interviews with selected industry or government personnel officers. 4. Reviews of want ads in local newspapers and professional publications. 5. Review of portions of the CDSS. 6. Interviews with staff of ministries related to specific projects.
IIB. Training Constraints	1. Political, institutional or organizational barriers to training (e.g., lack of suitable job replacements). 2. Constraints in terms of available personnel (e.g., cultural problems, language skills).	1. Review of CDSS and sector analyses. 2. Interviews with USAID staff. 3. Interviews with ministry of labor staff. 4. Interviews with selected industry or government personnel officers.
IIIA. In-Country Training Programs	1. Types of training programs which are available in the identified priority areas. 2. Specific skill objectives of training programs. 3. Present and planned future capacity of training programs (i.e., number of individuals completing training per year).	1. Review of education and human resources sector assessments. 2. Interviews with officials of in-country training institutions. 3. Review of catalogues, brochures, etc. from training institutions. 4. Interviews with officials of the ministry of education.
IIIB. Other Donor Resources	1. Training programs in priority areas planned by other donors. 2. Number of persons to be trained in specific skills. 3. Planned future use of trainees (e.g., in other donor projects, in government agencies, etc.)	1. Interviews with staff of other donor agencies. 2. Interviews with ministry of labor staff and other public officials.
IIIC. Recent and Ongoing Activities and Resources to Strengthen In-Country Training Institutions	1. Activities supported by AID to strengthen training institutions. 2. Costs of activities to strengthen training institutions. 3. Timing of activities.	1. Project papers and reports. 2. Interviews with USAID project officers. 3. Interviews with officials of host country training institutions.
IIID. Recent and Ongoing Activities and Resources to Train Host Country Personnel	1. Number of host country persons trained (participant and in-country). 2. Types of training provided, including English language training. 3. Timing of specific training programs. 4. Costs of training.	1. Project papers and reports. 2. Interviews with USAID project officers. 3. Participant Tracking Information System (PTIS).

CHAPTER 4

TRAINING NEEDS ASSESSMENT AND SELECTION OF PARTICIPANTS

4A. POLICY

1. It is AID policy that participant selection be based on an assessment of human resource availabilities and training needs conducted by the mission, host country or both.

2. It is AID policy that sponsorship of participant training is appropriate when "gaps" are identified between host country staff competencies and required levels of knowledge, skills and attitudes.

3. It is AID policy that all AID participant training projects are to give attention to ensuring substantial participation by women. Criteria for selecting female participants are the same as for men.

4. It is AID policy that when required educational and training programs suitable to host country development are available in the country, AID should not sponsor participant training unless the mission specifically determines that training outside the host country is politically advantageous to AID, e.g., undergraduate education in the United States.

5. It is also AID policy that each participant chosen for AID-sponsored training be selected in accordance with an appropriate and open set of standards agreed to by AID and the host country. These criteria are to be in conformance with (a) AID-wide standards, (b) mission and host country standards, and (c) project specific standards.

4B. DEFINITIONS

1. Selection -- the systematic process of choosing individuals who are to be AID-sponsored participants in accord with selection criteria.

2. Selection Criteria -- standards which have been established for choosing individuals as participants such as professional experience, educational level, and employment status.

3. Training Needs Assessment -- an analysis of the knowledge, skills and attitudes possessed by individuals of a target group, i.e., a human resources assessment, in order to measure whether there is a "gap" or training need between existing competencies and required performance levels. The target group may be individuals encompassed by a project, an entire sector, or at a country level.

4B

4. Training Needs -- specific knowledge, skills or attitudes that an individual must acquire in order to perform a specific task or occupy a position effectively.

4C. REQUIREMENTS

1. AID missions (and bureaus for countries where there are no AID missions or where a project is to be centrally or regionally funded) are responsible for ensuring that all AID-sponsored participants are selected in accordance with one or more training needs assessments conducted by the AID mission, host country or both. Handbook 3, Project Assistance, requires that these assessments be made in conjunction with project design and development and updated as required during project implementation.

2. Training needs assessments are to be conducted at the national level where appropriate, at the level of the developmental sector and/or at the specific project level. Assessments are to determine whether there are sufficient numbers of trained personnel to adequately meet the requirements of an AID-host country development project. When there are not, participant training may be needed. The assessments should specifically determine that training can resolve these staff shortages and identify specific types, levels and locations of training.

3. Specific or regularly scheduled assessments of training needs may be conducted. These assessments, however, must represent the actual needs of the target group as measured against realistic and priority human resource requirements of the host country. The capacity of host country educational and training institutions to supply needed training should be considered along with ongoing public and private sector funded education and training programs, other donor activities and workforce attrition.

4. When training needs assessments are conducted, the mission director must give special attention to the participation of women in AID-sponsored participant training. Women should be selected for training in fields in which they have traditionally had a lesser role and in new fields generated by technological changes as well as those they traditionally occupied. Where few women are expected or available to participate, the assessment must include a specific justification and explanation of why greater female participation is not possible.

5. The selection of participants resulting from a training needs assessment must be in accordance with criteria approved by mission and the host country. These criteria are to be made known to all candidates applying for sponsorship or being considered for participant training.

4C5

All criteria are to be in general conformance with the AID-wide criteria set out in this chapter. They must be approved by the mission and host country and, where appropriate, include criteria specific to an individual development project. Each of these levels of criteria are to be complementary.

4D. PROCEDURES

1. Training Needs Assessments:

Assessments of training are conducted in accordance with the requirements of Handbook 3, Project Assistance, and in accordance with methodologies established by AID and the training profession as a whole. Specific guidance can be found in the Training Needs Assessment Guide (TNAG), which is available from OIT.

2. Selection of Participants:

a. AID missions, working with host country and private sector counterparts, agree on selection criteria which conform to AID-wide criteria and meet the requirements of the country and, in some cases, the development project. These criteria are to be incorporated into project agreements, contracts, and grants.

b. Selection criteria cannot be replaced by patronage or seniority lists submitted by the host country (which are frequently politically motivated rather than created in response to identified development needs of the host country).

c. Selection committees are effective mechanisms for reviewing and choosing nominees. The committees are most effective when they include mission, host country and private sector officials. Missions should encourage host countries to assume the major role in the selection process.

d. Alternate candidates for training should always be selected to substitute for principal candidates who decline in order to insure that an individual will be available to fulfill the development need being met through participant training.

4E. SELECTION CRITERIA

1. AID-wide criteria for selection require that missions and host countries ensure that nominees:

4E1

a. are citizens and residents of the host country. Persons holding citizenship or residency in other countries, including the United States, are not eligible except in rare and extraordinary circumstances with a waiver approved by the Director of OIT. NOTE: It is AID policy that holders of "green cards" which permit aliens to work in the United States not be selected as participants because:

(1) they do not have to apply for a new visa to re-enter the United States and, hence, AID would not have the leverage of possible deportation or denial of access to the United States for two years to persuade participants to comply with the Conditions of Training;

(2) the fact of holding a green card implies an interest in living permanently in the United States rather than a strong personal commitment to return home and utilize the training; and

(3) green card holders can violate the Agency's policy which prohibits employment during training except under very specific circumstances and with the approval of the Director of the Office of International Training.

b. possess maturity, emotional stability, and leadership potential enabling them to complete training successfully in an alien environment, away from family and friends.

c. are physically fit as evidenced by a medical examination (see Chapter 13 -- Pre-Departure Medical Examination).

d. possess adequate English or third country language proficiency to meet program requirements, except in programs which:

(1) include intensive language training in the United States;

(2) use interpreters; or

(3) are conducted in the nominees' native language.

e. have sufficient academic and/or other experience to meet prerequisites that enable them to complete programs successfully.

f. have completed their military requirements or are exempt from conscription.

g. have not previously been trained under AID sponsorship outside the host country (if so, justification is incorporated in the training request).

4E

2. Mission/host country and/or project specific criteria for selection insure that nominees chosen meet those individual country standards which are set by either the mission or host country and, in some instances, the specific training or development project. (For example, when selecting public sector candidates, the host government may have a requirement that sponsorship be provided only to officials who are tenured and/or full-time employees. A project specific criterion may be that each candidate be employed in a specific geographic region of the host country, or agree to transfer, and/or possess proficiency in a specific language in order to communicate with an indigenous population in the geographic area of the project.)

3. In addition, participants should be selected who:

a. have a clear understanding of project goals and a strong personal commitment to the planned training;

b. understand clearly that they are obligated to return home after the training and work in a position where the training may be effectively utilized; and

c. are fully aware of their responsibilities as participants (see Chapter 18 -- Participant Responsibilities).

While a nominee's training preference may be considered if it coincides with identified development goals, the host country's development rather than the participant's personal ambition is to be emphasized as the aim of AID-sponsored training.

CHAPTER 5

TRAINING COST ANALYSIS

5A. POLICY

It is AID policy that the Training Cost Analysis (TCA) system be used in developing training cost estimates, as part of the competitive bid process, and to provide standardized responsibilities for participant training activities by contractors.

5B. DEFINITIONS

Training Cost Analysis (TCA) -- a project management system designed to assist AID staff in determining what activities should be included in the participant training process, who should be responsible for each part of the process, and what the estimated costs of the training project should be. It is also designed for use in the competitive proposal process by contractors. It requires contractors to use uniform definitions for training activities and to present cost proposals in a standardized format. By providing a standard format for cost proposals, AID technical review panels and contracting officers will be able to identify costs which are not consistent with AID estimates and which are not consistent with statements made in the technical proposal. As a final step in the system, the TCA requires the use of a standardized reporting system by contractors. This system will allow AID to aggregate cost data and provide average costs for each segment of the training process.

5C. PROCEDURES

The system consists of several steps and suggests or requires the completion of a variety of forms. A Glossary of Training Cost Analysis Terms, forms and detailed instructions for completion are contained in Attachment 5A.

1. Checklist of Activities: The Checklist of Activities allows AID staff to identify all parts of the training process necessary for a successful program and to assign responsibility to:

   a. AID Mission

   b. Host Country

   c. Office of International Training (OIT)

5C1

d. Contractor

e. Other

The checklist serves as a reminder to project designers so that no step in the training process is overlooked. The checklist also provides the basic structure for a Request for Proposal (RFP) if it is determined that any part of the participant training activity is to be contracted out. Once the checklist is completed, it is only necessary for the project designers to enhance the descriptions of the activities and add estimates of numbers of persons and person months of training before incorporating the language into the project paper or RFP.

2. Training Cost Analysis Budget Estimate Worksheets: The TCA Budget Worksheets provide a relatively simple way for AID staff to project the cost of a training project once the numbers of participants in each activity have been estimated. As part of the education process, AID staff using the system will be provided with data to assist in estimating the training costs. See Appendix 5A for sample cost information for 2 and 4 year public colleges and 4 year private colleges. These documents will be changed yearly by OIT. Missions have been provided with a variety of books which also provide useful cost data. Other data necessary to project costs are AID's Participant Training Notices on Allowances, which are regularly provided to AID missions and AID contractors as supplements to Handbook 10, Participant Training.

3. Training Cost Analysis Proposal Worksheets: The TCA proposal worksheets completed by contractors follow the same structure as the budget worksheets prepared by AID personnel. The proposal worksheets request the contractors to record costs in as few as 6 or as many as 40 categories. The number of categories required will depend on the variety and complexity of the tasks outlined in the RFP. The basic categories are Education and Training Program costs, Participant Allowances, Travel, Health Insurance, Special Activities and Administrative Costs.

In order to establish program and administrative costs that can be compared, OIT has determined that certain activities will always be considered administrative and certain activities will always be categorized as program. In the past, contractors who have elected to provide the training service or conduct an orientation program using their own staff have recorded these costs (salaries) as "administrative costs." Contractors who have purchased training or orientation programs have shown those costs under "program costs." The first case would result in high administrative costs with low program costs, while in the second case the reverse will be true. To allow for better cost

5C3

comparisons of training and related programs, contractors are asked to cost program activities, regardless of who provides the service, and show those costs under the program category. In this way, similar items are reported in the same categories by all contractors.

(See Appendix 5A for information on projecting administrative costs.)

4. RFP Cost Analysis Worksheet: Once proposals have been received by AID in response to an RFP, the normal technical review will take place. When the best and final competitive group has been identified, costs will be recorded from each proposal on a single form so that comparisons can be made among proposals and with AID estimates.

5. Training Cost Quarterly Reports: The final step in the system will be the quarterly reporting by each contractor of their planned versus actual expenditures for the current period on a cumulative basis. In addition, the contractor will be asked to report on planned versus actual program months of service. This data allows the project manager to know throughout the project if the monies are being spent as predicted.

TRAINING COST ANALYSIS

FORMS AND INSTRUCTIONS

The Training Cost Analysis is a management tool. Listed below are training project management elements and those portions of the TCA that apply to each.

Project Elements	TCA Components	Form No.
PID/PP	Definitions; Checklist	AID 1382-9 (6/88)
	Budget Estimate Worksheet	AID 1382-10 (6/88)
	Budget Estimate Instructions	AID 1382-10A (6/88)
PIO/P or PIO/T (RFP)	Definitions; Checklist;	AID 1382-9 (6/88)
	Budget Estimate Worksheet	AID 1382-10 (6/88)
	Budget Estimate Instructions	AID 1382-10A (6/88)
Proposal Submission	Definitions; Checklist;	AID 1382-9 (6/88)
	Proposal Worksheet	AID 1382-11 (6/88)
	Proposal Worksheet Instructions	AID 1382-11A (6/88)
Contractor Selection	Analysis Worksheet	AID 1382-12 (6/88)
Project Management,	Quarterly Report	AID 1382-13 (6/88)
Cost Containment and	Proposal Worksheet	AID 1382-11 (6/88)
Cost Reporting	Proposal Worksheet Instructions	AID 1382-11A (6/88)
Monitoring and Reporting	Quarterly Report	AID 1382-13 (6/88)

GLOSSARY OF TRAINING COSTS ANALYSIS (TCA) TERMS

Academic Training: A program, leading to an academic degree, in an accredited institution of higher education.

Academic Up-grade: Specific training given to overcome academic/technical deficiencies in a participant's background in preparation for beginning a full technical or academic program. This training can be given in the host country, a third country or the U.S.

Administrative Costs: Those cost related to the management of participants, not the actual delivery of training. These cost will include:

- Salaries
- Indirect Cost
- Subcontracts (for participant management and related activities)
- Consulting Fees (for participant management and related activities)
- Equipment (expendable and capital -- not used by the participants)
- Other Direct Costs (telephone, postage, supplies, equipment, word processing, computer processing)
- Overhead/General and Administrative (G&A)
- Fixed Fee or Profit

Allowances: Allowances are those rates set by A.I.D.'s Office of International Training which cover maintenance, per diem, and attendant costs of participating in an educational program such as books, typing, professional memberships, etc.

Information on allowances is contained in A.I.D.'s Handbook 10 which is updated through periodic release of Training Notices. These are provided to Mission personnel and contractors whenever changes are made to allowances.

Participant Training Notices on allowances are available from:

The Agency For International Development
Office of International Training (OIT)
SA-16
Washington, D. C. 20523

Career Development: (See Follow-up and Career Development)

Consulting Fees: Consulting fees may be categorized into two parts: (1) fees paid to consultants for providing training; and (2) fees paid to consultants for assisting in some phase of the management of participants, e.g., setting up computer tracking systems.

Cooperative Training: (See Internship/Cooperative Training)

Counseling: Activities involved with assisting participants to identify and resolve personal or training situations/problems which are adversely affecting performance.

Documentation: The process of providing the Mission or A.I.D. office with all relevant forms and information needed to begin participant's programming and placement.

Documentation normally takes place in the host country. The process includes the collection of information needed to develop the PIO/P (including transcripts/TOEFL scores) and the preliminary identification of training opportunities which best meet the training objectives.

NOTE: Health clearances, passport photographs, and bio-data should also be collected at this time.

English Language Training (ELT): English language training provided prior to, or in conjunction with, the program of study.

Enrichment Programs: Activities designed to provide participants with cultural/social/educational experiences geared to furthering their understanding of U.S. institutions and mores. These programs are conducted as an adjunct to technical or academic training provided in the U.S.

Equipment, Contractor: (See Federal Acquisition Regulations)

Escort Services: (See Interpreter and Escort Services)

Evaluation: The process of measuring the effectiveness of a participant's training program in achieving the goals and objectives identified by the PIO/P. Tools used to measure program effectiveness both during and after training include post program language testing, on-site training questionnaires and exit interviews and may extend to long term assessments of the impact of the program on the project/country.

Fixed Fee/Profit: (See Federal Acquisition Regulations)

Follow-up and Career Development: Activities which build on the training experience and which are designed to encourage and equip participants to remain professionally involve in their field.

Typical follow-up activities include: encouraging communication among participants; publication of newsletters; promoting membership in returned participant organizations; promoting professional memberships/meetings; use of host country follow-up in conjunction with a program evaluation.

Fringe Benefits: (See Federal Acquisition Regulations)

NOTE: An average value of fringe benefits is approximately 22% of total salary. This figure can serve as a general guide in assessing the reasonableness of the proposer's fringe benefit package.

General and Administrative (G&A) Costs: (See Federal Acquisition Regulations)

Health and Accident Coverage (HAC): An A.I.D. self-financed health and accident system designed to provide payment for most reasonable, usual, and customary medical costs incurred by participants. All participants studying in the U.S. are to be covered by HAC. All contractors managing participants in the U.S. are responsible for enrolling their participants in this program. Specific guidelines on HAC coverage are provided in Handbook 10. Periodic training notices are provided to Missions and contractors when there are changes to the rate structure or coverage. HAC coverage may not be replaced by any other medical insurance in the U.S. even though there are educational institutions that require enrollment in their plans as well. (See Insurance, Other)

High-Level Teams: Groups of participants who are in executive level positions in business, industry or government in their home country.

Indirect Costs: Costs that are incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Typical examples are depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

Insurance, Other: (See also Health and Accident Coverage.) Insurance coverage arranged for third country training and insurance payments made to training institutions in the U.S. that have mandatory insurance requirements.

Internship/Cooperative Training: Work experience that is designed to enhance the skill the trainee is acquiring through formal training. Paid work experience must be directly related to the field of study undertaken by the trainee or it is not allowed under the Immigration and Naturalization Service rules.

Interpreter and Escort Services: Provision of interpreters, for short-term training or observation tours, for participants who are not proficient in the language of the country of training; also the provision of field program managers (escorts) to accompany high-level teams (which see) on observation tours.

Mid-Winter Community Seminars (MWCS): Brief, structured exposure to educational, social, and cultural experiences. These activities are considered enrichment programs but because they have base funding from A.I.D. are as a line item for identification.

Monitoring/Reporting: Regular tracking and updating of the status of the participant from time of arrival in the U.S. to day of departure. In this case status refers to academic progress, visa status, acculturation, living situation, financial matters, general health of participant, etc.

Needs Assessment: (See Training Needs Assessment)

Observation Tours *(also Observational Training)*: Scheduled visits to facilities in several locations to learn a process, method, or system through observation and discussion. Observation tours should emphasize the acquisition of development ideas, attitudes, and values.

Orientation, Pre-departure: Activities designed to provide participants with current and specific information on what is to be accomplished in their training. Pre-departure orientation may include, depending on individual circumstances: an overview of the social/cultural mores of the U.S. (or other program country) to help reduce culture shock; information regarding basic airport routines of international travel. This orientation often helps establish how a participant will respond/adjust to a U.S. (or other program country) training/living experience. For purposes of costing this activity, only a formal orientation session of 4 or more hours of direct participant contact should be considered as pre-departure orientation.

Orientation, Re-entry: The formal process whereby participants consider the physical, psychological, and professional return to their country. For the long-term participant, re-entry orientation should begin 3–6 months before departing the U.S.; for the short-term participant, 1–3 weeks prior to departure. Re-entry activities can also take place upon arrival in-country. In order to consider this a discrete activity, it should be programmed to last a minimum of 4 hours.

Orientation, U.S.: Activities and information designed to acquaint the participant with a broad picture of "life" in the U.S. (macro-view) and to assist the participant in functioning effectively in the specific city/community/campus of the program of study (micro-view). The macro orientation will be most helpful to the participant as a general reference point in understanding life styles in the program's geographical area; it should build on the pre-departure orientation and reinforce the participants sense of well-being while away from home. The micro orientation typically includes information on housing, shopping, food preparation, check cashing, transportation, correspondence, and communication. Micro orientation also provides an introduction to the training program and the participant's responsibilities. In order to consider this a discrete activity, it should be programmed to last a minimum of 8 hours.

Other Direct Costs: (See Federal Acquisition Regulations)

Overhead/General & Administrative (G&A): (See Federal Acquisition Regulations)

Package Programs: Programs of training or instruction where the payment made to the vendor includes the instructional cost, supplies/equipment, and lodging. Some package programs will also include board (food). Both types of packages are to be included in the line item "Packaged Programs."

Participants: Foreign nationals sponsored by A.I.D. to receive training outside their home countries, under A.I.D. sponsorship. This may include those whose training programs are funded by A.I.D. loans or grants, those under partial A.I.D. funding and those whose training is paid for by other than U.S. resources but are granted a visa to study in the U.S. by A.I.D. As used herein, the term participant is a shortened title for "United States A.I.D. Participant," used since the early years of United States Technical Assistance denoting a "participant in development." Participants' programs are managed either by OIT, an A.I.D. Mission, and A.I.D. contractor, or a host country.

NOTE: Foreign nationals on international travel orders or financed under general support grants are not considered participants.

Placement: The process of enrolling participants in the selected training program and negotiating appropriate courses or study programs.

Placement is a companion to Programming and is often done at the same time. It may be necessary to modify the training plan to reflect reality once the placement process has begun. The student with less than adequate preparation may have to begin at a more rudimentary level of study than initially anticipated in the training plan. Because placement determines the participant's training location, housing arrangements -- although technically programming -- are often made at this time.

Professional Enrichment: (See Enrichment Programs)

Profit: (See Fixed Fee/Profit) (See Federal Acquisition Regulations)

Programming: The process of analyzing participants' training/education credentials against the training goals and objectives of the PIO/P.

Programming is a companion to Placement and is often done at the same time. The Mission reviews and approves the program. Programming agents may use a variety of mechanisms to gain Mission concurrence. OIT programming agents provide the mission with a Training Implementation Plan (TIP) and is suggested that a similar document be required from all contractors and Missions.

Reception Services: Meeting the participant upon arrival in the country of training. Reception services should be provided at the ultimate destination and may take place at the initial arrival point if it is determined that the participant will need assistance with layover accommodations or travel connections.

Recruitment: The process of identifying candidates for a training program. Recruitment may be done using host country mass media, host agency training announcement, staff available under ongoing USAID projects, in-country or home office consultants/staff or any other means available to attract candidates.

Reporting/Monitoring: (See Monitoring/Reporting)

Salaries: (See Federal Acquisition Regulations)

Screening: The process of reviewing candidate applications, interviewing participants, and making recommendations for final selection. Screening may involve the use of A.I.D. direct hire staff, contractor staff and/or local committees. The screening process may require that preliminary testing be done to assess the candidates' suitability of training.

Selection: The process of choosing qualified candidates for education, training, or observation tours. Selection activities include: developing selection criteria (e.g., English language test scores); candidate interviews; candidate credential reviews; shared cost negotiation for the proposed training. Final selection approval is provided by A.I.D.

Short-term Training: (Also known as Technical Training.) Training which is not designed to lead to the awarding of an academic degree.

Social/Professional Enrichment: (See Enrichment Programs)

Subcontracts: Contracts let by the prime contractor to another entity for the performance of a segment of the contract.

Technical Training: All training not classified as academic training. Technical training may take the form of observational visits, on-the-job training (OJT), special seminars or programs, workshops, and non-degree training in academic institutions.

Testing: The process of examining and/or evaluating, in the host country, participants' skills and achievements for the purpose of properly selecting participants and placing them in appropriate programs. Testing may include the SAT, TOEFL, ALIGU, GRE, and/or GMAT, depending on availability within the host country. Testing of individual's English language skills is most frequently required.

Training Cost: Normally training costs refer to the cost of short-term programs. Academic programs may include attendance at short-term seminars, workshops, etc. and those costs would be training costs while the balance of the program cost would be included under tuition/fees.

Training Needs Assessment: Identification of country, sector, or project-level training needed. Training needs assessments are done using country demographic information, interviews with host government officials and special surveys. The Country Development Strategy Statement and Country Training Plan should also be factored into the assessment. A Training Needs Assessment should be completed or consulted prior to developing any training project or training as a part of a technical assistance project.

Travel Costs: Costs associated with international and local travel and with daily expenses while travel status in support of a participant's program of study. Travel costs do not include food and lodging as those are allowances and are covered in a different line item.

Tuition Fees: Tuition/fees are the costs of academic programs. Tuition/fees are normally provided on a credit hour, quarter, semester, or yearly basis.

Instructions:

CHECKLIST OF ACTIVITIES IN THE PARTICIPANT TRAINING PROCESS

The following Checklist of Activities in the Participant Training Process is a listing of some -- but not all -- of the components of a training program. Shown also are the key agents (i.e., Host Country, Mission, OIT, etc.) in the training process. The matrix thus established allows the project planner to identify both the activities appropriate to the planned program and the agents involved in each activity. From this checklist, program elements and principle agents can be identified. This assists the planner in including all appropriate activities and denoting the responsible agent(s) for each. The program element identification should facilitate development of RFPs.

Note again that this is merely a partial listing. The program planner will find it a convenient starting point and format. However, additional program elements must be added as appropriate for a complete identification of training components.

As this is a "checklist," place a checkmark following any activity relevant to the training program being planned. Check each agent who will be responsible for part or all of that activity. Add activities as appropriate and check each agent associated with those activities.

CHECKLIST OF ACTIVITIES IN THE PARTICIPANT TRAINING PROCESS

NOTE: This list is not intended to be comprehensive. It is instead a basic framework from which all appropriate training project activities can be identified.

PRE-PROGRAM	Host Country	Mission	OIT	Contractor	Other
I. Recruitment, Including:					
o Media advertisement and training announcements	☐	☐	☐	☐	☐
o Visits to local agencies	☐	☐	☐	☐	☐
o Preliminary interviews	☐	☐	☐	☐	☐
II. Screening & Selection, Including:					
o Developing selection criteria	☐	☐	☐	☐	☐
o ELT language screening, testing, & other exams	☐	☐	☐	☐	☐
o Applications	☐	☐	☐	☐	☐
o Interviewing	☐	☐	☐	☐	☐
o Reviewing credentials	☐	☐	☐	☐	☐
o Committee	☐	☐	☐	☐	☐
III. Testing (Host Country and U.S.), Including:					
o TOEFL/ALIGU	☐	☐	☐	☐	☐
o Graduate Records (GRE)	☐	☐	☐	☐	☐
o Scholastic Aptitude (SAT)	☐	☐	☐	☐	☐
IV. Documentation (Host Country and U.S.), Including:					
o PIO/P and bio data	☐	☐	☐	☐	☐
o Transcripts	☐	☐	☐	☐	☐
o Test Results	☐	☐	☐	☐	☐
o Letters of reference	☐	☐	☐	☐	☐
o Medical exam (clearance)	☐	☐	☐	☐	☐
o IAP 66A (blue copy)	☐	☐	☐	☐	☐
o PDF - Establish record	☐	☐	☐	☐	☐
V. Programming (Host Country and U.S.), Including:					
o Analyzing credentials	☐	☐	☐	☐	☐
o Selecting training institution	☐	☐	☐	☐	☐
o Developing Training Implementation Plan (TIP)	☐	☐	☐	☐	☐
o Arranging for program termination and departure	☐	☐	☐	☐	☐

CHECKLIST OF ACTIVITIES IN THE PARTICIPANT TRAINING PROCESS

NOTE: This list is not intended to be comprehensive. It is instead a basic framework from which all appropriate training project activities can be identified.

PRE-PROGRAM (cont.)	Host Country	Mission	OIT	Contractor	Other
VI. Placement (Host Country and U.S.), Including:					
o Negotiating participant's enrollment	☐	☐	☐	☐	☐
o Determining remedial training needs	☐	☐	☐	☐	☐
o Arranging housing and developing a meal plan	☐	☐	☐	☐	☐
VII. Allowance Payments	☐	☐	☐	☐	☐
VIII. Pre-Departure Orientation, Including:					
o Administrative Orientation	☐	☐	☐	☐	☐
o Cultural Orientation	☐	☐	☐	☐	☐
IX. Training (Host Country and U.S.), Including:					
o English Language Training (ELT)	☐	☐	☐	☐	☐
o Remedial math/science training	☐	☐	☐	☐	☐
o Academic (long-term) training	☐	☐	☐	☐	☐
o Technical (short-term) training	☐	☐	☐	☐	☐
IN-PROGRAM					
X. Reception Service, Including:					
o Meeting at international airport & transportation to hotel	☐	☐	☐	☐	☐
XI. Interpreter and Escort Services, Including:					
o Short-term training or observation tour	☐	☐	☐	☐	☐
XII. Orientation, Including:					
o Cultural orientation	☐	☐	☐	☐	☐
o Administrative orientation	☐	☐	☐	☐	☐
o Academic program orientation	☐	☐	☐	☐	☐

CHECKLIST OF ACTIVITIES IN THE PARTICIPANT TRAINING PROCESS

NOTE: This list is not intended to be comprehensive. It is instead a basic framework from which all appropriate training project activities can be identified.

IN-PROGRAM (cont.)	Host Country	Mission	OIT	Contractor	Other
XIII. Monitoring and Reporting, Including:					
o Regular participant contact	☐	☐	☐	☐	☐
o Reviewing Academic Enrollment and Term Reports (AETRs) and technical examinations	☐	☐	☐	☐	☐
o Consulting with faculty	☐	☐	☐	☐	☐
o Reporting to OIT on Participant Data Form (PDF) and Visa Renewal Form (IAP 66A)	☐	☐	☐	☐	☐
o Reporting progress and financial status to A.I.D.	☐	☐	☐	☐	☐
XIV. Enrichment Programs, Including:					
o Supplemental experiences in U.S. related to technical field	☐	☐	☐	☐	☐
o Mid-Winter Community Seminars	☐	☐	☐	☐	☐
o Other special programs	☐	☐	☐	☐	☐
XV. Health and Accident Coverage (HAC)					
o Arranging for mandatory health insurance coverage	☐	☐	☐	☐	☐
XVI. Counseling, Including:					
o Resolving personal problems that jeopardize program completion	☐	☐	☐	☐	☐
o Handling accidents and deaths	☐	☐	☐	☐	☐
XVII. Follow-Up (Host Country and U.S.), Including:					
o Membership in professional organizations	☐	☐	☐	☐	☐
o Newsletters	☐	☐	☐	☐	☐
o Returned participant organizations	☐	☐	☐	☐	☐
o Follow-up training	☐	☐	☐	☐	☐
o Training utilization assistance	☐	☐	☐	☐	☐
XVIII. Evaluation, Including:					
o Exit interviews	☐	☐	☐	☐	☐
o Evaluation questionnaires	☐	☐	☐	☐	☐
o Course evaluations	☐	☐	☐	☐	☐
o Analysis of project effectiveness	☐	☐	☐	☐	☐
o Impact studies	☐	☐	☐	☐	☐

Instructions:
BUDGET ESTIMATE WORKSHEET
ACADEMIC OR TECHNICAL COST

Not All Activities Apply To All Programs; Select Only Those Items That Are Applicable To the Proposed Program

General Instructions:

1. Use Budget Estimate Worksheet for all training programs. For training projects having more than one training program (academic and/or technical) complete a Budget Estimate Worksheet for each such program.

2. Prepare also a separate Budget Estimate Worksheet for each year of the training. Indicate the budget year and contract period (in years) in the "Project Year" space (e.g., "Project Year: 1 of 4 years" for the first year of a 4-year training project).

3. Prepare a separate budget estimate for all academic training and all technical training for the life of the project (a total academic and a total technical training budget). Indicate "All academic training" or "All technical training" in the "Comments" space.

4. Make budget estimates in U.S. dollars.

5. Where further breakdown is desired (e.g., In-Country, U.S., Third Country), use the "Other (Mission Option)" space or breakout such costs using additional copies of this worksheet. Identify breakdown in "Comments" space.

6. Specify the measurements used as "units" for entries under "Unit Price" (e.g., $1150/semester, $200/year, $635/month, $375/week, or $75/participant {for flat rate items such as Professional Membership or Book Shipment}.

Specific Line Item Instructions:

Participant Type: Check the appropriate box in the upper right corner of pages 1 - 4 to indicate whether the budget estimate is for academic or technical training.

Participant Months: A measure of total participant months for both academic and technical training provides a standard measure of the amount of training being proposed or provided. Compute this figure for each year of the project and for the project life. Enter the appropriate number in the space marked "Participant Months Projected (This Year) = _____."

Line I.A. Education/Training Costs: This line must be completed for all training programs. Complete lines I.A.1 - I.A.4 first. Then, enter the total number of participants for the contract year being reported.

(NOTE: This figure will not always equal the sum of "Number of Participants" proposed in lines I.A.1 - I.A.4.) Finally, enter the sum of the "Subtotal" amounts in the "Total" space.

Lines I.A.1 - I.A.4: Optional breakdown. The glossary (see Glossary of TCA Terms) defines (1) tuition/fees, (2) training costs, and (3) package program costs. The "Other (Mission Option)" category allows for special breakouts (e.g., a specially designed observation tour for academic participants for which a separate cost breakdown is desired).

For any of these lines, enter (a) the number of participants to incur the cost, (b) the total number of cost units {see item (6) under "General Instructions"} for those participants in the contract year being costed, (c) the unit prices for each cost category, and (d) Education/Training Cost "Subtotals" {i.e., (b) x (c), above} for each line.

Line I.B. Allowances: This line must be completed for all training programs. USE CURRENT A.I.D. APPROVED RATES. As was done for line I.A, complete lines I.B.1 through I.B.10 first, then enter the sum of the "Subtotals" for those lines in the "Total" space for line I.B.

Lines I.B.1 - I.B.10: Optional breakdown. Definitions and approved rates for these cost items are contained in Handbook 10 and Participant Training Notices (see "Allowances" in Glossary). The "Other (Mission Option)" category allows for special breakouts (e.g., books used in English Language Training, ELT). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

Line I.C. Travel: This line must be completed for all training programs. As was done for line I.A, complete lines I.C.1 - I.C.3 first, then enter the sum of the "Subtotals" for these lines in the "Total" space for line I.C.

Lines I.C.1 - I.C.3: Optional breakdown. Definitions for these cost items are contained in the Glossary. The "Other (Mission Option)" category allows for special breakouts (e.g., Third Country travel). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

Line I.D. Insurance: This line must be completed for all training programs. As was done for line I.A, complete lines I.D.1 - I.D.3 first, then enter the sum of the "Subtotals" for these lines in the "Total" space for line I.D.

Lines I.D.1 - I.D.3: Optional breakdown. Definitions and approved rates for these cost items are contained in Handbook 10 and Participant Training Notices (see also "Allowances" in Glossary). The "Other (Mission Option)" category allows for special breakouts (e.g., Third Country insurance coverage). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

Line I.E. Supplemental Activities: This line must be completed for all training programs. As was done for line I.A, complete lines I.E.1 - I.E.12 first, then enter the sum of the "Subtotals" for these lines in the "Total" space for line I.E.

Lines I.E.1 - I.E.12: Optional breakdown. Definitions for these cost items are contained in the Glossary (see Appendix A). The "Other (Mission Option)" category allows for special breakouts (e.g., In-Country academic upgrade). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

TOTAL PARTICIPANT COSTS: Upon completion of sections I.A. through I.E., total participant costs for each academic training program are found by (1) summing the "Subtotals" column and (2) summing the "Total" column. The two figures thus obtained should be equal. If the sum of the "subtotals" does not equal the sum of the "totals", an error has been made in the calculations. Figures should be checked and corrected.

Line II.F. Administrative Costs: This line must be completed for all training programs. Line II.F is the total of the administrative costs on lines II.F.1 - II.F.8. As was done for line I.A., complete lines II.F.1 - II.F.8 first, then enter the sum of those figures on line II.F. This is done for each project year. All project years are then totaled to produce line totals for academic program administrative costs. Adding the "Total" figures for lines II.F.1 - II.F.8 produces the line II.F "Total." This number should equal the line II.F "Total" obtained by adding line II.F. "Year 1" + "Year 2" + ... If the two numbers thus obtained are not equal, a calculation error has been made. Figures should be checked and corrected.

Lines II.F. - II.F.8: Information regarding these administrative cost items is contained in the Federal Acquisition Regulations (FAR). While these are standard cost elements, not all elements will be present in all projects. Cost estimates are made at the level of detail deemed appropriate by the Mission. During the project budget estimate phase, valuations of fringe benefits (II.F.6) are generally not necessary. Such cost estimates are usually subsumed under the remaining items (since consultant and sub-contract use are likely to be options proposed by the offeror/implementor). For this reason, those lines items have been shaded on this worksheet.

Administrative cost estimates can be reliably made while ignoring items II.F.2,4,6 (the value of fringe benefits being included under "Salaries"). In short, the cost elements shown here for administrative costs are standard and specific, but are more extensive than is required for a reliable estimate. The user is encouraged to select from this form only those elements that are necessary and useful. Item II.F.8, "Other," can be used for specific breakouts desired by the Mission.

Total Training Costs: Summing the "Total" figures for lines A - F (the six basic cost categories) yields yearly and overall Total Academic or Technical Training Costs.

Instructions:
BUDGET ESTIMATE WORKSHEET
SUMMARY

General Instructions:

1. Use Budget Estimate Worksheet to summarize project training costs for each project year and for the entire project life. Data will be transferred from previously completed budget estimates for all training programs.

2. Two columns are to be completed for Academic Training data and two for Technical Training. In both cases, the information required is (a) the number of participants budgeted for the cost item and/or category and (b) the total cost for that item or category. These figures are directly transferred from Budget Estimate Worksheet pages 1-4.

3. Prepare a separate budget estimate summary for each year of the training. Indicate the budget year and contract period (in years) in the "Project Year" space (e.g., "Project Year: 1 of 4 years" for the first year of a 4-year training project).

Specific Line Item Instructions:

Line I.A. Education/Training Costs: From Line I.A. of all academic program budget estimate worksheets add the "Number of Participants" numbers (for the year being summarized) and enter this sum in the first data column ("Academic Training --# of Part.") on Line I.A.

From Line I.A. of all academic program budget estimate worksheets add the "Total numbers (for the year being summarized) and enter this sum in the second data column ("Academic Training--Item Cost") on Line I.A.

Repeat the above two computations for all technical program budget estimate worksheets and enter in their corresponding spaces.

Add the "Item Costs" for Academic and Technical Training (data columns 2 and 4) and enter the sum in the fifth data column ("Line Total") on Line I.A.

Lines I.A.1 - I.E.12: All remaining lines in Summary, sections I.A.1 - I.E.12, are completed in a corresponding manner to items in Line I.A as described above. For example, "Academic Training--# of Part." sums are computed by adding the "Number of Participants" figures from all academic training programs for the corresponding cost element. Likewise for all "Academic Training--Item Costs." All "Technical Training--# of Part." sums are computed by adding the "Number of Participants" figures from all technical training programs for the corresponding cost element. Likewise for all "Technical Training--Item Costs."

TOTAL PARTICIPANT COSTS (Academic & Technical): The yearly total of participant costs can now be computed. Enter the project year (or write "all" for the total project) in the "Year ____ " space. Add lines I.A. through I.E. and enter the total in the "TOTAL PARTICIPANT COSTS (Academic & Technical)" space.

Lines II.F. - II.F.8: Budget Estimate Worksheet page 8 is identical in format to Budget Estimate Worksheet page 4. To compute the value for any cost space on the Summary sheet, add the corresponding values from page(s) and enter that sum in the corresponding space on the Summary sheet.

TOTAL TRAINING COST (A+B+C+D+E+F): Values for each of the five spaces on this line are computed in a similar manner. For Year 1, add the "Item Cost" figures for elements A-E, Year 1. To this subtotal, add II.F, Year 1 (Administrative Costs). This sum is the total training cost for Year 1.

Compute totals for other years in a similar manner.

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BUDGET ESTIMATE WORKSHEET: Academic or Technical Costs

Training Cost Analysis (TCA)

SEE "Instructions: Budget Estimate Worksheet"

☐ Academic
☐ Technical

PROJECT TITLE	PROJECT NUMBER	PROJECT YEAR ____ Of ____ Years
PROJECT WRITER	PARTICIPANT MONTHS PROJECTED (THIS YEAR)	DATE BUDGET PREPARED

COMMENTS:

I. PARTICIPANT COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	NUMBER OF PARTICIPANTS	NUMBER OF UNITS*	UNIT PRICE*	SUBTOTAL	TOTAL
A. Education/Training Cost					$
1. Tuition/Fees			$ /	$	
2. Training Costs			/		
3. Package Program Costs			/		
4. Other (Mission Option)			/		
B. Allowances					
1. Maintenance Advance			/		
2. Living/Maintenance			/		
3. Per Diem			/		
4. Books & Equipment			/		
5. Book Shipment			/		
6. Typing (papers) - *Academic Only*			/		
7. Thesis - *Academic Only*			/		
8. Doctoral Dissertation - *Academic*			/		
9. Professional Membership			/		
10. Other (Mission Option)			/		

* *Units are standard measures for the cost element (e.g., participants, participant weeks, etc.)*

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BUDGET ESTIMATE WORKSHEET: Academic or Technical Costs

Training Cost Analysis (TCA)

SEE "Instructions: Budget Estimate Worksheet"

☐ Academic
☐ Technical

PROJECT NUMBER

COMMENTS:

I. PARTICIPANT COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	NUMBER OF PARTICIPANTS	NUMBER OF UNITS*	UNIT PRICE*	SUBTOTAL	TOTAL
C. Travel					$
1. International			$	$	
2. Local					
3. Other (Mission Option)					
D. Insurances					
1. HAC for U.S.					
2. Required by Institution					
3. Other (Mission Option)					
E. Supplemental Activities					
1. ELT, In-Country					
2. ELT, U.S.					
3. Academic Up-Grade					
4. Reception Services					
5. WIC Orientation					
6. Other Orientation					
7. Interpreters/Escorts					
8. Internship/Cooperative					
9. Enrichment Programs					

** Units are standard measures for the cost element (e.g., participants, participant weeks, etc.)*

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BUDGET ESTIMATE WORKSHEET: Academic or Technical Costs
Training Cost Analysis (TCA)

SEE "Instructions: Budget Estimate Worksheet"

☐ Academic
☐ Technical

PROJECT NUMBER

COMMENTS:

I. PARTICIPANT COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	NUMBER OF PARTICIPANTS	NUMBER OF UNITS*	UNIT PRICE*	SUBTOTAL	TOTAL
10. Mid-Winter Community Seminars			/		
11. Follow-Up/Career Development			/		
12. Other (Mission Option)			/		

TOTAL PARTICIPANT COSTS (A + B + C + D + E) = $ =

** Units are standard measures for the cost element (e.g., participants, participant weeks, etc.)*

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BUDGET ESTIMATE WORKSHEET: Academic or Technical Costs
Training Cost Analysis (TCA)

☐ Academic
☐ Technical

PROJECT NUMBER

COMMENTS:

II. ADMINISTRATIVE COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL
II.F. Administrative Costs	$	$	$	$	$
1. Salaries (Total)					
a. Professional					
i. U.S.					
ii. Field					
b. Support Staff					
i. U.S.					
ii. Field					
2. Fringe Benefits					
3. Travel (Total)					
a. International					
b. Local					
4. Consultant Fees (Total)					
a. United States					
b. Field					
5. Equipment					
6. Sub-Contracts					
7. Indirect Costs					
8. Other (Mission Option)					
TOTAL PARTICIPANT COSTS (A+B+C+D+E+F)	$	$	$	$	$

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BUDGET ESTIMATE WORKSHEET: Summary
Training Cost Analysis (TCA)

SEE "Instructions: Budget Estimate Worksheet - Summary"

☐ Academic
☐ Technical

PROJECT TITLE	PROJECT NUMBER	PROJECT YEAR ____ Of ____ Years
PROJECT WRITER	PARTICIPANT MONTHS PROJECTED (THIS YEAR)	DATE BUDGET PREPARED

COMMENTS:

I. PARTICIPANT COST - SUMMARY

PROGRAM CATEGORIES/TRAINING ACTIVITIES	ACADEMIC TRAINING		TECHNICAL TRAINING		LINE TOTAL
	No. of Participants	Item Cost	No. of Participants	Item Cost	
A. Education/Training Cost		$		$	$
1. Tuition/Fees					
2. Training Costs					
3. Package Program Costs					
4. Other (Mission Option)					
B. Allowances					
1. Maintenance Advance					
2. Living/Maintenance					
3. Per Diem					
4. Books & Equipment					
5. Book Shipment					
6. Typing					
7. Thesis					
8. Doctoral Dissertation					
9. Professional Membership					
10. Other (Mission Option)					

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BUDGET ESTIMATE WORKSHEET: Summary
Training Cost Analysis (TCA)

SEE "Instructions: Budget Estimate Worksheet - Summary"

☐ Academic
☐ Technical

PROJECT NUMBER

COMMENTS:

I. PARTICIPANT COST - SUMMARY

PROGRAM CATEGORIES/TRAINING ACTIVITIES	ACADEMIC TRAINING		TECHNICAL TRAINING		LINE TOTAL
	No. of Participants	Item Cost	No. of Participants	Item Cost	
C. Travel		$		$	$
1. International					
2. Local					
3. Other (Mission Option)					
D. Insurances					
1. HAC for U.S.					
2. Required by Institution					
3. Other (Mission Option)					
E. Supplemental Activities					
1. ELT, In-Country					
2. ELT, U.S.					
3. Academic Up-Grade					
4. Reception Services					
5. WIC Orientation					
6. Other Orientation					
7. Interpreters/Escorts					
8. Internship/Cooperative					
9. Enrichment Programs					

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BUDGET ESTIMATE WORKSHEET: Summary
Training Cost Analysis (TCA)

SEE "Instructions: Budget Estimate Worksheet - Summary"

☐ Academic
☐ Technical

PROJECT NUMBER

COMMENTS:

I. PARTICIPANT COST - SUMMARY

PROGRAM CATEGORIES/TRAINING ACTIVITIES	ACADEMIC TRAINING		TECHNICAL TRAINING		LINE TOTAL
	No. of Participants	Item Cost	No. of Participants	Item Cost	
10. Mid-Winter Community Seminars		$		$	$
11. Follow-Up/Career Development					
12. Other (Mission Option)					

TOTAL PARTICIPANT COSTS (Academic & Technical), Line Totals A + B + C + D + E, Year _____ = $

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BUDGET ESTIMATE WORKSHEET: Summary
Training Cost Analysis (TCA)

☐ Academic
☐ Technical

PROJECT NUMBER

COMMENTS:

II. ADMINISTRATIVE COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL
II.F. Administrative Costs	$	$	$	$	$
1. Salaries (Total)					
a. Professional					
i. U.S.					
ii. Field					
b. Support Staff					
i. U.S.					
ii. Field					
2. Fringe Benefits					
3. Travel (Total)					
a. International					
b. Local					
4. Consultant Fees (Total)					
a. United States					
b. Field					
5. Equipment					
6. Sub-Contracts					
7. Indirect Costs					
8. Other (Mission Option)					
TOTAL PARTICIPANT COSTS (A+B+C+D+E+F)	$	$	$	$	$

Instructions:

PROPOSAL WORKSHEET

This Worksheet may be used by the perspective contractor/implementor of the project. It and its accompanying instructions may be included in the RFP

*****Not All Activities Apply To All Programs; Select Only Those Items That Are Applicable To the Proposed Program*****

General Instructions:

1. Use the Proposal Worksheet for all training programs. For training projects having more than one training program (academic and/or technical) complete a Proposal Worksheet for each such program.

2. Prepare also a separate Proposal Worksheet for each year of the training. Indicate the budget year and contract period (in years) in the "Project Year" space (e.g., "Project Year: 1 of 4 years" for the first year of a 4-year training project).

3. Prepare a separate proposal for all academic training and all technical training for the life of the project (a total academic and a total technical training budget). Indicate "All academic training" or "All technical training" in the "Comments" space.

4. Make budget estimates in U.S. dollars.

5. Where further breakdown is desired (e.g., In-Country, U.S., Third Country), use the "Other (Mission Option)" space or breakout such costs using additional copies of this worksheet. Identify breakdown in "Comments" space.

6. Specify the measurements used as "units" for entries under "Unit Price" (e.g., $1150/semester, $200/year, $635/month, $375/week, or $75/participant {for flat rate items such as Professional Membership or Book Shipment}.

7. Administrative costs are estimated by categories. The RFP will indicate which functions are required of the contractor. The proposed costs should reflect the level of effort proposed for each function.

Specific Line Item Instructions:

Training Type: Check the appropriate box in the upper right corner of pages 1-4 to indicate whether the budget estimate is for academic or technical training.

Participant Months Proposed: A measure of total participant months for both academic and technical training provides a standard measure of the amount of training being proposed or provided. Compute this figure for each year of the project and for the project life.

Line I.A. Education/Training Costs: This line must be completed for all training programs. Complete lines I.A.1 - I.A.4 first. Then, enter the total number of participants for the contract year being reported.

(NOTE: This figure will not always equal the sum of "Number of Participants" proposed in lines I.A.1 - I.A.4.) Finally, enter the sum of the "Subtotal" amounts in the "Total" space.

Lines I.A.1 - I.A.4: Optional breakdown. The glossary (see Glossary of TCA Terms) defines (1) tuition/fees, (2) training costs, and (3) package program costs. The "Other (Mission Option)" category allows for special breakouts (e.g., a specially designed observation tour for academic participants for which a separate cost breakdown is desired).

For any of these lines, enter (a) the number of participants to incur the cost, (b) the total number of cost units {see item (6) under "General Instructions"} for those participants in the contract year being costed, (c) the unit prices for each cost category, and (d) Education/Training Cost "Subtotals" {i.e., (b) x (c), above} for each line.

Line I.B. Allowances: This line must be completed for all training programs. USE CURRENT A.I.D. APPROVED RATES. As was done for line I.A, complete lines I.B.1 through I.B.10 first, then enter the sum of the "Subtotals" for those lines in the "Total" space for line I.B.

Lines I.B.1 - I.B.10: Optional breakdown. Definitions and approved rates for these cost items are contained in

Handbook 10 and Participant Training Notices (see "Allowances" in Glossary). The "Other (Mission Option)" category allows for special breakouts (e.g., books used in English Language Training, ELT). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

Line I.C. Travel: This line must be completed for all training programs. As was done for line I.A, complete lines I.C.1 - I.C.3 first, then enter the sum of the "Subtotals" for these lines in the "Total" space for line I.C.

Lines I.C.1 - I.C.3: Optional breakdown. Definitions for these cost items are contained in the Glossary. The "Other (Mission Option)" category allows for special breakouts (e.g., Third Country travel). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

Line I.D. Insurance: This line must be completed for all training programs. As was done for line I.A, complete lines I.D.1 - I.D.3 first, then enter the sum of the "Subtotals" for these lines in the "Total" space for line I.D.

Lines I.D.1 - I.D.3: Optional breakdown. Definitions and approved rates for these cost items are contained in Handbook 10 and Participant Training Notices (see also "Allowances" in Glossary). The "Other (Mission Option)" category allows for special breakouts (e.g., Third Country insurance coverage). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

Line I.E. Supplemental Activities: This line must be completed for all training programs. As was done for line I.A, complete lines I.E.1 - I.E.12 first, then enter the sum of the "Subtotals" for these lines in the "Total" space for line I.E.

Lines I.E.1 - I.E.12: Optional breakdown. Definitions for these cost items are contained in the Glossary (see Appendix A). The "Other (Mission Option)" category allows for special breakouts (e.g., In-Country academic upgrade). For instructions on specific column entries, follow instructions for Lines I.A.1 through I.A.4.

TOTAL PARTICIPANT COSTS: Upon completion of sections I.A. through I.E., total participant costs for each academic training program are found by (1) summing the "Subtotals" column and (2) summing the "Total" column. The two figures thus obtained should be equal. If the sum of the "subtotals" does not equal the sum of the "totals", an error has been made in the calculations. Figures should be checked and corrected.

Line II.F. Administrative Costs: The Proposal Worksheet, page 4, must be completed for all training programs. Line II.F is the total of the administrative costs on lines II.F.1 - II.F.8. As was done for line I.A., complete lines II.F.1 - II.F.8 first, then enter the sum of those figures on line II.F. This is done for each project year. All project years are then totaled to produce line totals for academic program administrative costs. Adding the "Total" figures for lines II.F.1 - II.F.8 produces the line II.F "Total." This number should equal the line II.F "Total" obtained by adding line II.F. "Year 1" + "Year 2" + ... If the two numbers thus obtained are not equal, a calculation error has been made. Figures should be checked and corrected.

Lines II.F. - II.F.8: Information regarding these administrative cost items is contained in the Federal Acquisition Regulations (FAR). While these are standard cost elements, not all elements will be present in all projects.

A cost breakout of "Indirect Costs" is required. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Typical examples of indirect costs are depreciation or use allowances on buildings and equipment, the cost of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

Total Training Costs: Summing the "Total" figures for lines A - F (the six basic cost categories) yields yearly and overall Total Academic or Technical Training Costs.

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PROPOSAL WORKSHEET: Academic or Technical Costs
Training Cost Analysis (TCA)

SEE "Instructions: Proposal Worksheet"

☐ Academic
☐ Technical

PROJECT TITLE	RFP NUMBER	PROJECT YEAR ____ Of ____ Years
IMPLEMENTOR/CONTRACTOR	PARTICIPANT MONTHS PROJECTED (THIS YEAR)	DATE PREPARED

COMMENTS:

I. PARTICIPANT COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	NUMBER OF PARTICIPANTS	NUMBER OF UNITS*	UNIT PRICE*	SUBTOTAL	TOTAL
A. Education/Training Cost					$
1. Tuition/Fees			$	$	
2. Training Costs					
3. Package Program Costs					
4. Other (Mission Option)					
B. Allowances					
1. Maintenance Advance					
2. Living/Maintenance					
3. Per Diem					
4. Books & Equipment					
5. Book Shipment					
6. Typing (papers) - *Academic Only*					
7. Thesis - *Academic Only*					
8. Doctoral Dissertation - *Academic*					
9. Professional Membership					
10. Other (Mission Option)					

* *Units are standard measures for the cost element (e.g., participants, participant weeks, etc.)*

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PROPOSAL WORKSHEET: Academic or Technical Costs

Training Cost Analysis (TCA)

SEE "Instructions: Proposal Worksheet"

☐ Academic
☐ Technical

PROJECT TITLE	RFP NUMBER	YEAR ____ OF ____
IMPLEMENTOR/CONTRACTOR	COMMENTS:	

I. PARTICIPANT COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	NUMBER OF PARTICIPANTS	NUMBER OF UNITS*	UNIT PRICE*	SUBTOTAL	TOTAL
C. Travel					$
1. International			$ /	$	
2. Local			/		
3. Other (Mission Option)			/		
D. Insurances					
1. HAC for U.S.			/		
2. Required by Institution			/		
3. Other (Mission Option)			/		
E. Supplemental Activities					
1. ELT, In-Country			/		
2. ELT, U.S.			/		
3. Academic Up-Grade			/		
4. Reception Services			/		
5. WIC Orientation			/		
6. Other Orientation			/		
7. Interpreters/Escorts			/		
8. Internship/Cooperative			/		
9. Enrichment Programs			/		

* *Un[illegible]re standard measures for the co[illegible]ement (e.g., participants, partic[illegible] weeks, etc.)*

ATTACHMENT 5A
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PROPOSAL WORKSHEET: Academic or Technical Costs
Training Cost Analysis (TCA)

SEE "Instructions: Proposal Worksheet"

☐ Academic
☐ Technical

PROJECT TITLE	RFP NUMBER	YEAR ____ OF ____
IMPLEMENTOR/CONTRACTOR	COMMENTS:	

I. PARTICIPANT COST

PROGRAM CATEGORIES/TRAINING ACTIVITIES	NUMBER OF PARTICIPANTS	NUMBER OF UNITS*	UNIT PRICE*	SUBTOTAL	TOTAL
10. Mid-Winter Community Seminars			/		
11. Follow-Up/Career Development			/		
12. Other (Mission Option)			/		

TOTAL PARTICIPANT COSTS (A + B + C + D + E) = $ =

** Units are standard measures for the cost element (e.g., participants, participant weeks, etc.)*

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PROPOSAL WORKSHEET: Academic or Technical Costs
Training Cost Analysis (TCA)

☐ Academic
☐ Technical

PROJECT TITLE	RFP NUMBER	YEAR ____ OF ____
IMPLEMENTOR/CONTRACTOR	COMMENTS:	

II. ADMINISTRATIVE COST

PROGRAM CATEGORIES/ TRAINING ACTIVITIES	PERSON MONTHS	TOTAL COST	PROGRAM CATEGORIES/ TRAINING ACTIVITIES	PERSON MONTHS	TOTAL COST
II.F. Administrative Costs		$			$
1. Salaries (Total)			4. Consultant Fees (Total)		
a. Professional			a. United States		
i. U.S.			b. Field		
ii. Field			5. Equipment		
b. Support Staff			6. Sub-Contracts		
i. U.S.			7. Indirect Costs		
ii. Field			8. Other (Mission Option)		
2. Fringe Benefits					
3. Travel (Total)					
a. International					
b. Local					

Total Administrative Cost, Item II.F. above: $ _____

TOTAL TRAINING COSTS (Total Participant Costs from Previous Page + Line II.F.) = $ _____

** *A breakout of these cost should be requested. (See Instructions)*

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PROPOSAL WORKSHEET: Summary
Training Cost Analysis (TCA)

☐ Academic
☐ Technical

PROJECT TITLE		RFP NUMBER	YEAR ____ OF ____
IMPLEMENTOR/CONTRACTOR		COMMENTS:	

ITEM	COST Academic	Technical	Total
I. PARTICIPANT COSTS:	$	$	$
A. Education/Training Costs			
B. Allowances			
C. Travel			
D. HAC			
E. Supplemental Activities			
Total Participant Costs:	$	+ $	= $
II.F. ADMINISTRATIVE COSTS:	$	$	$
1. Salaries (Total)			
2. Fringe Benefits			
3. Travel (Total)			
4. Consultant Fees (Total)			
5. Equipment			
6. Sub-Contracts			
7. Indirect Costs			
8. Other (Mission Option)			
Total Administrative Costs:	$	+ $	= $
GRAND TOTAL, TRAINING COSTS =	$	+ $	= $

ATTACHMENT 5A
HB 10, TM 10:108

ANALYSIS WORKSHEET: Academic or Technical Costs
Training Cost Analysis (TCA)

*** SEE "Instructions: Analysis Worksheet" on Reverse, Page 2 ***

☐ Academic
☐ Technical

PROJECT TITLE	PROJECT NUMBER
EVALUATOR	DATE

	PROPOSAL A	PROPOSAL B	PROPOSAL C	A.I.D. ESTIMATE
NAME OF OFFEROR:	RATING: =	RATING: =	RATING: =	
ITEM	COST	COST	COST	COST
I. PARTICIPANT COSTS (Academic)	$	$	$	$
A. Education/Training Costs				
B. Allowances				
C. Travel				
D. HAC				
E. Supplemental Activities				
Sub-Total Participant Costs:	$	$	$	$
II.F. ADMINISTRATIVE COSTS:	$	$	$	$
1. Salaries (Total)				
2. Fringe Benefits				
3. Travel (Total)				
4. Consultant Fees (Total)				
5. Equipment				
6. Sub-Contracts				
7. Indirect Costs				
8. Other (Mission Option)				
Sub-Total Administrative Costs:	$	$	$	$
TOTAL TRAINING COSTS =	$	$	$	$

ATTACHMENT 5A, HB 10, TM 10:108

ANALYSIS WORKSHEET: Summary
Training Cost Analysis (TCA)

** *SEE "Instructions: Analysis Worksheet" on Reverse* **

☐ Academic
☐ Technical

PROJECT TITLE	PROJECT NUMBER
EVALUATOR	DATE

	PROPOSAL A	PROPOSAL B	PROPOSAL C	A.I.D. ESTIMATE
NAME OF OFFEROR:	RATING: =	RATING: =	RATING: =	
ITEM	COST	COST	COST	COST
I. PARTICIPANT COSTS:	$	$	$	$
A. Education/Training Costs				
B. Allowances				
C. Travel				
D. HAC				
E. Supplemental Activities				
Total Participant Costs:	$	$	$	$
II.F. ADMINISTRATIVE COSTS:	$	$	$	$
1. Salaries (Total)				
2. Fringe Benefits				
3. Travel (Total)				
4. Consultant Fees (Total)				
5. Equipment				
6. Sub-Contracts				
7. Indirect Costs				
8. Other (Mission Option)				
Total Administrative Costs:	$	$	$	$
GRAND TOTAL, TRAINING COSTS =	$	$	$	$

QUARTERLY REPORT: Academic Programs

Training Cost Analysis (TCA)

SEE "Instructions: Quarterly Report", Reverse of Page 4

PROJECT TITLE	PROJECT NUMBER	IMPLEMENTOR
CONTRACT QUARTER _____ of _____	REPORT PERIOD	DATE

I. PARTICIPANT TRAINING COSTS

ACADEMIC PROGRAMS:	BUDGET	PROJECTED THIS QUARTER	EXPENDED THIS QUARTER	EXTENDED TO DATE	BALANCE REMAINING	% OF BUDGET
A. Education/Training Cost	$	$	$	$	$	%
B. Allowances						%
C. Travel						%
D. HAC						%
E. Supplemental Activities						%
Total, Academic Costs	$	$	$	$	$	%

THIS QUARTER:

Number of Participant Months Projected: _____

Number of Participant Months Completed: _____

TOTAL PROJECT:

Number of Participant Months Projected: _____

Number of Participant Months Completed: _____

Instructions:
ANALYSIS WORKSHEET

The Analysis Worksheet is used to compare proposed training costs from offerers in the best-and-finals competitions. It summarizes the proposed costs in the six basic cost categories with administrative costs further broken down.

Page 1, Analysis Worksheet: Academic or Technical Costs, is designed for cost comparison by type of training program. Page 2, Analysis Worksheet: Summary, is designed for total training cost comparison.

Check the appropriate box in the upper right corner of page 1 to indicate whether the proposal analysis is for academic or technical training.

The USAID evaluator can also use this worksheet to evaluate proposed costs for any given contract year by transferring costs for that year to the Analysis Worksheet.

The Analysis Worksheet is similar to the Proposal Worksheet, from which come the figures needed to complete this worksheet. Academic Training costs are reported in the first data column of the Proposal Worksheet: Summary; technical training costs in the second data column, and total project training costs in the last data column.

Spaces are provided on the Analysis Worksheet to identify the offerers being evaluated and to enter the rating received by the evaluation panel.

The Analysis Worksheet is completed by transferring cost figures from the Proposal Worksheet to their corresponding spaces on the Analysis Worksheet pages 1-2.

QUARTERLY REPORT: Academic Programs
Training Cost Analysis (TCA)

SEE "Instructions: Quarterly Report", Reverse of Page 4

PROJECT TITLE	PROJECT NUMBER	IMPLEMENTOR
CONTRACT QUARTER _____ of _____	REPORT PERIOD	DATE

I. PARTICIPANT TRAINING COSTS

ACADEMIC PROGRAMS:	BUDGET	PROJECTED THIS QUARTER	EXPENDED THIS QUARTER	EXTENDED TO DATE	BALANCE REMAINING	% OF BUDGET
A. Education/Training Cost	$	$	$	$	$	%
B. Allowances						%
C. Travel						%
D. HAC						%
E. Supplemental Activities						%
Total, Academic Costs	$	$	$	$	$	%

THIS QUARTER:

Number of Participant Months Projected: _____

Number of Participant Months Completed: _____

TOTAL PROJECT:

Number of Participant Months Projected: _____

Number of Participant Months Completed: _____

ATTACHMENT 5A
HB 10, TM 10:108

QUARTERLY REPORT: Technical Programs
Training Cost Analysis (TCA)

SEE "Instructions: Quarterly Report", Reverse of Page 4

PROJECT TITLE	PROJECT NUMBER	IMPLEMENTOR
CONTRACT QUARTER _____ of _____	REPORT PERIOD	DATE

I. PARTICIPANT TRAINING COSTS

ACADEMIC PROGRAMS:	BUDGET	PROJECTED THIS QUARTER	EXPENDED THIS QUARTER	EXTENDED TO DATE	BALANCE REMAINING	% OF BUDGET
A. Education/Training Cost	$	$	$	$	$	%
B. Allowances						%
C. Travel						%
D. HAC						%
E. Supplemental Activities						%
Total, Academic Costs	$	$	$	$	$	%

THIS QUARTER:

Number of Participant Months Projected: _____

Number of Participant Months Completed: _____

TOTAL PROJECT:

Number of Participant Months Projected: _____

Number of Participant Months Completed: _____

IMPORTANT: SPECIFY PROGRAM TYPE

(Check Only One Category)

- ☐ Classroom Training
- ☐ Observation Tour
- ☐ On-the-Job Training

QUARTERLY REPORT: Technical Programs
Training Cost Analysis (TCA)

SEE "Instructions: Quarterly Report", Reverse of Page 4

PROJECT TITLE	PROJECT NUMBER	IMPLEMENTOR
CONTRACT QUARTER _____ of _____	REPORT PERIOD	DATE

I. PARTICIPANT TRAINING COSTS

SPECIAL TRACKING ITEMS:	BUDGET	PROJECTED THIS QUARTER	EXPENDED THIS QUARTER	EXTENDED TO DATE	BALANCE REMAINING	% OF BUDGET
E. 1. ELT, In-Country	$	$	$	$	$	%
E. 2. ELT, U.S.	$	$	$	$	$	%

NOTE: Special tracking items are costs that are included in Participant Cost, Page 1, but are broken out here for special review.

QUARTERLY REPORT: Technical Programs
Training Cost Analysis (TCA)

SEE "Instructions: Quarterly Report", Reverse of Page 4

PROJECT TITLE	PROJECT NUMBER	IMPLEMENTOR
CONTRACT QUARTER _____ of _____	REPORT PERIOD	DATE

II. ADMINISTRATIVE COSTS

II. F. ADMINISTRATIVE COSTS	BUDGET	PROJECTED THIS QUARTER	EXPENDED THIS QUARTER	EXTENDED TO DATE	BALANCE REMAINING	% OF BUDGET
1. Salaries	$	$	$	$	$	%
2. Fringe Benefits						%
3. Travel						%
4. Consultants						%
5. Equipment						%
6. Sub-Contracts						%
7. Indirect Costs						%
8. Other						%
II. F. TOTAL ADMINISTRATIVE COSTS	$	$	$	$	$	%
GRAND TOTAL, TRAINING COSTS:	$	$	$	$	$	%

NOTE: % Of Budget refers to that %age of the total budget (for each line) that has been spent.

% of Budget = [Expended to Date] / [Budget]

Instructions:
QUARTERLY REPORT

The Quarterly Report is provided by the implementor/contractor. The format of this report is essentially the same as those of the Budget Estimate Worksheet and the Proposal Worksheet with tracking columns for budget monitoring.

The Quarterly Report lists (1) budgeted amounts by program activity [i.e., by budget line item], (2) that amount of the budget proposed for the quarter under report, (3) the amount actually spent during the quarter, (4) the cumulative expenditure to date, (5) the balance of the line item budget left unspent, and (6) the percentage of the budget that had been spent at the end of the reporting period. NOTE: These budget items are also reported as "Special Tracking Items" on page 2 of the Quarterly Report for special review. Later, the format for page 2 will allow for special tracking of any cost elements using the standard codes for those elements.

The first data column reflects the final negotiated contract amounts -- different from the corresponding figures on the budget estimate and proposal worksheets to the extent that contract negotiations altered those numbers. Contractor should make an annual (life of project) projection of quarterly training costs, then each quarters' projection is entered in this column.

The second data column shows the amount of each budget line item projected to be spent during the quarter under report; the third data column reports the actual amount spent.

Data column "Expended to Date," presents the cumulative expenditure as of the end of the reporting period. The "Balance Remaining" (data column 5) is the "Budget" figure minus "Expended to Date."

The last data column, "% of Budget," shows the percentage of the budget line item spent at the close of the reporting period. It is computed by dividing the "Expended to Date" figures by their corresponding "Budget" figures.

{NOTE: For a cost item expected to be evenly spread over the contract period, the "% of Budget" figure should correspond to the percentage obtained by dividing the "Contract Quarter" under report by the contract life [in quarters] shown in the "Contract Quarter: _____ of ____" space.}

The last two lines provide measures of projected and actual participant months for both the quarter being reported and the project to date.

CHAPTER 6

PROJECT IMPLEMENTATION ORDER/PARTICIPANTS (PIO/P) AND SUPPLEMENTAL DOCUMENTATION

6A. POLICY

1. It is AID policy that all AID-sponsored participants, however managed and funded and wherever trained, must be documented by a Project Implementation Order/Participants (PIO/P). Each participant who undertakes academic training must be covered by an individual PIO/P. Technical participants who are to be trained as a group may be included on a single PIO/P, if all aspects of the training program are the same. In instances where there is no AID mission or office in the participant's country, then the source of the AID sponsorship is to prepare the PIO/P.

2. It is AID policy that a current PIO/P, funded or non-funded, be on file in OIT before a participant can be enrolled in AID's Health and Accident (HAC) program (see Chapter 25 -- The Health and Accident Coverage (HAC) Program)

3. It is also AID policy that an abbreviated PIO/P, which does not contain the Training Request (page two), may be issued for certain specific types of training program, if all criteria for the issuance of such an abbreviated PIO/P are met.

6B. DEFINITIONS

1. Participant Documentation -- the package of participant training material sent to OIT, or an AID mission in a third country, which documents and which may fund a training program request.

2. Project Implementation Order/Participants (PIO/P) -- Form AID 1380-1, which is used to document and/or request and fund a participant training program. (Attachment 6A). It consists of Page 1 - Face Sheet; Page 2 - Training Request; and Page 3 - Biographic Data. Instructions for completion of this form are included with Attachment 6A.

6C. REQUIREMENTS

1. AID missions, bureaus, and offices sponsoring participant training in the United States or a third country are to ensure that all AID-sponsored participants are documented by a current, funded or non-funded, PIO/P throughout the life of the participant's training program.

6C

2. AID bureaus and offices and/or their agents (contractors, parties to Cooperative Agreements, grantees, etc.) are to provide each mission with the information necessary to prepare a PIO/P and supplementary documentation on every participant or group of participants sponsored by the bureau or office.

3. Missions may not substitute mission or contractor developed documents for required pages of the PIO/P as it is a standard United States Government form.

4. Participant training supplied by a contractor must be documented by a PIO/P which contains the full name of the contractor, the contract's number, and the name and address of a contact person within the contractor organization. If available, a telephone number for the contact should be provided. (This information is to be shown in block 17 of the Face Sheet.)

5. Amendments to a PIO/P (reissuance of the Face Sheet) are issued if there is a significant change in the type or length of training, after the original PIO/P has been received by OIT. Amendments that do not add funding to an original PIO/P may be issued in numerical order at any time (block 10). Amendments that add funding to a PIO/P may only be issued within the fiscal year of funding, or in the case of a fully funded multi-year project, only within the time-frame of the project.

6. A participant training program which is grant funded on an incremental basis must, for each subsequent year of funding, be documented by the issuance of a Face Sheet (Page 1), which provides the additional funding. An "amendment" cannot be issued for funding from later fiscal years. It is, however, not necessary to reissue the entire PIO/P (pages 1, 2, and 3). Each document issued in a subsequent year consists of a Face Sheet, which is to marked as an "original" document. The funding provided in that year is not to be shown as an addition to the prior year(s) obligation in block 14, Financing, of the PIO/P Face Sheet. It is to be shown as "original" funds. There should, however, be reference made to any prior funding documents, indicating the PIO/P numbers which are to be shown in block 17, Special Provisions, on the Face Sheet.

6D. PROCEDURES

1. The PIO/P

a. The PIO/P provides specific information on the desired training, the funding project context, the participant(s) and the position for which the training is to prepare the participant(s).

6D1

b. The mission should ensure that the host government and/or private sector entity understand that the PIO/P constitutes a signed agreement between the mission and the host government and/or private sector entity that the participant(s) will be employed upon return from training.

c. The funded PIO/P may be processed as a sub-obligating document committing funds to sponsor a participant training program. When training funds are not included in a Project Agreement (PROAG), the PIO/P is processed as an obligation document. Obligating PIO/Ps must establish a firm commitment by the United States Government which satisfies Section 1311 criteria for valid obligations. In some instances, an obligating PIO/P may be prepared by AID Washington and forwarded to the mission and when this is being done, the mission will be advised.

d. The non-funded PIO/P, although not actually obligating or subobligating funds, indicates the funds that the contractor or other programming entity estimates will be spent on the training. The non-funded PIO/P also indicates the estimated per month administrative cost of arranging and managing the participant's program. These estimated amounts are to be shown on the Face Sheet (block 14, Financing) by enclosing the dollar amount in parentheses. In addition, the words "NON-FUNDED" should be typed in capital letters in this block.

e. The PIO/P, whether funded or non-funded, is necessary to provide data for the Participant Training Information System (PTIS) maintained by OIT and the Participant Training Management System (PTMS) maintained by many missions.

f. The PIO/P must be received by OIT before the participant(s) can be enrolled in the Health and Accident Coverage (HAC) program of AID

2. Types of PIO/Ps

a. Standard PIO/P - this PIO/P consists of:

(1) Face Sheet - Page 1;

(2) Training Request - Page 2; and

(3) Biographic Data - Page 3.

The majority of all funded PIO/Ps will utilize all pages of the form. All funded academic training and all specialized technical training is to be documented by a complete PIO/P. This is necessary to permit the programming officer to adequately understand the desired training (see Attachment 6A).

b. Abbreviated PIO/P - This version of the PIO/P consists of:

(1) Face Sheet - page 1; and

(2) Biographic Data - page 3.

The abbreviated PIO/P may be used to document all contractor-managed participant training programs managed through entities other than OIT, if the mission and the host country entity use a means other than the PIO/P by which to request training program development (Attachment 6B). An abbreviated and funded PIO/P may also be used to request training for technical participants who are to attend conferences, workshops, seminars and off-the-shelf technical programs with fixed agendas and dates (e.g., USDA short courses and short management programs given by training institutes).

While an abbreviated PIO/P may request that a participant attend more than a single off-the-shelf program, such attendance must also be for a fixed time and cost such as at the Washington International Center's orientation. This version of the PIO/P cannot be used if original training program development is requested, either as a whole or part of the program. When preparing an abbreviated PIO/P, information on the course title, provider, location, and dates is to be shown; and in the case of a non-funded academic program, the degree objective.

3. Preparing the PIO/P

a. AID missions are responsible for preparing PIO/Ps for all participants sent to the United States or a third country from the host country including those under mission allotment accounts as well as all regionally and centrally funded training.

b. AID Washington bureaus and offices, and/or their agents, sponsoring participant training are to provide each mission with the following information by telegram for use in preparing PIO/P documentation for those participants they are sponsoring from the host country:

(1) PIO/P Number (block 2) - This number may be a composite consisting of the Geographic (Regional or AID Washington) Code (segment one); the Project Serial Number (segment two); the PIO Document code (segment three); and a mission assigned Document Serial Number (segment four). (See Attachment 6C.)

(2) Project Activity Number and Title/Contractor and Contract Number (block 3)

(3) Appropriation Number (block 4)

(4) Allotment Number (block 5)

(5) Project Completion Date (block 8)

(6) Desired Start Date (block 9)

(7) Location/Duration of Training (block 13)

(8) Funding Data (block 14)

(9) Special Provisions - any information needed (block 17)

(10) Additional information on the training, its location, emphasis, and dates sufficient to permit the mission to complete either a regular or abbreviated PIO/P.

c. The number of participants to be covered by a PIO/P:

(1) Only one participant may be on a PIO/P, whether funded or non-funded, when:

(a) The program is academic.

(b) An individual technical training program differs in any respect from the accompanying participant's program as to content, location, time (i.e., beginning and ending dates) and duration of training.

(2) More than one participant may be included on a single PIO/P for a technical training program where the objectives, location, time, and duration are identical. A Biographic Data sheet (page 3) must be attached for each participant listed on the Face Sheet of the PIO/P.

d. For participant training from projects under bilateral agreements, the PIO/P must be signed by the host government or have attached a copy of the letter of request for training from an authorized official of the host government. The Face Sheet (page 1, Block 19) Host Country Borrower/Grantee space should then indicate a signature is on file. Regionally and centrally funded training programs should also be authorized by a host country official, but individual mission/host country procedures will dictate the appropriate method to be used in such cases.

e. The mission may wish to use contract services for preparing the PIO/P. The actual clearance, issuance, and numbering of the PIO/P, however, must be done by the mission.

f. OIT and SER/IRM have prepared a WANG Glossary for the PIO/P to help in preparing the document. The WANG Glossary for the PIO/P can be used on the WANG OIS 50 and VS systems and may be ordered from M/SER/IRM or OIT.

4. Cost Estimating

a. In estimating the cost of participant training programs, missions are to use the cost guidance given in Chapter 11, Allowances, and the various Participant Training Notices that are issued each year by OIT. Additionally, the guidance contained in the Training Cost Analysis (TCA) system provides assistance to missions in establishing the cost of a participant training program (see Chapter 5 -- Training Cost Analysis). The cost of escorts and interpreter services should be included by missions on the original PIO/P.

When a training program is to be managed by OIT, OIT's contractor/RSSA will develop a budget based on current costs and submit this to the OIT project manager for review and approval. After approval by OIT, the budget will be sent to the financial management office, which prepares a "confirmation cable" to the mission. The mission should carefully review both the Training Implementation Plan (TIP) and "confirmation cable" to ensure that costs are appropriate.

b. In estimating training program costs for contractor-managed participants, the contractor, mission and host country should ensure that the contractor's estimated costs are in accordance with Handbook 10 requirements and are reasonable. These cost estimates are to be included on the Face Sheet of a non-funded PIO/P (block 14, Financing), but are to be enclosed in parenthesis so as to indicate the unfunded status of the PIO/P. In addition, the words "NON-FUNDED PIO/P" should

be typed on this section of the Face Sheet to clearly indicate that the PIO/P is unfunded. An estimated administrative cost to cover the development and management of the program is to be reported by participant-month of training, or portion thereof, in the Special Provision, block 17 of the Face Sheet. (Example: Administrative fee is 3-1/2 months at $240 per month or $840.)

5. Amendments

Amendments are required if after the PIO/P has been issued, there is a significant change in the type and/or length of training, the participants to be trained or in funding. For example:

a. an increase in funding.

b. a decrease in funding.

c. the deletion of a participant and a decrease in funding.

d. the substitution of one participant for another.

e. an extension in time with an increase in funding within the fiscal year of original funding (or life of funds if a project is fully funded for life of the project).

f. an extension in time with no increase in funding.

Amendments consist of a Face Sheet (page one) only, except where a participant is added, and then a Biographic Data (page 3) must be added with accompanying photographs, medical certification, etc.

6. Adding Funds from a New Fiscal Year

An original Face Sheet (page one) must be issued to increase the funding of a participant training program when the funds are drawn from a fiscal year subsequent to the original fiscal year of funding. This "original" PIO/P consists of only a Face Sheet (page one). Reference should, however, be made to any prior year PIO/Ps that were issued to fund earlier portions of the training program.

7. Supplemental Documentation

a. Photographs

(1) Size - approximately 2" x 2".

(2) Number copies required:

(a) Number required for passport - two.

(b) United States Training - two (to OIT).

(c) Third-Country Training - two for each training mission.

(3) The name of the participant and his/her PIO/P number are to be typed or printed in ink on the reverse side of each photograph.

(4) The photos are to be enclosed in a small envelope and attached by staples to the original Bio-Data form.

* b. Academic Transcripts (for Academic Participants only)

(1) Three certified or preferably one original and two certified or true sets of official transcripts as issued by the educational institution(s) attended and showing the official (embossed) stamp of the conferring institution (including literal English translation, if applicable) are required. While a raised stamp is not necessarily required to denote authenticity of an academic record, an original signature of the appropriate AID official certifying it to be a true copy of the original record is necessary.

(2) Transcripts are required for all prior academic study, beginning with secondary level for undergraduates and postsecondary level for graduates.

(3) Transcripts should indicate all courses taken, the dates of attendance, grades earned, and certification of any terminal awards (in indigenous terms; e.g., licenses). *

c. Conditions of Training -- Form AID 1380-3 (see Chapter 18, Participant Responsibilities).

d. Letters of Recommendation -- (when necessary).

e. Test Scores -- GRE, GMAT, TOEFL, ALIGU or other required scores. (See Chapter 12, English Language Training and Testing.)

f. Incomplete Documentation -- On receipt of incomplete documentation (any of the above missing), the mission will be informed that training program development may not proceed until the missing documents are received.

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* Revised

8. Alternate Participants

Missions may wish to propose alternate candidates to principal participant candidates on a PIO/P. This may be done to avoid having to amend the PIO/P should a principal participant candidate decline at the last minute to participate. Alternates should be listed as such on the PIO/P with their names shown under the principal candidate's name. A Biographic Data sheet and all supplemental documentation must be sent with the original PIO/P.

9. Forwarding Documents

a. The "Participant Documentation" package is to be sent to OIT, Agency for International Development, Washington, D.C. 20523 well in advance of the desired start of the program as follows:

(1) Academic programs -- 150 days; and

(2) Technical programs -- 90 days.

b. The required number of copies of the PIO/P is as follows:

(1) United States Training -- 5 copies to OIT;

(2) Third country training -- 2 copies to OIT and 2 copies to each mission providing training.

Training program materials should be sent in a sturdy envelope, well sealed. More than one set of participant documentation may be sent in a large envelope; however, each separate PIO/P and its set of materials should be well secured to avoid the mixing of photographs and other non-standard size documents during mailing.

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 ____ P/M

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	C. AUTHORIZED	D. CURRENCY UNIT	E. AMOUNT
	B. ALLOTMENT SYMBOL			

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	

AID 1380-1 (12-79)

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 (B47)	B. OCCUPATIONAL CATEGORY CODE (B48-49)
☐ GOVERNMENT ☐ PRIVATE ☐ JOINT	

AID 1380-1 (12-79)

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 (T12-38)

CITY OR TOWN (T43-68)

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

6. BIRTHDATE (MO/DAY/YR) (B56-67)

7. PLACE OF BIRTH

8. EMERGENCY CONTACT (COUNTRY OF TRAINING)

9. SEX/MARITAL STATUS

	MALE	FEMALE
MARITAL STATUS	☐ 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

INSTRUCTIONS FOR COMPLETION OF THE PROJECT IMPLEMENTATION ORDER/PARTICIPANTS (PIO/P)

Following are the instructions for completing the PIO/P, form AID 1380-1 (12/79).

FACE SHEET

(Page 1)

Block 1 - Cooperating Country:

Insert the name of the cooperating host country.

Block 2 - PIO/P Number:

Insert the PIO/P number in accordance with instructions in Section ii of Appendix D, Handbook 18. NOTE: For non-funded PIO/P numbering, see Attachment 6C -- The PIO/P Number for Funded and Non-funded Documents.

Block 3 - Project/Activity No. and Title:

Insert the project/activity number and project title. For contract participants, also indicate the name of the contractor and the Contract Number. When applicable, enter the loan number.

Block 4 - Appropriation Symbol:

Enter the appropriation symbol and indicate source of financing; e.g., contract, loan, grant, cooperative agreement, etc.

Block 5 - Budget Plan Code (BPC):

Enter the BPC number to be charged unless the PIO/P is a non-funded document, in which case enter the word "unfunded."

Block 6 - Date Original Issue:

Insert month, day and year PIO/P is being issued.

Block 7 - Date This Issuance:

To be used when issuing an amendment.

Block 8 - Project Completion Date:

Insert the month, day, and year on which project activities are to be completed.

Block 9 - Desired Start Date:

Enter the month and year the mission wishes training to commence, bearing in mind seasonal aspects of certain training programs, leadtimes, language refresher training and other elements affecting programming.

Block 10 - Terminal Start Date:

This block establishes the latest month and year a participant may begin training, which has been determined to be the estimated duration of the training program plus six months to settle into the position for which the participant is to be trained prior to completion of project activities. If the participant does not begin training by the end of the month specified, the PIO/P should be canceled.

Block 11 - Number of Participants:

Enter the total number of participants covered by this document. Do NOT include alternates in this figure.

Block 12 - Original or Amendment:

Check "Original" if the document is the first issue for the current funding year and specific training action. If a succeeding issuance involving no "new year" funding, enter the number of the amendment to the original document.

Block 13 - Location and Duration of Training:

Enter the total duration of training in participant months (P/M) to take place in the United States, third country(ies), or a combination of these. Participant months are normally of four weeks each and such a month begins with the start of the participant's program rather than the start of a calendar month unless these coincide.

Block 14 - Financing Grid:

This space is to show the amounts and types of funds authorized. Where the PIO/P is not a funding document, the document amounts are to be enclosed in parentheses; e.g., ($950.00) Leave blank for independently financed extensions of participants who are completing their program beyond AID-sponsored funding.

COLUMNS

Column A - Previous Total:	Use these columns
Column B - Increase:	only for amendments
Column C - Decrease:	and show change(s) against appropriate Authorized Agent.
Column D - New Total:	If the document is an original issuance, enter the total amount obligated or sub-obligated. If the document is an amendment, enter the sum of the changes.

LINES

Line A (Authorized Agent - AID) - Insert estimated total cost of the training to be financed from funds allotted to the mission or AID/W.

Line B (Authorized Agent - Mission) - On the first line, enter the cost of international travel, if any, funded by the mission from United States dollar funds. On the second line, show the maintenance advance appropriate to the location of training (see Chapter 11 -- Allowances.)

Line D (Authorized Agent - AID/W) - Enter estimated amounts (exclusive of international travel) for that portion of the training, if any, to be obtained in the United States and Puerto Rico. NOTE: When training costs are to be incurred for United States and third country, appropriate amounts are to be shown on Lines D and F.

Line E (Authorized Agent - AID/W) - Leave blank. May be used by AID/W when a Participating Agency (e.g., the United States Department of Agriculture) is requested to help arrange the training program.

Lines F-I (Third Country) - Enter estimated amounts (exclusive of international travel) for that portion of the training, if any, to be obtained in a third country. (NOTE: When training costs are to be incurred by AID for United States and third country training, appropriate insertion is to be made on line (d) or (f) as appropriate).

If training is to take place in more than one third country, specify countries of training in the additional spaces, e.g., (g), (h) and (i).

Block 15 - Cooperating Country Financing:

All direct, identifiable costs borne by the cooperating (host) country other than those paid from United States Trust Accounts are to be shown here. If counterpart funds or United States-owned local currencies are involved, they are to be identified separately. Enter amounts in dollar equivalents and, when indicated, show the dollar/local currency conversion rate used.

Block 16 - U.S. Trust Account:

This block is to be completed when a United States Trust Account is used to effect payment for any part of the training costs that are financed by the cooperating (host) country. Enter (a) the trust account number, (b) the corresponding allotment symbol, (c) the name of the agent authorized to make payment against the trust account, (d) the currency unit, and (e) the amount (in units of foreign currency). Usually the authorized agent will be the mission requesting the training. Items payable from trust funds may include cost of domestic travel, international travel, participant salaries continued during the participant's training period, hiring of substitutes for participants who are on training leave, and for publishing reports.

Block 17 - Special Provisions:

17A PIL Number: Insert the relevant Project Implementation Letter (PIL) number, if applicable, to which the PIO/P relates and check whether Loan or Grant.

17B Supplementary Information: This space is for the mission to justify specific actions such as authorizing interpreter and/or escort services or for issuing a PIO/P without names and certification that names will be forthcoming no later than six (6) months from date of issuance. A statement in all cases is to indicate the estimated total administrative fee charged (or apportioned) by the contractor to the participant(s) for managing this training program.

17C Names(s) of Participant(s): List the names of participants covered by this document. Include and specify alternates. The names must agree in spelling and format with the names given on Page 3, Biographic Data. The number of participants, exclusive of alternates, must agree with that in Block 9. This space should also be used to refer to previous cables and other correspondence with AID/W or the contractor on this training request. Specifically show the OIT I.D. Number if prior advice and information has been received from AID/W. This will assist in matching the PIO/P with any file already started in AID/W. In addition, when a participant's program lasts for several years but funding is incremental, each new PIO/P issued must provide in this block the numbers of any previous PIO/Ps funding the training program.

If the document is for an independently financed extension to a program, please include the following statements in this space:

(1) Funds for all future program costs, including return international travel and domestic travel, are available.

(2) If, for any reason, the participant is unable to meet any of his/her financial obligations, incurred legally or illegally, the government of the cooperating (host) country through its embassy in the United States will assume responsibility for liabilities incurred by the participant.

Block 18 - Mission Clearance:

Mission or AID/W clearances are to be entered in this space.

Block 19 - Host Country/Borrower/Grantee:

An appropriate cooperating (host) country signature is to appear in this space unless there is a separate letter or request for the cooperating country on file in the mission. If so, this should be indicated here.

Block 20 - Agency for International Development:

For mission director, his/her designee or AID/W certification.

TRAINING REQUEST
(Page 2)

Blocks 1 thru 3 - Cooperating Country, PIO/P Number, Original or Amendment Document:

Same for facesheet.

Block 4 - Date:

Insert the date of this document, which is normally the date of original issuance (Block #6) shown on the Face Sheet PIO/P.

Block 5 - Training Request:

A. Description of Training Requested: The type and level of training desired is to be clearly described in order to provide the country of training with sufficient information to plan and arrange a program that will provide maximum benefit to the participant and the cooperating country. The training should be described in relation to its intended use on return home and, when known, the position for which the participant(s) is being trained should be given. Also, list any supplemental training requested, e.g., English language training, orientation, Mid-Winter seminar, etc.

B. Academic Training Only: Self-explanatory.

C. Related Information: Add here information that might be helpful to the program planner, e.g., problems or deficiencies existing in the cooperating host country that this training could alleviate. A continuation sheet, form AID 1300-1 (6/68) may be attached if necessary; or if unavailable, a bond paper page may be used if it clearly indicates the PIO/P number and participant(s) names.

D. Particular Emphasis Desired: Explain here any special aspect of the training program that should be emphasized over other phases.

E. Suggested Training Facilities (if known):

Self-explanatory. If no particular facility is preferred this may be so indicated.

Block 6 - Participant's Future Employment:

A. Check appropriate box.

B. Occupational Category Code Enter the appropriate two digit code from Handbook 10, Chapter 11, Allowances, Attachment 11A. This code describes the occupation for which the participant is being trained.

BIOGRAPHIC DATA
(Page 3))

Blocks 1 & 2 - Cooperating Country & PIO/P Number:

Self-explanatory.

Block 3 - Name:

Indicate whether Mr., Mrs., or Miss. Print the entire name, underlining or capitalizing the surname by which the participant wishes to be called. If there are alternate ways of spelling the name, enclose the second spelling in parentheses following the preferred spelling. Example:

(Dr.) (Miss) RODRIGUEZ Garcia, Maria

(Mr.) SOEBROTO (SUBROTO) Johannes

Block 4 - Home or Mailing Address:

Insert the complete home or mailing address in home country. Common abbreviations may be used.

Block 5 - Attachments:

Indicate which, if any, attachments are included with this document.

Block 6 - Date of birth:

Self-explanatory.

Block 7 - Birthplace:

Insert city, province and country of birth.

Block 8 - Emergency Contact (Country of Training):

Enter name, relationship, and telephone number of person in the country of training to be contacted in case of emergency.

Block 9 - Sex/Marital Status:

Self-explantory.

Block 10 - Language Proficiency

A. Indicate status by checking appropriate box.

B. If a retest is necessary, indicate approximate date the scores will be available.

C. Indicate the type of test by checking appropriate box. If Test of English as a Foreign language (TOEFL), enter score. If American language Institute, Georgetown University (ALI/GU), enter the date of the test, scores, and forms used.

D. Enter other language proficiency(ies) and ratings.

E. Enter approximate length of training time necessary in months then in training location in home country or in country of training (receiving country).

Block 11 - Travel:

List all travel outside the home country. If training or education was the purpose of the travel, name the program and sponsor.

Block 12 - Education:

A. Enter total years of education.

B. Indicate, by checking appropriate block, the highest degree received. (NOTE: The error "ITGER" in this block should read "Other." This error will be corrected in a future revision to the biographic data sheet.)

C. Indicate country where last degree awarded.

D. Insert Country Code for "C" above.

E. List all schools attended, the major field of study, language of instruction, dates attended, certificate or diploma received, and year received. If the AID training is to include study in a college or university, a certified record of attendance at named schools must be attached to this document by providing certified copies of record of courses completed, grades earned, and statement of award of degrees, certificates, or diplomas. English translations should be provided for those certificates written in languages other than English.

Block 13 - Present Employment:

A. Give title of present position.

B. Give dates of employment.

C. Total years - enter total number of years employed in present position.

D. Name and address of present employer.

E. Total number of people supervised by participant nominee.

F. Enter appropriate number of employees in the organization.

G. Give brief description of work - check appropriate box and write a brief, but specific, description of the type of work performed. (NOTE: This information can be helpful in determining whether the training program is job-related and necessary to the performance of that job or should be classified as a "scholarship" or "fellowship.")

ATTACHMENT 6B

THE ABBREVIATED PIO/P

The abbreviated PIO/P may be used to document contractor-managed participants, if the contractor uses another means by which to request training program development. An abbreviated PIO/P may also be used to obligate, or sub-obligate, funds for an OIT-managed technical training program when the participant is to attend a conference, workshop, seminar or standard course such as a USDA short technical program if (a) the dates and cost of the program are fixed; and (b) no original training program development is required. Abbreviated PIO/Ps may also include secondary training such as orientation at the Washington International Center, but must not include a request for original program development.

The abbreviated PIO/P contains:

Face Sheet - Page 1

Biographical Data - Page 3 (one for each participant).

The Training Request (Page 2) is dropped, but certain information normally included on this page is moved to the Face Sheet, Block 17, Supplementary Information. This information is as follows:

a. Title of the conference, workshop, seminar, course, etc.;

b. Name of the organizer or organizing institution of the conference, workshop, etc., the organizer's address and telephone number;

c. Dates of the program;

d. Name of the institution, institute or facility with its address and telephone number; and

e. A request if any for participation in a standard secondary program such as WIC.

For Academic Programs: The abbreviated PIO/P may be used to document contractor-managed academic participant training programs, but no more than one participant is to be included on the PIO/P.

The name of the university or college, the degree objective, and major field of study are to be included in block 17.

The abbreviated PIO/P may not be used when the PIO/P is funded and the participant is to be programmed for academic training. Requests for original technical training programs may also not be contained on an abbreviated PIO/P.

A Biographic Data (page 3) is to be included for each participant on a technical PIO/P.

ATTACHMENT 6C

The PIO/P Number for Funded and Non-Funded Documents

1. Understanding the PIO/P number - The PIO/P number is made up of 12 to 14 digits depending on the funding source which are separated into four major segments.

First Segment	Second Segment	Third Segment	Fourth Segment
X X X	X X X X	X	X X X X X X X

Document Serial Number (missions)
Document Serial Number (AID/W)
PIO Document Code (1)
Project Serial Number
Geographic Code, Regional or AID/W Code

1. First Segment - Geographic or AID/W. Codes

This three-digit code consists of only the geographic code (country code) or in case of an AID/W PIO/P, the AID/W Identifier and Allotment Code.

a. Second Segment - Project Serial Number

This four-digit number is assigned in numerical sequence to each project.

b. Third Segment - Type of Implementing Document

This one-digit number identifies the type of document and the general reason for its issuance. For PIO/Ps the number is "1".

c. Fourth Segment - Document Serial Number

This is either a seven- or five-digit number depending on where issued.

(1) The obligation number in AID/W consists of seven digits, the first two digits of which (reading from the left hand) are the allotment code, followed by fiscal year indicator (1 digit), allottee control code (1 digit) and document serial number (3 digits); and

(2) A five-digit identification number assigned to the PIO/P by the mission or regional controller. The first digit identifies the fiscal year in which the allotment was reserved/obligated. The last four digits are assigned in numerical sequence throughout a fiscal year for the country or program as a whole (not a separate series for each field of activity).

NOTE: The numbers 9001 through 9999 are reserved exclusively for AID/W usage.

2. PIO/P Number for Funded Documents

PIO/P documents which obligate, or sub-obligate, funds are processed by the United States AID mission and regional controller in the same manner as all other PIO documents. Numbers are assigned in numerical sequence throughout the fiscal year for the country or programs as a whole. Securing a PIO/P in such cases is to be in accord with whatever local procedures are established by the controller, who will supply the document serial number.

3. PIO/P Number for Non-Funded Documents

Most AID controllers are now issuing PIO/P document serial numbers for non-funded PIO/Ps. There is, however, some increased workload in clearing and ledgering procedures for the mission or AID/W Financial Management Division/Office. In instances where it is determined that the issuance of PIO/P identification numbers for non-funded PIO/Ps places too great a workload on the Controller, then responsibility for issuing document serial numbers may be shifted to the mission training officer. The following steps may be taken to effect this shift:

a. The mission or regional (AID/W Office) controller determines the average number of document serial numbers issued per annum for all obligating and sub-obligating documents. Each year many numbers are unutilized by the normal funding system. (The fifth digit to the left indicates the fiscal year of funding, e.g. 60000 indicates FY 86. There are 9999 such numbers available between 60000 and 69999 each year.)

b. When the mission or regional (AID/W) controller has determined what the average and projected future year requirement for identification numbers has been and will be for future documents, he/she assigns those numbers above the average to the training office (reserving the numbers 9001 through 9999 exclusively for AID/W usage).

Example: Mission "X" has an average use of up to 2000 number per fiscal year (60000 through 61999). There is no apparent use for those numbers 62001 through 68999. As there will be many non-funded PIO/Ps processed in the coming fiscal year, the training office in mission X is assigned all the unused numbers, or a sufficient number, to meet the mission's needs. The controller in mission "X" assigns the training office all numbers between 62000 and 68999, reserving 69000 through 69999 for AID/W use.

c. The training office assigns a document serial number to each non-funded PIO/P and then processes and clears the non-funded PIO/P in accordance with mission/host country procedures. The PIO/P serial number is assigned in numerical sequence.

CHAPTER 7

PARTIALLY FINANCED TRAINING

7A. POLICY

It is AID policy that AID does not manage or sponsor by its J-1 visa any foreign nationals for studies or training in the United States who are totally financed by other than AID funds. AID requires that participants be at least partially funded by AID to be considered under AID sponsorship.

7B. PURPOSE

The purpose of this chapter is to underscore the application of all Handbook 10 requirements to all AID participants, regardless of the proportion of AID funding.

7C. GENERAL DESCRIPTION

In addition to the traditional pattern of AID funding the total cost of the participant training (aside from host country obligations such as international transportation), a variety of funding patterns have come into use by which the cost of training is shared. These include tuition waivers or reductions, scholarships and fellowships, assistantships, host country contributions, and funds from private sources. Accordingly, the sharp definition of AID participants based on funding has become blurred. In this context, two situations occur:

1. The initial training program for which the participant comes to the United States is funded in significant part by other than AID sources. The proportion of AID funding may range from minimal, e.g., payment of Health and Accident Coverage (HAC) Program premiums, to major elements of the total cost. Regardless of the proportion of AID funding, the requirements established by this Handbook for management and funding of the program must be observed.

2. Training funded largely by other than AID which follows an original training program financed largely or wholly by AID is appropriate under AID sponsorship. No distinction is made between a program in which the non-AID funded portion follows the AID funded portion and one in which the two funding sources are concurrent.

7C2

Follow-on training may be to obtain a first degree when the original program was for less than a degree, for a second degree or for advanced post-degree research or other work. Also, if alternate funding can be obtained, follow-on training can be used if the participant, while in good academic status, cannot complete the degree program within the funding stipulated, or if the Project Activity Completion Date is reached and cannot be extended.

3. When considering the approval of follow-up training, regardless of the source of funds, for either the original or the follow-on training, careful attention must be accorded the severe limitations on extending a J-1 visa.

a. Within the constraints of sounds program management, there is no limitation on the extension of a program to achieve the original objective as stated in the original PIO/P and IAP 66A. Thus if anticipated language study, illness or academic difficulty delays achievement of the original objective, the program may be extended. Normally, such extensions are funded by the same funding sources as the original program, but other funding source or mixes may be employed.

b. Under the relevant statute and Federal regulation (CFR 514.22), extensions may not normally be granted for new objectives, e.g., second degrees, a first degree after completion of technical training, etc. If extended training is anticipated at the time the original IAP 66A is prepared, the final degree or other training objectives, e.g. practical training, should be included in the training objective on the original IAP 66A.

7D. REQUIREMENTS

1. The following requirements govern all programs of partial AID funding for follow-on programs:

a. In all cases, the cognizant bureau or mission must submit a PIO/P which describes the training objective, indicates host government concurrence, provides the name of the contractor or other entity which will monitor the participant's follow-on training program and identifies the sources(s) of non-AID funding for the program. The bureau or mission must ensure that an appropriate organization (e.g., the contractor which managed the original AID-financed program) provide minimal oversight to the participant.

b. Contractors responsible for partially funded participants must, as a minimum:

7D1b

(1) submit required documentation to the Agency, notably the Participant Data Form and IAP 66As for visa extensions;

(2) respond to participant problems such as serious mental or physical illness, academic deficiencies and legal infractions;

(3) ensure continued enrollment in the Agency's HAC Program;

(4) retain the ticket, or funding for a ticket, for the trip home after completion of training;

(5) provide guidance to participants on adherence to Agency regulations and U.S. laws such as income tax requirements; and

(6) cooperate with OIT and the Immigration and Naturalization Service with respect to ensuring prompt return home after completion of the training.

c. Cognizant bureaus and missions must provide appropriated funds for the enrollment of all partially financed participants in the HAC Program. These funds may be forwarded to FM by a funded PIO/P or through the oversight contractor.

d. All AID-sponsored participants must be provided with maintenance and per diem allowances no less than those prescribed by Handbook 10 and Participant Training Notices, except insofar as income from approved work or other sources defrays all or part of those allowances.

e. Aside from scholarships, fellowships, assistantships and similar grants from the training institution, host government, or private source which involve work as an integral aspect of the study program included in the original PIO/P, partially financed participants may not work without the specific approval in advance of the Director, OIT. This prohibition includes both on-campus and off-campus work. The expectation of income from work not associated with the study program cannot be used in the calculation for determining the financial viability of the proposed training program.

f. All participants must observe Handbook 10 provisions governing participant responsibilities including those relating to the ownership of automobiles, bringing dependents to the United States, and returning home after completion of the approved course of study.

7D1

g. Partially funded participants are eligible to attend Mid-Winter Community Seminars, orientation at the Washington International Center, and other complementary programs arranged by the National Council for International Visitors. With respect to Mid-Winter Community Seminars and the Washington International Center, fees are payable from either Agency funds at the discretion of the bureau/mission or from private sources.

h. Under no circumstances will OIT transfer J-1 visa responsibility to a university or other sponsor.

2. In addition, the following requirement governs partially funded training which follows the original program which was funded largely or wholly by AID mission and host government decisions to extend an AID-financed participant for follow-on study financed principally by non-AID funds must be made prior to the completion of the AID-funded training. In making its decision, the mission must consider the financial obligation of such a decision, including at least the cost of HAC premiums from appropriated funds for the duration of that extended training program. Conversion to follow-on study status must be completed within 30 days after termination of the original AID-financed training to avoid violation of visa status and possible Immigration and Naturalization Service action requiring the individual to leave the United States. If the follow-on program includes a second degree not envisaged in the original program, mission approval must be obtained in advance.

7E. PROCEDURES

1. The bureau/mission prepares and forwards to OIT a PIO/P, funded or unfunded as appropriate, with requisite information prior to the initiation of the training. The PIO/P reflects arrangements already made with a contractor or OIT for management of the participant's program.

2. OIT enters the PIO/P data in the Participant Training Information System. A follow-on partially funded participant is included in general PTIS statistics and in the roster of participants eligible for HAC, which is provided to the HAC contract administrator.

3. Contractors prepare and submit a Participant Data Form to OIT after program arrangements have been completed, not later than two weeks after initiation of the program. They also prepare and submit to OIT IAP 66As for visa extensions. The IAP 66As are approved by OIT only if a Participant Data Form was previously submitted with dates of training which encompass the period of the IAP 66A.

7E

4. When a participant is transferred to follow-on program status, the contractor provides a final payment to the participant, which includes all allowances that normally would be paid on completion of the training program such as shipment of printed materials, membership in a professional society (except in those cases where the program may be defined as a scholarship/fellowship then such allowances are not to be paid), and all expenses to be reimbursed up to the last date of AID sponsorship. This procedure allows for the timely closing of the participant's financial folder.

CHAPTER 8

THIRD COUNTRY TRAINING

8A. POLICY

1. It is AID policy to encourage participant training to take place in the United States, unless training in a third country has greater developmental value and is more cost effective.

2. It is AID policy that participants are not to be sponsored for third country training in countries:

a. which are not included in AID Geographic Code 941;

b. which are other donors to the AID recipient country; or

c. which are considered unfriendly by the U.S. Department of State and/or are countries to which travel by U.S. citizens is prohibited.

(AID Geographic Code 941 "Selected Free World" excludes the countries included in paragraphs a. through c. above and, therefore, is the code that should be used for training in third countries.)

3. It is AID policy that only the Director of OIT can grant exceptions to training in a non-approved country when fully justified on a case-by-case basis (see Section 8D, Procedures, Waivers For Training in a Non-Approved Third Country).

4. It is also AID policy that the source/origin/nationality rules of procurement in AID Handbook 1, Policy, Supplement B, Procurement Rules, Chapter 5, do not apply to the training of participants in third countries or the procurement of goods or services in connection with such training.

8B. DEFINITIONS

1. Third Country Training (TCT) -- participant training outside the host country, but not in the United States.

2. Combination Training -- participant training conducted both in the United States and a third country.

3. Country of Training -- the country in which the participant training takes place.

8B

4. Requesting/Sending Mission -- the AID mission in the participant's home country which requests the training.

5. Training Mission -- the AID mission in the third country where the training takes place.

8C. REQUIREMENTS

1. Third country training programs are to be arranged for AID participants only when appropriate and cost-effective and when the participants can be provided reasonable support while in training.

2. AID missions and contractors are to ensure the following criteria are met when considering situations that warrant third country training:

a. a particular kind of training cannot be given as effectively or is not available in the United States because of dissimilarity in climate, techniques, language, or customs;

b. adequate institutions and facilities of the required types are available in the proposed third country, particularly those that have been developed with AID assistance. (Further improvement of these facilities may be a useful by-product of such training.);

c. local currencies are available and where cost is a prime factor;

d. third country training meets the project's objectives in the most economical way;

e. the caliber of the regional training institutions to be used is sufficiently high to meet the requirements; and

f. the management available for the training in the third country is adequate.

3. All participants training in third countries are to be fully documented on a Project Implementation Order/Participants (PIO/P) and be promptly reported to OIT on the Participant Data Forms (PDF).

4. The AID mission director in the country of training establishes and revises as appropriate, maintenance rates for training and study programs and advises OIT of established rates.

5. The training mission is to evaluate third country training programs and share the results with the sending mission.

8D. PROCEDURES FOR REQUESTING AND SENDING MISSIONS

1. Considerations When Establishing Third Country Training

a. Third country training sponsored by AID has as a basic aim the broadening of the training base of the developing world by encouraging the countries of training to finance and manage their own training programs, especially in fields in which they have achieved technical competence:

(1) These programs can be shared with nationals from other countries; and

(2) Often the training facilities were developed or significantly improved through assistance from AID to the country of training.

b. Third country training may be most effective:

(1) when sites are visited that demonstrate how development problems similar to those in the participant's home country have recently been solved with reasonable success;

(2) when the exchange of technical information and experiences develops and results in expanding the network of technical and cultural ties between countries;

(3) when cooperation on development projects engenders a community of interest and purpose with the United States among the countries participating in the training exchange;

(4) when the exchanges between countries of a particular region, where some common ground exists, results in the pooling of knowledge and a joint approach to common problems; and

(5) when third country training encourages countries to share more actively in worldwide development.

c. Third country training may be less effective if participants experience some of the following constraints and hardships:

(1) the participants are not met and feel frustrated when arriving in a strange country;

(2) there may not be an embassy or legation in the country of training where the participants may go to discuss personal or training problems and the participants feel isolated;

8D1c

(3) the educational or training institution may not be particularly concerned with foreign students and, indeed, may actually promote native students' interests over the participants';

(4) language and customs may prove to be a problem;

(5) administrative difficulties, international postal service problems or other reasons, cause allowances and fees not to be paid on time;

(6) the educational curriculum, technical courses or training programs may prove to be less satisfactory than expected and no evaluation may be feasible; and

(7) health and accident insurance is found not to be available in some countries. [This may pose a very serious constraint as OIT does not provide Health and Accident Coverage (HAC) for third country participants.]

The above difficulties should not occur when training is implemented only after thoroughly assessing the possible third country training facility and then designing the participant training program to overcome identified constraints. Contractors who do not have a resident representative in the country of training and cannot call on AID assistance in the country frequently have difficulty implementing third country programs. Every effort must be made to avoid significant problems when arranging and implementing third country programs.

2. Country of Training Collaboration in Third Country Programs

To the extent possible, the cost of training is to be jointly financed by the sending country from which the participant comes, the country of training and the United States:

a. the cost-sharing pattern varies from country to country; and

b. as cooperation in participant training develops, the governments of the cooperating countries are encouraged to increase their share of the costs.

Contractors arranging third country training are frequently unable to obtain cost sharing; however, they are encouraged to promote the concept whenever possible.

3. Steps to be Taken by the Requesting/Sending AID Mission

Planning a third country training program between AID missions is similar to planning for U.S. training, except that in the case of

8D3

U.S. training OIT is equipped to develop and manage training programs, whereas experienced management in training matters is not always available in third countries. Mission staff must be knowledgeable about the training facilities in their region and must have experience in planning, organizing and implementing training programs in the region or beyond.

a. The following steps are required when organizing effective third country programs:

(1) the mission and the host government decide which third country is most suitable for a particular training program;

(2) the mission determines (a) whether the government of the selected country of training is willing to accept participants from the requesting country; (b) which training institution offers the best training and the willingness of this institution to accept a specific number of participants; (c) whether the cost of training is reasonable and which currency will be used to finance training; and (d) if there is an AID mission in the country of training willing to implement the training, including the payment of maintenance allowances, monitoring of participants and reporting to the sending mission on the participants' progress; and

(3) the mission justifies and obtains approval for third country training in accordance with the polices in Section 8A.

b. If an AID mission does not exist in a third country, the sending mission determines whether:

(1) the U.S. embassy in the country of training is willing to organize the training;

(2) the embassy of the receiving government is willing to organize the training; and

(3) if the training institution itself has experience in carrying out the managerial responsibilities connected with the development of training programs;

c. The requesting mission insures that:

(1) health insurance coverage is available;

(2) the participant has an adequate knowledge of the language of training; and

8D3c

(3) When academic training is required, the proposed training institution will recognize degrees earned from academic institutions of the sending country, and lodging is available at reasonable costs.

d. The sending mission must meet all reporting requirements of Handbook 10, Chapter 23 -- Participant Training Information System, including completion of the PDF, AID Form 1381-4, if there is no entity in the country of training to complete the form.

e. All missions are advised to maintain current information on indigenous training resources appropriate for AID-sponsored participants from other countries. Such information will help the mission extend training to other missions in the region.

4. Steps to be Taken by the Training Mission

The participant training specialist and, when feasible, an appropriate technical specialist:

a. organize the training in cooperation with the training institution and/or the host government;

b. arrange for lodging, health insurance, maintenance allowance checks, etc.;

c. process the PIO/P, develops a training program and budget and submits these to the requesting mission for review and action;

d. meet the participant upon arrival;

e. orient the participant on the program and life in the country of training;

f. discuss the planned program with the participant;

g. furnish the participant with maintenance and other allowances in a timely manner;

h. monitor the training;

i. counsel the participant, as needed;

j. maintain continued contact with the training institution;

k. furnish the sending mission with progress reports on the training program;

8D4

l. notifies the sending mission of completion of training, travel plans and ETA of participant; and

m. provide all necessary information for completion of the Participant Data Form (AID Form 1381-4) and submit the form to OIT in a timely manner.

5. Steps to be Taken for Third Country Training Without an AID Mission or Representative

a. The U.S. embassy in the country of training accepts some or all of the training functions listed above;

b. The embassy of the host government manages the training;

c. A contractor is hired to serve as a representative and develop, administer, monitor and evaluate the training; or

d. The training institution is willing and able to handle the training and managerial responsibilities.

The sending mission in such cases must ensure that all functions normally provided by the training mission will be provided for in the country of training. The sending mission must become responsible for submitting the Participant Data Form (PDF) to OIT in a timely manner.

6. Steps to be Taken by Contractors Conducting Third Country Training

All third country training arranged and managed by contractors of AID missions, host countries and AID/W, including OIT, are to comply with the requirements of this chapter and this Handbook, and furthermore contractors:

a. must assure that the AID participants they program are provided guidance and emergency support in the country of training;

b. must provide health and accident coverage to the participants or be prepared to provide emergency coverage of costs resulting from illness and accidents;

c. must document all third country training with a PIO/P and by submission of a PDF; and

d. must evaluate each third country training program.

8D

7. The Third Country Training Process

a. Leadtime - Requesting missions must forward documentation to the training mission (country of training) in advance of the desired starting date as follows:

(1) Academic training - 90-120 days

(2) Technical training - 40-60 days

(3) Missions must not expect quality or timely training if the above leadtimes are not followed.

b. Project Implementation Order/Participants (PIO/P). (See Chapter 6 -- Project Implementation Order/Participants (PIO/P) and Supplemental Documentation.):

(1) When training is requested in more than one country, the specific kind of training for each location is explained in detail on the PIO/P, which is then forwarded to each country;

(2) When the training mission and country of training have agreed to implement a program, an "Action Copy" of the PIO/P and one additional copy (with Block 15 of the Face Sheet completed to show estimated training costs) is signed;

(3) The signed "Action Copy" PIO/P is returned to the Requesting mission and the additional copy is filed in the training mission;

(4) The requesting mission then issues an approved (revised) PIO/P obligating the amount of funds earmarked for the training mission(s);

(5) Five copies of the PIO/P are sent to each training mission and two copies to OIT;

(6) For combination United States and third country training, the requesting mission sends a copy of the signed "Action Copy" PIO/P to OIT; and

(7) Training missions make payments in accordance with the PIO/P's terms, charging the expenditure to the PIO/P and issuing advice of charges to the Sending mission.

8D7

c. Photographs and Supplemental Documentation

Three photographs are sent to each training mission; or for combination U.S.-Third Country Training, three are sent to each training mission and two to OIT. Three certified copies of the participant's university transcripts are sent to the training mission along with any required letters of recommendation.

d. Language Proficiency

(1) When the language of training is not English and doubt exists as to the participant's language proficiency, the requesting mission may ask an embassy or legation official of the country of training to make an assessment; and

(2) If English or other language proficiency is below an adequate level, the requesting mission may choose one of the following alternatives:

(a) arrange for English or other language training; or

(b) arrange for an interpreter to accompany the participant to the country of training or have the training mission hire an interpreter.

e. Training Implementation Plans (TIPs)

The training mission(s) is to prepare and send a Training Implementation Plan and itinerary to the requesting mission and other countries of training at least 30 days prior to the starting date of the training. The TIP contains the Call Forward (see Chapter 9 -- Training Implementation Plan [TIP]).

f. Medical Examination

Participants trained in third countries are required to meet the medical examination requirements of their own government and those of the country(s) of training. It is recommended that the standard medical clearance form be used in documenting the medical examination. Any pre-existing conditions found should be cabled to the training mission(s), not OIT.

8D7

g. Allowances

(1) Establishing Maintenance Allowance Rates

(a) Maintenance allowance rates are established by the AID directors of the training missions in cooperation with host * government officials of the country of training and are payable in the currency of the country of training; (see Attachment 8A)

(b) When there is no AID mission, the American embassy and/or the training institution should set the rates;

(c) By legislation, third country rates for participants cannot exceed the standard U.S. Government per diem for each locality in the host country;

(d) Rates for participants studying in educational and training institutions are not to exceed the norm for students who study at such institutions; and

(e) To publish rates, training missions cable OIT of the rates and the effective dates of any rate change. Maintenance Allowances for Third Country Training are updated by OIT periodically and issued as Handbook 10 updates. Because of frequent currency fluctuation, the sending mission is to verify the accuracy of the * published third country rates with the training mission prior to the participant's departure.

(2) Advance Maintenance

(a) Training missions ordinarily arrange for a local currency advance of funds for 30 days transit status to participants upon arrival;

(b) Training missions may opt to require the sending mission to provide a U.S. Treasury check in the amount of $250 to the participant prior to departure. Training missions convert dollar checks into local currency; and

(c) Sending missions record advances in the Advance Maintenance block of the Face Sheet of the PIO/P;

1. Participants are to sign receipts for advances;

2. The training mission may require that the sending mission provide full maintenance in advance for training of three (3) weeks or less; and

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* Revised

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3. All allowance procedures must be established prior to the Call Forward.

(3) Books, Training Materials, and Related Services

(a) Training missions may establish academic program allowances for books, training materials, and related services based on the normal requirements of students attending institutions in the training countries; and

(b) Training materials for technical participants may be provided without cost by the country of training or training facility or are to be funded based on the normal requirements of the technical course, if such materials are not included in the cost of the training program.

h. Health and Accident Insurance

(1) AID mission directors in training missions are urged to negotiate with an insurance firm in the country of training to provide health and accident protection for the AID-sponsored participants when the third country workload in the country of training warrants;

(2) The AID mission director in the country of training:

(a) Approves the arranging of insurance coverage from a local source, the United States, or other source; and

(b) Asks the sending mission to authorize use of PIO/P funds for emergency medical needs.

i. Evaluating Third Country Training Programs

(1) The participant training specialist in the training mission is to evaluate all AID-sponsored third country training programs conducted in the country of training (see Chapter 34, Evaluation).

(a) Evaluations are of assistance in determining the value and appropriateness of the training and administrative support provided;

(b) the results of evaluations can be used by the training mission in determining the appropriateness of a training program, an educational or training institution and the performance of the participants;

8D7i(1)

(c) evaluations are to be shared with sending missions so that the sending mission can make a determination as to the value of the training program, the training facility and performance of the participants; and

(d) educational and training institutions that are evaluated as being less than satisfactory should not be promoted as adequate and acceptable third country training facilities.

(2) Training missions and host governments are responsible for advising other AID missions and AID-sponsored contractors of the value and accreditation of host country educational and training institutions.

j. Follow-Up

Third country participants are to be included in appropriate follow-up activities (see Chapter 35 - Follow-Up).

k. Reporting

All AID-sponsored participant training is to be documented by PIO/Ps and reported to OIT by AID 1381-4, the Participant Data Form (PDF) (see Chapter 24 -- Participant Training Information System).

l. Waivers For Training In A Non-Approved Third Country

(1) Where it has been determined that appropriate participant training (which is not considered a "service" falling under the provisions of Handbook 1, Policy, Supplement B, Procurement Policies) can only be obtained in a third country that is not included in Geographic Code 941, the AID mission, AID/W Bureau or contractor is to apply to OIT for a waiver to authorize the training.

(2) The waiver requesting OIT authorization to train in a country excluded from Code 941 should contain the following:

(a) concise description of the training or educational study requested and its relevance to AID project goals;

(b) details on the participant(s), including position, technical background, English language proficiency, need for the training and intended use of the training on return;

(c) information on the availability of similar training in the United States or a Code 941 third country; and

8D71(2)

(d) reason the country where the training is to take place could not sponsor/fund the training.

* (3) Waivers are to be submitted by telegram or letter to OIT no later than thirty (30) days prior to the start of the program. If in the project planning stage the need for a specific amount of training in a non-approved third country is identified, a waiver may be submitted to cover the entire identified portion of the training component. In the case of AID/W Bureau projects waivers should be arranged before the training is announced to the field.

(4) OIT will respond to each waiver application by cable or in writing within ten (10) days of receipt of the waiver. *

* Revised

MAINTENANCE ALLOWANCES FOR THIRD-COUNTRY TRAINING

Maintenance allowances for third-country training are established by the Mission in cooperation with the host government in the training country and are payable in local currency. (See Handbook 10, Chapter 8.) If the Mission does not supply the rate you should communicate directly with the training institutions to obtain the most appropriate rate for the locality and inform the mission by cable of the rate that will be used. The rates may not legally exceed the maximum standard U.S. Government per diem allowances for the locality of training as listed in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas). (See official allowance manual of the Department of State.)

Recognizing that rates are constantly changing we would appreciate Missions notifying the Office of International Training of any change in rates semi-annually by cable.

The current maximum daily maintenance allowance for A.I.D. participants receiving training (except as otherwise noted) is set forth below.

	Maximum Maintenance Allowance
BANGLADESH	
1. Transit status (first 20 days) and while on travel requiring overnight stay outside of the training locations	
a. Dhaka and Chittagong	$25.00 plus actual lodging not to exceed 50 percent of the established locality rates
b. Other locations	$12.50 plus actual lodging not to exceed 50 percent of the established locality rates

2. Resident status (both academic and non-academic participants. Depending on the lodging costs, residence status rates may be reviewed and adjusted on a case-by-case basis; otherwise, rates are as follows):

a. Dhaka and Chittagong	$15.00
b. Other locations	$10.00

3. For short-term programs when food and lodging are covered by the training institute.

a.	Dhaka and Chittagong	$10.00 pocket allowance
b.	Other locations	$ 7.00 pocket allowance

4. Hospitalized status: Dols. 7.00 after 10 days when a participant is not obligated to retain permanent quarters regardless of location.

BARBADOS

RDO/C does not have a Third Country Training program in any of the countries within its jurisdiction. However, a small amount of Third Country Training is carried out in the regions.

Rates are as follows:

1.	Antigua:	
	Transit Status (May 1 to Nov. 30) inclusive	$106.00
	(Dec. 1 to Apr. 30) inclusive	$124.00
	Residence Status	$ 38.00
2.	Bahamas:	
	Transit Status (May 1 to Nov. 30) inclusive	$117.00
	(Dec. 1 to Apr. 30) inclusive	$136.00
	Residence Status	$ 42.00
3.	Barbados:	
	Transit Status (May 1 to Nov. 30) inclusive	$120.00
	(Dec. 1 to Apr. 30) inclusive	$136.00
	Residence Status	$ 43.00
4.	Grenada:	
	Transit Status (May 1 to Nov. 30) inclusive	$ 88.00
	(Dec. 1 to Apr. 30) inclusive	$108.00
	Residence Status	$ 32.00
5.	St. Kitts:	
	Transit Status (May 1 to Nov. 30) inclusive	$ 99.00
	(Dec. 1 to Apr. 30) inclusive	$130.00
	Residence Status	$ 36.00
6.	St. Lucia:	
	Transit Status (May 1 to Nov. 30) inclusive	$ 95.00
	(Dec. 1 to Apr. 30) inclusive	$126.00
	Residence Status	$ 34.00

7. St. Vincent and The Grenadines:

Transit Status (May 1 to Nov. 30) inclusive	$ 86.00
(Dec. 1 to Apr. 30) inclusive	$ 99.00
Residence Status	$ 31.00

8. Trinidad and Tobago:

Transit Status (All year)	$ 78.00
Residence Status	$ 28.00

Please note that both the Bahamas, Trinidad and Tobago are outside of RDO/C's jurisdiction. The rates recommended are calculated based on our knowledge of the cost of living in the two countries.

BOTSWANA

1. Resident Status
   Long-Term Academic Institutions (University of Botswana) $150.00 mon

2. Above rate is for incidentals since tuition, boarding, and lodging are covered and paid by the sponsoring country directly to the University of Botswana

BURKINA FASO

A. Transit Status

Ouagadougou	15,000 CFA
Bobo	12,000 CFA

B. Resident Status

1. Short Term Training (5 month or less)

First Month	
Ouagadougou	15,000 CFA (1st 15 days)
--	10,000 CFA (15 days)
Bobo	12,000 CFA (1st 15 days)
--	7,000 CFA (15 days)
Subsequent Months	150,000 CFA/months

For conferences and seminars to be held in a particular hotel or training institution, seminar fixed rates will apply. Otherwise, special rates will be determined based on the hotel rates where the conference is to take place, if the transit rate is deemed inappropriate. If room and board included in tuition, participants will receive a supplementary allowance of 2,000 per day for incidental fees.

2. Long term training (more than 5 months)

(A) Off-campus

First Month	
Ouagadougou	15,000 CFA (1st 15 days)
--	10,000 CFA (15 days)
Bobo	12,000 CFA (1st 15 days)
--	07,000 CFA (15 days)
Subsequent months	125,000 CFA/months
Books	50,000 CFA/1 year
Report/Thesis allowance	150,000 CFA once (1)
Field trip within country	5,000 CFA/day

Training institution rates will apply if available

On-campus: (Transit status for the 1st day if spent in a hotel. Training institutions rates will apply where available.

On campus rates where there is no established allowances:

Maintenance allowance	100,000 CFA/month
Books	50,000 CFA/year
Report/Thesis	150,000 CFA once
Field Trip within the country	5,000 CFA/day

On campus rates for some institutions:

Ecole Inter-Etats Des Techniciens Superieurs de L'Hydraulique et de L'Equipment Rural (Etsher)

Maintenance allowance (MA)	70,000 CFA/month
Books	50,000 CFA/year
Per diem and report (1st year Practical Training)	200,000 CFA/year
Per diem and report (2nd year Practical Training)	250,000 CFA/year

Medical Coverage (80/100)

Ecole Inter-Etats Des Ingenieurs De L'Equipment Rural (EIER)

MA Engineering Program	70,000 CFA/month
Equipment	50,000 CFA/year
MA for Practical Training 2nd year	150,000 CFA
Thesis/Report	75,000 CFA

Medical Coverage (80/100)

Equipment	50,000 CFA/year
MA for Practical Training 2nd year	150,000 CFA
Thesis/Report	75,000 CFA
Medical Coverage (80/100)	
MA Post-Engineering Program	120,000 CFA/month
Equipment	50,000 CFA/year
Medical Coverage (80/100)	

C. Medical Coverage

OAR/BURKINA does not have a health insurance system for participants. However, if not included in tuition and covered by the training institution, participants will be reimbursed for 80 percent against PIO/Ps for consultation, any prescription or lab tests etc. written by a physician. Therefore PIO/Ps should include CFA 100,000/year for that purpose.

D. Books Shipment

1. Short Term: CFA 15,000
2. Long Term: CFA 30,000
   to be included in the last payment.

CAMEROON

* 1. Transit status (first 30 days)

a.	Douala	CFA 20,000 per day
b.	Yaounde	CFA 20,000 per day

2. Resident status (31-90 days) CFA 15,000 per day

3. Academic status (91 days and over) CFA 100,000 per month

4. Provincial Capitals

a.	Transit Status:	CFA 15,000 per day
b.	Residence Status:	CFA 10,000 per day
c.	Academic Status:	CFA 70,000 per month

5. Divisional and Sub-Divisional Capitals and all others.

a.	Transit Status:	CFA 10,000 per day
b.	Residence Status:	CFA 8,000 per day
c.	Academic Status:	CFA 65,000 per month *

* REVISED

*6. Start-up expenses are payable only to participants in academic status. The start-up allowance is provided only once during the training program as follows:

a. On-Campus Students: CFA 50,000
b. Off-Campus Students: CFA 80,000

7. Participants are allowed full transit rates when they submit lodging receipts; or they are given on third of per diem for each day spend in transit. Handwritten receipts may be accepted on a case-by-case basis.

8. Transit allowances are pro-rated on number of days spent in that status.

9. If the school provides lodging only, the participant is allowed one third of transit allowance to cover food. Receipts are not required for food.

10. If the school provides food without lodging, two third of the allowance is paid for lodging with participant submitting receipts; handwritten receipts may be accepted on a case-by-case basis, provided the school does not have official receipts.

11. Allowances within the city/village of training also covers daily transportation.

12. If Transportation from permanent to temporary training site is not covered by the school, A.I.D. takes charge.

13. If school provides all expenses, no special allowance is authorized unless otherwise requested, in which case USAID will decide on a case-by-basis.

14. When a school receives funds to take care of all training related costs, it is incumbent upon the school to decide on the amount of incidentals allowance that the participant may require.

15. If a school gets paid for only certain items, USAID and the institution will determine the amount of allowance the participant is entitled to.

16. USAID has recently established other allowance rates, as follows:

FOR ACADEMIC PARTICIPANTS

A. Book Allowance: Annual fixed rate of CFA 100,000.

B. Research/Thesis allowance (including computer time, research expenses, typing, reproduction, etc.): one time fixed rate of CFA 100,000. *

* C. Book shipment allowance at completion of course CFA 36,000.

Book shipment allowance for technical participants: 18,000 FCFA at the completion of the course.

ALL FIGURES ARE IN FCFA. USD1 EQUALS CFA 278. *

CHAD

Transit Status (30 days or less in one place)	CFA 20,000 a day
Resident Status (31 days or more)	CFA 15,000 a day
Long Term Training	CFA 5,000 a day

CHILE

1. Transit Status (30 days) $ 74.00 a day
2. Resident Status (beyond 30 days) $ 550.00 per month

550 dollars for both academic and non-academic institutions and for technical training institutions.

Effective Date: February 1, 1992

COLOMBIA

Current cost of meals (Breakfast, Lunch and Dinner) estimated in Bogota Hotels is $12.00 per day.

Exchange Rate: Dollars 1.00 - Pesos 615.

COTE D'IVOIRE

1. Transit Allowance CFA 15,000/day

Participants who are not provided housing by their training institutions immediately upon arrival in Cote D'Ivorie, receive transit allowance for a maximum of thirty (30) days. Please note that participants who are provided housing upon arrival in the country are not entitled to transit allowance.

2. Academic Training:

A. Undergraduate Training Leading to License or equivalent	CFA 75,000 month
Book Allowance:	CFA 75,000 year
B. Graduate Training Leading to Maitrise or DEA	CFA 90,000 month
Book Allowance	CFA 90,000 year
Thesis Allowance	CFA 120,000

* REVISED

C. Post Graduate Training

Leading to Doctorate 3E Cycle	CFA 150,000 month
Book Allowance	Fixed by the Institution
Thesis/Research Allowance	Fixed by the Institution

D. Housing Allowance: Long-Term participants who are not provided housing by their training institutions receive housing allowance of CFA 50,000 francs per month in addition to their regular maintenance allowance.

E. Field Trips within the country	CFA 3,000 day
Field Trips outside the country	CFA 10,000 day

3. Short-Term Training and observation tours:

A. Short term participants who are not provided boarding and lodging by their training institutions receive transit allowance for the first 30 days. They subsequently receive a regular maintenance rate of CFA 300,000 per month to cover hotel, meals, etc.

B. Short-Term participants who are provided housing and meals by their training institutions receive supplementary allowance of CFA 3,000 francs per day.

4. Seminars and Conferences: per diem for participants who are required to stay at a particular hotel for a seminar or conference is fixed on a case by case basis depending on the hotel costs.

5. Training provided by the Centre Africain de Management et de Perfectionnement des Cadres (CAMPC): CAMPC offers about nine (9) short-term training programs per year to which several mission send participants. This is to remind missions once again that CAMPC training costs include hosing and meals. Participants are therefore only entitled to the supplementary allowance of CFA 3,000 francs per day. Occasionally, CAMPC places participant in a hotel.

The hotel costs are always added to the training costs Missions should not be paying these costs directly to participants except when expressly advised by REDSO. At the end of each training session, CAMPC sends invoices to REDSO for the payment of training costs for AID-Funded participants. These costs are charged to participants' PIO/Ps.

6. Payment of initial maintenance allowances:

A. Short-term training, workshops, seminars conferences, of one (1) month duration or less: All sending missions are requested to provide participants will full repeat full maintenance allowance prior to arrival in Abidjan. Checks should be handed to participants prior to departure from the home country. Participants should not arrive in Abidjan with one or only part of their per diem for the seminar or short course. Sending AMA checks to REDSO for participants to pick up is not

the ideal solution. Very often, these checks are sent from RAMC Paris to the Embassy which does not always recognize that are for participants who are in the country.

B. Long-term Training: Sending mission are required to provide maintenance allowance for the first month. REDSO will pay subsequent allowances for the second month of training.

7. Lead Times: We would like to appeal to sending missions once again to adhere to lead times specified in handbook ten when programming participants for training in Cote D'Ivoire. For Short-term training, the PIO/P should be received forty (40) to sixty (60) day prior to the beginning of the program and definitely before the arrival of the participant in Cote D'Ivoire. For Long- term training, PIO/P should be received ninety (90) to one hundred and twenty (120) days prior to the beginning of the program.

We receive a large number of participants per year, especially short-term participant, and would greatly appreciate missions' cooperation in following training procedures lead times.

COSTA RICA

1.	Transit status (first 30 days of training and while traveling within Costa Rica)	$75.00/day
2.	Resident Status (Beyond 30 days) Short-term training	$68.00/day
3.	Long-term training program at academic and non-academic institutions which are different than resident rates:	$20.00/day
4.	Centro Agronomico Tropical De Investagacion Y Ensenanza (CATIE), Turrialba, Costa Rica	$500.00/Monthly
5.	Instituto Centroamericano De Administracion de Empresas (Incae), Alajuela, Costa Rica:	$150.00/Monthly

(This amount is in addition to on-campus room and board, costs which are paid directly to Incae. (This amount is paid to participants to cover incidental costs).

DOMINICAN REPUBLIC

1. Transit status

Santo Domingo	$117.00
Other localities	$ 64.00
La Romama	$172.00

2. Long-Term program rates are to be determined in accordance with length of training, living accommodation and locality on a case by case bases.

ECUADOR

1. Transit status (up to 30 days)
   a. Quito $ 60.00
   b. Guayaquil $ 70.00
   c. Elsewhere $ 40.00

2. USAID/Ecuador's exchange rate is 901 sucres to 1 US dollar.

EGYPT

1. Transit status
   a. Cairo $ 58.00
   b. Alexandria $ 42.00
   c. Other City $ 37.00

2. Resident status:

   Academic: $500.00/mon

Non-Academic: To be determined according to length of training program and living accommodations provided. For planning purposes use rates for transit status.

Technical (more than 5 months) Same allowances as academic participants

EL SALVADOR

1. Transit status (First 30 day) $ 60.00/day

2. Resident status (31 - 90 days) $ 35.00/day

3. Academic Status (91 days and over) $ 25.00/day

GUINEA

1. Transit Status:

When Participants are provided housing:

A. Conakry: GF 15,000 Per day
B. Other Locations GF 10,000 Per day

2. When Participants are not provided housing:

A. Conakry: GF 36,000 Per day

B. Other Locations: Mission will pay hotel costs based on actual costs as supported by receipts from the hotel and in addition to a daily allowance of GF 10,000 per day.

3. Resident Status:

To be determined according to program and living accommodations provided.

GUATEMALA CITY

1.	Transit Status (First 30 days) of Training and while traveling within Guatemala)	$ 60.00/day
2.	Resident Status (Beyond 30 days) Short-term Training	$ 30.00/day
3.	Long-term training program at Academic and Non Academic Institutions differ from resident rates	$500.00/mo
4.	Incidental Costs	$ 5.00/day

The amount of US $5.00/day is given to participants as personal expenses only when room and board is included in training costs

HONDURAS

1.	Transit status (30 days or less)	$ 35.00/day
	Resident Status (beyond 30 days)	$ 20.00/day

2. Long Term Training Programs Academic Institutions:

National Forestry School	$ 4,500 per year
Pan American Agricultural School (EAP)	$13,530 per year

Kellogg Center (EAP)

Lodging Per Person Per Day:

Single Accommodation	$ 16.00 per day
Double Accommodation	$ 8.00 per day
Triple Accommodation	$ 6.00 per day
Quadruple Accommodation	$ 5.00 per day

Meals:

Regular Breakfast	$ 1.50
Regular Lunch	$ 2.50
Regular Dinner	$ 2.50
Regular Snack	$ .50
Special Breakfast	$ 2.00
Special Lunch	$ 3.00
Special Dinner	$ 2.75
Special Snack	$ .80

Centro Universitario Regional Del Litoral Atlantico (CURLA) which is part of the National Autonomous University of Honduras
$3,750 per year

INDIA

A. Non-academic Special Short-term Programs for Senior/Middle Level Participants

1. Travel status

a. Bombay, Calcutta and New Delhi	$50.00
b. Other localities	$40.00

2. Resident status

a. Bombay, Calcutta and New Delhi	$40.00
b. Other localities	$30.00

B. Academic Programs

a. B.Sc. (Agr), B. Tech., B.V.Sc. & A.H., etc.

(i) Maintenance Allowance	Rs. 1500 per month
(ii) Book/Equipment Allowance	Rs. 600 per academic year 1/
(iii) Pocket Allowance	Rs. 30 per day 2/
(iv) Cycle Allowance	Rs. 425 (once during training)

(v) Shipment Books/Trg. Material Rs. 150
(vi) Calculator $80.00 3/
(equivalent in rupees)
(vii) Project Report Allowance Rs. 1000 4/
(once during training)

1/ For the B.V.Sc. & A.H. and B. Tech. courses, the students are reimbursed on actual basis on the recommendation of the concerned dean at the College up to a maximum of Rs. 1,250 and Rs. 1000 respectively for the first academic year. For the subsequent academic years, the maximum book allowance per year for B. Tech, and B.V.Sc. & A.H. is up to Rs. 750 and Rs. 1,000 respectively.

2/ This allowance is given to the students when they are required to undergo a study tour off campus for practical training as an integral part of the academic course. This is paid in addition to the monthly maintenance allowance, if recommended by the head of the institution.

3/ This allowance applies when a participant's program requires the purchase of a calculator to fulfill program objectives. Requests to purchase calculators must be approved in advance of purchase by the head of the institution and the academic advisor responsible for the participant's training program.

4/ This allowance applies to B. Tech. programs which require students to submit a project report. A maximum of Rs. 1000 is provided once during the training for preparation and other related expenses of the project report.

b. B.Sc. Nursing (Post Basic)/Public Health Nursing, etc.
i) Maintenance Allowance Rs. 1500 per month
(All undergraduate degree programs)
(ii) Book/Equipment Allowance Rs. 500 per yr. 1/
(iii) Uniform Allowance Rs. 500 per yr. 1/
(iv) Pocket Allowance during study tour off campus Rs. 30 per day
(v) Shipment of Books/Training Material Rs.150 (once during trng.)
(vi) Cycle Allowance Rs. 425 (max. permissible allowance)

1/ In the nursing program, a student is required to buy and use uniform while on duty. Therefore, the book and uniform allowances have been treated separately, subject to the maximum of Rs. 500 for each item per academic year.

c. M.Sc., M.Ed., M. Tech, Ph.D., etc
(i) Maintenance Allowance Rs. 3,000 per (all graduate and post graduate degree programs)

(ii) Book/Equipment Allowance	Rs. 800 per academic yr. 1/&2/
(iii) Pocket allowance during study tour off campus	Rs. 40 per day
(iv) Thesis and Dissertation Expenses.	Rs. 1,000 (once during training)
(v) Typing of Academic Papers	Rs. 400 per academic yr.
(vi) Calculator (if statistics is one of the major subjects)	$80 (equivalent in rupees)
(vii) Shipment of Books/Training Material	Rs. 150 (once during training)
(viii) Cycle allowance	Rs. 425 (once during training)

1/ For M. Tech. courses, the participants are reimbursed on actual basis on the recommendation of the concerned dean at the college but not exceeding Rs. 1250 for the first academic year. For the subsequent academic years, the maximum book allowance is @ Rs. 800 per year.

2/ An additional allowance of Rs. 500 will be approved to purchase a uniform. This allowance applies when a participant's program requires purchase of a uniform to fulfill program objectives. Requests must be approved in advance of the purchase.

C. All participants will receive a $40 (equivalent in rupees) per day transit allowance for the first five to six days during their New Delhi orientation program before going to their training institutions.

D. The rates given above are maximum and in many cases may be reduced. For instance, where the training institution requests lower or higher rates to approximate parity with Indian allowances, special rates will apply. Further, if a participant's program is at an institution which provides room and board, the participant will be paid a pocket allowance, the amount of which will be determined by USAID.

INDONESIA

1. Transit status (up to 21 days)
   a. Jakarta, Denpasar, Surabaya, Ujung Pandang, Yogyakarta, Bandung and Balikpapan — $65.00/day

   b. Other locations — $50.00/day

2. Resident status
   To be determined according to program and living accommodations provided.

participants to Malawi are encouraged to contact USAID/Malawi well in advance of the course start date to verify the applicable maintenance rate payable. Most programs are conducted in hotels, motels and inns, therefore, there are no reduced board and lodging benefits offered to participants.

2. For participants on academic programs at the University of Malawi's five constituencey colleges, the university has its own recommended rate for donor funded participants. The rate also depends on the type of housing available on or off campus.

MALI

A. ACADEMIC TRAINING

1. Transit status (First 30 days)	CFA 6,000 per day
Resident status	CFA 120,000 per month
2. Tuition Fees For all schools	CFA 250,000 per year
3 Book Allowance (outside Bamako)	CFA 60,000 per year
(schools within Bamako)	CFA 40,000 per year
4. Health and Accident Coverage	CFA 150,000 per year
5. Field research Allowance: (one time payment based on presentation of valid receipts).	CFA 180.00
6. Practical training allowance (flat rate payable to students undertaking practical training in Mali and outside their training institution)	CFA 2,500 per day
7. Book Shipment: (one time payment provided at end of training program).	CFA 36,000

B. TECHNICAL TRAINING

1. Transit Status (First 30 Days)	CFA 6,000 per day
Resident Status	CFA 120,000 per month
2. Health and Accident Coverage	CFA 35,000 per month
3. Field visits (over two days)	CFA 2,500 per day
4. Book Shipment allowance (one time payment provided at end of training program).	CFA 18,000

C. CONFERENCES, SEMINARS, WORKSHOPS

1. Recommended per diem (participants provide with lodging) CFA 25,000 per day

Per diem rates for participants who are required to stay in a hotel are determined on a case by case basis depending on the hotel rates.

* **MEXICO**

1. Transit Status (up to 6 weeks) Academic and Non-Academic $80.00/day

2. Non-travel status & scheduled for training in Mexico City after first 20 days $32.00/day

3. Nontravel status & scheduled for training after first 20 days in Monterrey and other locations $32.00/day

4. Nontravel status in Chapingo/Montecillo State of Mexico $30.00/day

5. International Maize & Wheat Improvement Center (CIMMYT) El Batan, State of Mexico & any other Experiment Station in Mexico includes room. & board, laundry insurance, in-country travel, incidental expenses logistics and overhead of 15 and $1,500/mo.

   CIMMYT Visiting Scientist (includes expenses as indicated above $1,900 monthly El Batan, $2,600.00 Experimental stations outside of El Batan.

6. Observation and on-the-job training up to 6 weeks in Mexico City and northern states $95.00 *

MOROCCO

		Dirhams (DHS)
1.	Transit Status (First 15 days)	500.00 DHS/day
2.	Maintenance Allowance:	
A.	Technical Training provided by Moroccan training or other institution or entity:	

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4. Doctoral Research and Dissertation preparation (including typing, binding and reproduction). $6,500 DHS

5. Master's Thesis Research preparation including typing, binding and reproduction $3,450 DHS

6. Purchase of books and Equipment (Academic Only) $3,000 DHS/year

7. Health Insurance (Quarterly Enrollment) $70 DHS/Quarter

8. Excess Baggage for shipment of books $800 DHS

9. Field Trips for research Up to 60 days a year and in addition to regular maintenance Allowance $400 DHS

10. Miscellaneous 10 percent of Total Expenditures Maintenance allowance

NIGER

Academic Training:

1. Transit status (First month) F/CFA 15,000 day

2. Resident Status (First month)

Participants who are provided room, board and transportation by their training institutions will have transit allowance: CFA 60,000 per mo. or CFA 2,000 per day for subsequent months

Participants who are not provided room and board by their training institutions will receive transit status of (CFA 15,000 per day) for the first month and CFA 150,000 per month or (CFA 5,000 per day) for subsequent months

3. Technical Training:

Short-Term Participants who are provided lodging and meals by their training institutions will receive supplementary allowance (incidentals)	CFA 90,000 per month or CFA 3,000 per day
Short-Term participants who are not provided lodging	CFA 22,000 per day for 30 days or less
Short-Term participants training for over 30 days who are not provided lodging will receive transit status of	CFA 15,000 per day for the first 30 days and CFA 200,000 per month for the subsequent months

4. Conferences, Seminars, Workshops:

Per Diem for participants who are required to stay in a particular hotel or workshop or seminar will be fixed on a case by case basis depending on the hotel rates.

5. Other Allowances:

Book allowances:

a.	Undergraduate training License or equivalent	CFA 60,000/yr.
b.	Training leading to Maitrise or equivalent	CFA 90,000/yr.
c.	Training leading to DEA or 3E Cycle	CFA 120,000/per yr.

6. Thesis Allowance (including Typing):

For License and Maitrise	CFA 75,000
For DEA/3E Cycle CFA	CFA 120,000

7. Medical Insurance: The rate will be CFA 40,000 per month if medical coverage is not provided by training institutions

The above rates will be effective as of July 1, 1989 for full implementation.

NIGERIA

1. Transit status (staying in major hotels) $35.00

2. Transit status (staying in small hotels) $25.00

3. Resident status
   a. Academic (on the campus) $20.00/day
   b. Academic (off campus) $25.00/day
   c. Non-academic $15.00/day
   d. Groups of 3 or more, plus housing $13.00/day
   e. One or Two, plus housing $14.00/day

PANAMA

1. Transit Status (First 20 days)
   a. Panama City-Metro Area $70.00/day
   b. David $47.00/day
   c. All Other Locations $41.00/day

2. Non-Academic Status (After 20 days)
   a. Panama City-Metro Area $62.00/day
   b. All other locations $30.00/day

3 Cartographic School of the Interamerican Geodetic Survey (IAGS) for duration $33.00/day

4. Academic Status (After 20 days)
   a. To be determined on AC HOC basis depending upon locations and duration of stay.

5. Panama does not have a Third Country Training program.

PERU

1. Transit status (30 days or less) $102.00 per day

2. Resident status (30 days or more) $65.00 per day

3. There are no Long-Term Academic and Technical training programs

PHILIPPINES

1. Transit status
   a. Metro Manila — $49.00 per day
   b. All other locations — $40.00 per day

2. Resident status
   a. Non-academic
      (i) Metro Manila — $36.00 per day
      (ii) All other locations — $31.00 per day
   b. Academic
      (i) Metro Manila and other localities — $13.00 per day

3. Pocket allowance for participants in "Packaged" programs with board and lodging included by the training agency in costs billed USAID/Manila — $ 10.00 per day

4. Hospitalized status (After 9th day of Hospitalization) — $ 5.00 per day

5. All TCT participants will receive the transit status rate of $49.00 per day for the first thirty (30) days in the Philippines regardless of location.

6. Exceptional rate - to be established on a case-by case basis but not to exceed the standard U.S. government per diem for the Philippines.

PORTUGAL

1. Transit status (first 30 days) — $50.00 per day
   (44% of current per diem rate for Lisbon)

2. Resident status (31 days to completion) — $37.50 per day

3. For VIP participants the maintenance rates will be established on a case-by-case basis.

RWANDA

There are four Academic Institutions in Rwanda

1. Universite Nationale Du Rwanda — $135.00 mo

2. Ecole Superieure de gestion

Et D'informatique $135.00 mo

3. Institute Africain Et Mauricien De Statistique Et D'Economie Appliquee $215.00 mo

4. Universite Adventiste De L'Afrique Centrale $ 82.00 mo

5. No Transit Status

6. Allowance is paid in Rwandan Francs. Rate of exchange fluctuates. Current rate is approximately 118 Rwandan Francs for 1 dollar

SENEGAL

1. Transit status off campus (30 days)
   a. In Dakar CFA 10,000 per day
   b. Outside Dakar CFA 6,000 per day

2. Monthly Maintenance Allowance:
   Off-Campus in Dakar CFA 125,000
   On-Campus in Dakar CFA 50,000
   On-Campus outside Dakar CFA 55,000

Annual Book Allowance:

Flat rate of CFA 200,000 at ENAM and CESAG (CFA 150,000 advance to be justified by certified bills prior to receiving remaining CFA 50,000) Flat rate of CFA 120,000 for all other institutions.

Practical Training Allowances:

Senegal and outside place of training CFA 2,500 per day

During practical training, all participants received maintenance allowance of CFA 50,000/per month.

When Training is to take place outside of Senegal participants will receive no maintenance allowance. However CFA 40, 000 is provided per month prior to departure to keep their apartment.

Mission indemnity policy provides a maximum of CFA 24,000/day for per diem to Third Country officials attending organized seminars, meetings, fairs, etc..

One-time shipment of training materials:

Long-term:	CFA 36,000
Short-Term:	CFA 18,000

SRI LANKA

A. Transit Status (30 days or less in one place)

Colombo	$65.00
Outside Colombo	$32.00

B. Resident Status beyond 30 days training at technical training institutions and Long term training programs at academic institutions. Variable depending on training programs in accordance with particular conditions and accommodations available.

SUDAN

1.	Transit status (30 days)	$3,600
2.	Resident Status (Beyond 30 days)	$ 100.00 per day
3.	Long Term Programs	$ 400.00 per day

4. Non-Academic institutions and technical training are same as resident rates.

SWAZILAND

Swaziland has a third country training program offered by the Managa Agricultural Management Centre (MAMC). However, mission is currently reviewing established rates for a third country training program.

MAMC established rates are as follows:

A. Pounds Sterling 3,700 - 5,450 (approximately US dols 9,291- 13,685) for tuition, stationery, full board, accommodation, laundry, local transportation, use of facilities at the centre, and prescribed medical treatment within Swaziland during the period of each course.

B. Pounds sterling 550 (approximately US dols 1,381) for travel costs which is broken down as follows:

Pounds sterling 485 (approximately US dols 1,218) airfare, 50 (approximately US dols 126) transit stop, and 15 (approximately US dols 38) excess baggage on round trip travel.

C. Pounds sterling 50 (approximately US dols 126) Book allowance per participant.

D. Pounds sterling 20 (approximately US dols 50) personal allowance per participant per week. Sponsors are not restricted to pay recommended rate if they can afford to pay more.

TANZANIA

1. Transit status (30 days or less in one place)

a.	Arusha	$ 77.00/day
b.	Dar es Salaam	$112.00/day
c.	Zanzibar	$ 71.00/day
d.	All other locations	$ 55.00/day

2. Resident status at training facilities where tuition, full lodging and boarding, insurance, books are paid for is dols 10/day, pending finalization of the rate currently discussed among donor countries in Tanzania.

THAILAND

1. Transit Status (30 days or less) in one place

* Metro Bangkok	$72.00/day
Pattaya	$68.00/day
Phuket	$64.00/day
Hua Hin	$62.00/day
Cha-am	$62.00/day
Prachub Khirikan, Pranburi	$61.00/day
Chiang Mai, Chiang Rai	$58.00/day
Phet Burr	$45.00/day
Songkhla	$44.00/day
Chumporn	$43.00/day
Hat Yai	$43.00/day
Lampang	$43.00/day
All Other Locations	$34.00/day

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2. Resident Status (Beyond 30 days)
Non-Academic (Technical Short Term, Less Than 90 days): *

Metro Bangkok	$50.00/day
AIT Center Hotel	$40.00/day
All other localities	$32.00/day

3. Long Term Training Programs at Academic and Non Academic Institutions, 90 Days or Longer:

Metro Bangkok	$37.00/day
AIT Dormitory	$26.00/day
All Other Localities	$28.00/day

4. All participants receive the transit status rate for the first 30 days in Thailand. Under some circumstances, special rates for specific programs due to particular conditions and accommodations available may apply, not to exceed the maximum standard U.S. per diem rate for Thailand. The above rates assume that room and board are not included in training costs.

Sponsoring missions should review each program venue and local arrangements to determine if recommended rates are applicable or if a higher or lower special rate is more appropriate.

5. In addition to maintenance allowance, each participant should be advanced Dols. 100 to Dols. 250 to pay for taxi fares from the airport to Bangkok and return (Approximately Dols. 8-16 each way), for the airport fee on departure (Approximately Dols. 8), and for other possible and unforeseeable expenses as part of total maintenance allowance.

6. Participants arriving in Thailand, whether from their home country, the United States, or a third country, should be advanced sufficient maintenance allowance to cover their entire program, if less than one month, or their first full month of training if more than one month. Maintenance allowance for long-term academic and non-academic participants should be paid by checks and sent directly to the training institutions.

7. USAID/Thailand requests that missions contact relevant Thai organizations directly when planning and arranging for third country training in Thailand.

8. Increases in the rates above reflect substantial increases in prices of hotel and dormitory room rates, food and general price levels. *

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TOGO

1.	Transit status	CFA 7,500 a day
2.	Resident Status	CFA 90,000 monthly
3.	Long Term Training Academic or non-academic	CFA 115,000 monthly
4.	Technical Training (30 days or less)	CFA 7,500-8,000 a day

TUNISIA

1.	Transit Status 30 days or less in one place	TD 55 per day
2.	Resident Status (30 days or more)	TD 320 per month
3.	Training at technical training institutions (Payable if participants stay at hotel)	TD 40 per day

4. If lodging accommodations are provided by the training institution the resident status rate should apply.

5.	Book allowance:	TD 250 per year
6.	Typing Allowance:	TD 70 (for program requiring thesis preparation)
7.	Shipment allowance: Payable at completion of the training program	TD 130

UGANDA

1. Transit Status

Kampala (maximum 14 day limit)	$110.00 per day
Out of Kampala rate (maximum 14 day limit)	$ 70.00 per day

2. Dols 10 is established for Resident Status at Academic and Non-Academic Institutions where board, lodging, insurance and books are paid for by the program sponsor.

ZAIRE

1. Transit Status (first 30 days)
   a. Kinshasa — $79.00 a day
   b. Lubumbashi, Kisangani and Bukavu — $55.00 a day
   c. Other areas, to be established on AD HOC basis consistent with particular facilities that may be made available

2. Residence Status

   Kinshasa — $59.00 a day
   Lubumbashni, Kananga & Bukavu — $41.00 a day
   Other areas, to be established on AD HOC basis consistent with particular facilities that may be made available.

ZAMBIA

1. Transit Status
   a. Kabwe — $120.00
   b. Kitwe — $103.00
   c. Livingstone — $129.00
   d. Lusaka — $123.00
   e. Ndola — $100.00
   f. Others — $ 53.00

2. Resident Status (Beyond 30 days) — $105.00

3. Long-Term Training programs at academic institutions — $500.00 monthly

ZIMBABWE

Mission has no standard training maintenance rates within Zimbabwe.

Academic Institutions I.E. The University of Zimbabwe, make their own recommendations for long-term students. This depends on the type of housing available (on or off campus).

Short-Term training programs within Zimbabwe often have greatly subsidized board and lodging rates included in the training costs. When this occurs, Mission requests that participants carry sufficient funds to pay for their own accommodation and incidentals. Advances should be requested well in advance of Travel.

Missions should contact USAID well in advance of course date to ascertain the applicable maintenance rate payable

For Short-Term courses that do not include any reduced board and lodging benefits, Mission recommends that participants are provided with the full per diem rate applicable. FYI: When Mission is requested to assist stranded participants, only actual costs will be provided.

CHAPTER 9

TRAINING IMPLEMENTATION PLAN (TIP)

9A. POLICY

It is AID policy that Training Implementation Plans (TIPs) are prepared for every participant, regardless of the mode of program management or source of training.

9B. DEFINITION

The Training Implementation Plan (TIP) -- a description of the program to be followed by the participant as specified in the Project Implementation Order/Participants (PIO/P). It is prepared by the program specialist responsible for arranging the program. It is clearly detailed and descriptive. Each segment of the plan or training module states the purpose of that segment, the name of the training site or institution, how the purpose is to be achieved and the duration of the program. (Attachment 9A). The TIP should also include the program specialist's concurrence and/or comments on degree objectives proposed in the PIO/P based on the participant's transcripts, curricula and other related participant information.

Call Forward Date - Upon issuance of the TIP and its approval by the mission, the programmer establishes the date the participant is to arrive in the U.S. for training. This date is know at the Call Forward Date (CF).

9C. PURPOSE

TIPs provide clarity and details of the training objectives for all concerned. They give continuity to program implementation when personnel change and, even more importantly, they provide a vital communication link with mission project officers, contract representatives, host country officials and the participant.

9D. PROCEDURES

1. General Requirements

a. AID support for academic training in U.S. institutions will be limited to:

4 calendar years for undergraduates

9D1a

3 calendar years for Ph.D. programs

2 calendar years for Masters and Associate Degrees

b. Where it is anticipated that individuals may need training for periods longer than the prescribed period to achieve the degree objective (to provide time for language preparation for example), alternatives should be considered (e.g., providing language training and preliminary coursework in the home country or a third country, non-thesis master's training, or completion of thesis/dissertation work in the home country). This must be determined before the TIP can be finalized. However, the TIP should contain clear details of all aspects of the training plan from beginning to end.

c. Where no alternatives appear feasible or cost-effective (e.g., no language training facilities in the country), exceptions must be justified in the original PIO/P and may only be approved on a case-by-case basis by the mission director with the concurrences of the host country. All details must be clearly stated in the TIP.

d. Where a participant must return home to complete research, he or she should normally relinquish living quarters and store personal effects unless the return trip is for a period of one month or less. If it is more cost effective to retain the living quarters while away, the OIT Allowance Committee may be petitioned for approval to continue partial maintenance.

2. Timing

a. For training programs not requiring extensive programming effort (e.g., technical courses, routine/prearranged seminars, workshops, other courses) the TIP is cabled to the mission ten (10) days after receipt of the PIO/P. Such a TIP is usually very brief. The TIP must give a Call Forward (CF) date and request Estimated Time and Date of Arrival (ETA) as well as information on the amount of Advance Maintenance Allowance (AMA) provided to the participant.

b. For academic or technical training requiring detailed arrangements, every effort is made to place each participant within 90 days of receipt of the PIO/P. The TIP must express adequately the training objectives requested by the mission, without being a word for word repetition of material contained in the PIO/P. The TIP indicates that the "Budget will be forthcoming ASAP."

9D2

c. The TIP is forwarded to the mission, project officer, or contract representative no later than ninety (90) days after receipt of the PIO/P or after all documentation from the mission or project is complete (see Chapter 6 -- Project Implementation Order/Participants (PIO/P) and Supplemental Documentation).

d. The TIP also contains the firm Call Forward (CF) date. Allow no less than 30 days before the actual departure from the participant's country. There are several reasons for this such as time needed to reach participants located away from AID mission headquarters, time needed to obtain visas, time needed to make family arrangements, etc.

e. AID/Washington has become increasingly aware that in many cases it is not possible to secure admission or establish training for participants within the 90-day period as indicated above. This is usually the case where undergraduate placement is sought and college housing is required. In those cases which require more than 90 days for placement, the mission is kept informed periodically about progress in the placement efforts or lack thereof by cable. The program specialist should contact the universities concerned at least every 30 days to check on placement proceedings.

f. As soon as placement is secured, a TIP is prepared as outlined in item (3) below. All pertinent cables to and from the mission regarding delays in placement efforts, changes in the program objectives, etc. are summarized and/or referenced in the TIP to:

(1) Show the mission that delays in placement were beyond the control of the programmer.

(2) Produce a complete and comprehensive record in the TIP.

g. In such exceptional cases when a participant arrives before the TIP and Budget have been prepared, the TIP should be sent as soon as possible after the arrival of the participant, with the TIP appropriately reflecting those circumstances including date of arrival.

3. TIP Contents

a. The PIO/P (Project Implementation Order/Participants) objective must be clearly stated in the TIP. Word for word repetition of the PIO/P serves no purpose and leaves doubt as to whether the objective was clearly understood.

9D3

b. In an academic training program, the degree is usually not the true objective but simply a measure of the capability level to be attained. It is a step toward achieving the capacity to actually handle real responsibility when the participant returns to his or her home country. The capability objective must be featured in the TIP.

c. When possible, practical experience relevant to country conditions and needs is integrated into the training experience through observation, OJT, study tours and organized involvement with professional colleagues. Where possible and appropriate, academic credit arrangements for this important training are sought. Practical experience in any given program must be balanced against time and budget constraints.

d. For academic participants whose degree objectives require research, the program specialist in consultation with the university helps determine if project objectives can best be satisfied by home country research. It is understood that climatic conditions and products, machines, etc. cannot always be duplicated in the United States. A qualifying statement should be added to allow for natural disasters, variability in time and production factors. The universities are asked to provide an estimate of training costs and time for their staff or other on-site personnel to monitor home country research, if deemed appropriate.

e. Mission recommendations in PIO/Ps as to institutional preferences regarding location of training must be given priority consideration. When more appropriate training resources are identified, the mission is advised of the reasons for an alternate proposal and concurrence sought. Every recommendation cited in the TIP must reflect sound professional judgment. Institutional cost must be considered as part of the determination.

f. Other items to be considered for the TIP are:

(1) Orientation at Washington International Center (WIC) or alternative orientation.

(2) Enrollment in Mid-Winter Community Seminar(s) and Management Training.

(3) Participation in special programs or technical training courses.

(4) Clear description of training program -- in full detail including dates, places, contact persons, etc.

9D3f

(5) List of special research needs or funding.

(6) Reference to all activities covered under special programming fees as shown in the budget.

(7) Clear statement of how training objectives will be met and how research supports the development project.

g. Contractors should prioritize the training activities in the TIP and indicate whether the activity is mandatory or optional. For each activity a range of cost should be indicated; i.g.:

Mandatory -- Tuition $5,000 - $6,000 for 12 months

Per Diem ____ to ____

Orientation

Optional -- Technical Seminar $1,000 - $1,500

Travel for Seminar $300 - $600

This is not the budget confirmation, but it will give the mission a better idea of what they are approving and the cost implications (see Chapter 11 -- Allowances).

4. Mission Response to TIP

The mission is to approve or amend the TIP as presented and provide the information to the programming agent through established communication channels.

a. When requested, for short programs where the TIP acts as the call forward document, all travel information should be included in the approved TIP. Airline information, flight numbers and departure and arrival times for each segment of the trip should be provided.

b. If the participant is provided Advance Maintenance, the amount should be stated.

Department of State

ATTACHMENT 9A
HB 10, TM 10:108

STATE 284247

7. MISSION CONCURRENCE/COMMENTS REQUESTED. PLEASE ADVISE ETA/AHA. ID522 WHITEHEAD

SAMPLE
TRAINING IMPLEMENTATION PLAN
(TIP)

AIDAC

E.O. 12356: N/A
TAGS:
SUBJECT: PIO/P 664-331-1-70115, DR. BELGACEM SABRI, MPH, HARVARD UNIVERSITY, TRAINING IMPLEMENTATION PLAN

1. PIO/P FOR DR. SABRI WAS ASSIGNED TO PIET AUG. 26, 1988.

2. OBJECTIVE: TRAINING LEADING TO THE MASTER'S DEGREE IN PUBLIC HEALTH TO ENHANCE DR. SABRI'S PERFORMANCE IN HIS POSITION AS REGIONAL HEALTH DIRECTOR AT THE MINISTRY OF PUBLIC HEALTH.

3. DURATION: THE MPH PROGRAM AT HARVARD REQUIRES ONE YEAR IN RESIDENCE AT THE SCHOOL OF PUBLIC HEALTH AND A MINIMUM OF 40 CREDITS, INCLUDING REQUIRED AND ELECTIVE COURSES. CURRENT PIO/P FUNDS 10 MONTHS.

4. PROGRAM: PARTICIPANT HAS BEEN ADMITTED TO THE HARVARD SCHOOL OF PUBLIC HEALTH FOR THE MPH DEGREE BEGINNING SEPTEMBER 1988. CALL DR. SABRI FORWARD TO WASHINGTON FOR PIET/AMID ADMINISTRATIVE BRIEFING SEPT. 1. REGISTRATION AND ORIENTATION AT HARVARD WILL BE HELD AT 9:00 A.M. ON SEPT. 6. IN ADDITION TO ACADEMIC COURSEWORK, DR. SABRI WILL ATTEND A MID-WINTER SEMINAR TO BE HELD DURING THE CHRISTMAS HOLIDAYS. THE FOLLOWING OPTIONAL SUPPLEMENTARY

TRAINING ACTIVITIES WILL BE PROGRAMMED AND BUDGETED, UNLESS MISSION DOES NOT CONCUR IN THEIR INCLUSION:

MEETING OF APPROPRIATE PROFESSIONAL SOCIETY UPON RECOMMENDATION OF ACADEMIC ADVISOR. (DOLS. 925)

MANAGEMENT/RE-ENTRY SEMINAR AT CONCLUSION OF TRAINING (DOLS. 2130).

MEMBERSHIP IN APPROPRIATE PROFESSIONAL SOCIETY FOR UP TO THREE YEARS WILL ALSO BE ARRANGED.

5. INCOME TAX STATUS: BASED ON INFORMATION PROVIDED BY MISSION, THIS PARTICIPANT TRAINING IS ASSUMED TO BE JOB-RELATED.

6. PIET HAS FORWARDED DOLS. 40 APPLICATION FEE TO HARVARD ON BEHALF OF DR. SABRI. PROGRAMMER HAS BEEN ADVISED THAT PARTICIPANT HAS BEEN OFFERED UNIVERSITY HOUSING: A SHARED 1 BEDROOM APARTMENT IN SHATTUCK INTERNATIONAL HOUSE AT DOLS. 272/MONTH. THIS WILL BE AVAILABLE SEPT. 1.

CHAPTER 10

PARTICIPANT TRAINING BUDGET WORKSHEET

10A. POLICY

It is AID Policy that the Participant Training Budget Worksheet, AID Form 1380-95 (Attachment 10A), be an integral part in the program management of AID participants funded through PIO/Ps. All items pertinent to achieving the training objectives are shown on the budget worksheet. The budget worksheet is recommended for use by all other funding sources as a guide for development of participant training budgets.

10B. DEFINITIONS

1. Budget Worksheet -- a document structured in accordance with the Training Cost Analysis system which communicates the cost estimate of each funded PIO/P program to the Office of International Training (OIT), the Office of Financial Management (FM), and ultimately the AID project which sponsors the training.

2. Confirmation Cable -- the confirmation cable refers to the cable transmitting the line item estimate costs for a PIO/P-funded training program to AID missions/offices. It is developed using the budget worksheet and is the official notification to the funding source of the amount to be transferred to the Master Disbursing Account for a specific training program.

3. Inflation Factor -- a percentage of the budget estimate applied to those budget line items which may increase over the life of the training program. The inflation factor is not charged on programs of short duration as actual costs are known. Inflation is calculated on educational costs and living allowances beginning with the second year of all academic programs. The rate of inflation is adjusted periodically to reflect actual rates of inflation experienced in the U.S. economy.

4. Master Disbursing Account -- an account established to accept funds from missions and AID offices that choose to use the funded PIO/P process. Once a program is designed, costs agreed upon and a confirmation cable prepared, missions/offices are required to transfer the funds to the Master Disbursing Account to pay for the program. Transfer of Funds to the Master Disbursing Account should be made periodically, but not less than quarterly. It is from that account that all charges from OIT contractors are paid.

10B

5. Training Cost Analysis -- a system used to collect data on the line item expenditures involved with AID participant training. The system employs a standard set of definitions for reporting of costs and is to be used by all placement agents.

10C. PROCEDURES

1. Budget worksheets are prepared by OIT's contractor/RSSA for all PIO/P-funded participants.

2. Budget worksheets cover only the time allowed in the current PIO/P.

3. OIT reviews all budget worksheets for concurrence with published costs.

4. Project managers maintain a record of budget worksheets for a period of six (6) months after completion of a participant's training program.

5. A confirmation cable is generated by FM/PAFD for all participants managed directly by OIT's programming agents. The confirmation cable contains information summerized in the budget worksheet for use by the mission, however, it does not include international travel (Attachment 10B).

6. A new budget worksheet is always prepared when a funded PIO/P extension is received. This must be marked "budget worksheet extension."

7. A copy of the confirmation cable referencing the budget worksheet is part of the participant's permanent file.

8. Budget worksheets must be available for OIT review upon request.

10D. BUDGET WORKSHEET PREPARATION

1. Objectives

a. All items pertinent to achieving the PIO/P objectives efficiently are included. The document serves as a guide to estimating "actual" cost of the training component of the participant's program.

b. The budget worksheet is required for transfer of funds within the AID fiscal system.

10D

2. Worksheet Heading

a. The heading of the worksheet provides spaces for identifying data and is carefully completed to avoid confusion. The "I.D. number" is the number shown in the upper left hand corner of the Participant Data Form (PDF), AID 1381-4. (This number also becomes the permanent Health and Accident Coverage (HAC) insurance identification number.)

b. Extension PIO/Ps may have a new PIO/P number. The new PIO/P number must be given in the space provided in the heading of the budget worksheet prepared for that extension. This must be clearly marked an extension budget worksheet. In addition, the original PIO/P number must be provided for reference purposes.

c. When applicable, OIT's contractor/RSSA identification number must be shown in the space provided. Some programming modes will not use this space.

d. Training duration is indicated in the heading of the PIO/P (for all new programs) and in the "Special Provision" block of the PIO/P if it is an extension PIO/P. Always read the "Special Provision" block carefully.

(1) For a new program show the total number of months authorized in the PIO/P.

(2) For an extension PIO/P show the number of months of the extension as specified in the "Special Provision" Block.

(3) The starting date is the date specified in the training implementation plan (TIP) for arrival of the participant for all new programs.

(4) The starting date of an extension is the day following expiration of the prior PIO/P.

e. Technical or Academic

(1) Technical classification is for participants not enrolled for a degree, even if enrolled in a university one year or more.

(2) Academic classification is only for participants enrolled full-time in an accredited institution of higher education, registered for credit and leading to an academic degree. These definitions are not for use in determining maintenance rates (see Chapter 11 -- Allowances).

10D2

f. Allotment Code is shown on the facesheet of the funded PIO/P, Block 5, and is used on the budget worksheet.

g. Contractor/RSSA: This space is for providing the name of the individual responsible for programming the participant(s).

3. Instructional Costs

a. Two columns are provided. All training expenses for the first 12 months of the PIO/P, as required, are given in the "1st year" column. Column 2 should include all remaining costs (after 1st year) in the PIO/P; e.g.; 15 months, 18 months, etc. In the brackets under the column headings, the program dates should be recorded.

b. Training expenses are the charges per training unit (day, week, month, etc.). Where monthly rates are the basis for charges, the daily rate is determined by dividing the monthly charge by 30. When several institutions/courses and different organizations are involved, the grouping of their charges is in order.

c. The name of the university or principal training institution is inserted.

d. Insert published instructional rates that are the basis for the charges.

e. Special non-tuition training fees may be authorized only for special training provided by the university for academic participants not covered by course fees for field trips, etc. These are not intended to cover university administrative fees for orientation or other administrative activities. Non-tuition training fees are allowed only for special hands-on training or special training arranged by the university under faculty supervision that supplements or complements the academic training which meets PIO/P objectives.

4. Living Maintenance Allowance

Items 1 through 3 are completed in accordance with Chapter 11 -- Allowances, and related Participant Training Notices.

5. Miscellaneous Costs

a. These costs are to be computed using rates quoted in Chapter 11 -- Allowances, and related Participant Training Notices.

10D5

b. Specific one-time costs are reflected in the year of expenditure if during the 1st year. All other one-time costs become part of the second column for all remaining time in the PIO/P.

Note: No provision is made in the budget for contingencies.

6. Supplemental Activities

a. Charges itemized here are not standardly passed on to a contractor or Resources Support Services Agreement (RSSA) except when the contract, RSSA, grant or other agreement has an established basic fee arrangement. Where this is the case, charges are transferred from the PIO/P to contractor RSSA, grantee or other entity at the same time funds are transferred.

(1) Contractor and RSSA charges are a monthly rate or flat fee agreed upon between AID and the contractor or RSSA.

(2) Fees for HAC are figures per month for those eligible for this coverage (see latest relevant Participant Training Notice for HAC current fees).

(3) Other specific costs; e.g., Washington International Center (WIC), are found in Participant Training Notices or in special announcements.

PARTICIPANT TRAINING BUDGET WORKSHEET

☐ *Original* ☐ *Revision* ☐ *Extension*

PIO/P Number	Amount
ID #	B.P.C.
Country	☐ Technical ☐ Academic
Start	Duration
Training Begin: Ends	Job Related Training ☐ Yes ☐ No
Agent:	

ID NUMBER(S)	PARTICIPANT NAME(S)
1.	
2.	
3.	
4.	
5.	
6.	

I. EDUCATION AND TRAINING COSTS

1. Firm/Institution

2. Training Cost/Tuition/Package Program Cost

								Year 1 ( )	Year 2+ ( )
$	per		x		x		=		
$	per		x		x		=		
$	per		x		x		=		

3. Fees/Other *(University, Conference, MTDI, Test, Application, Etc.)* =

SUB-TOTAL EDUCATION AND TRAINING COST

II. ALLOWANCES

1. Maintenance Advance

$	x		=			=	
$	x		=			=	
$	x		=		Mission Advance	=	

TOTAL _____ x _____ = _____ - ADVANCE _____ = _____

2. Living/Maintenance

$	per		x		=	
$	per		x		=	

3. Per Diem

	$		x		x		=
	$		x		x		=
	$		x		x		=
	$		x		x		=

4. Books and Equipment $ _____ x _____ =
5. Book Shipment =
6. Typing =
7. Thesis/Dissertation =
8. Professional/Student Membership =
9. Other =

SUB-TOTAL ALLOWANCE COST

III. TRAVEL

1. Domestic =
2. Other =

SUB-TOTAL TRAVEL COST

IV. INSURANCES

1. HAC $ _____ x _____ =
2. Institution Required/Other =

SUB-TOTAL INSURANCE COST

V. SUPPLEMENTAL ACTIVITIES

1. ELT $ _____ x _____ =
2. ALIGU $ _____ x _____ =
3. WIC Orientation =
4. Other Orientation =
5. Escort/Interpreters (A.I.D. Paid) =
6. Enrichment Programs =
7. Midwinter Community Seminars =
8. Other =

SUB-TOTAL SUPPLEMENTAL ACTIVITIES COST

VI. CONTRACTOR/RSSA FEE

x _____ x _____ =

TOTAL APPROVED BUDGET $ $

OBLIGATION OF FUNDS

PIO/P Obligated Funds Withheld By A.I.D. *(sum of * items)* =
Prior Revision/Extension =
This Revision/Extension =
TOTAL

PIO/P Obligated funds to (latest rel. PIO/P) =
Prior Revision/Extension =
This Revision/Extension =
TOTAL

Prepared By:	Date	Approving OIT Official:	Date

AID 1380-95 (6/88)

SAMPLE CONFIRMATION CABLE

UNCLASSIFIED

AID/OIT, AID/FM/PAFD: NAME, NAME
MM/DD/YY 875-4166
AID/OIT:NAME

OFFICE:NAME {INFO}

ROUTINE CITY NAME

ADM AID

E.O. 12356: N/A

TAGS:

SUBJECT: 1380-1A CONF. COPY PIO/P XXX-XXXX-X-XXXXX
(NAME/GROUP)

1. PGM ACT 2. UNIVERSITY OF XXXXXX
3. ACADEMIC 4. 24 MONTHS 5. 1 STUDENT

APPROVED ACTUAL BUDGET		
EDUCATION/TRAINING COSTS	XX,XXX	
ALLOWANCES: MAINT/BOOKS/EQUIP/OTHER	XX,XXX	
U.S. TRAVEL COSTS	X,XXX	
AID/W ADMINISTRATIVE SERVICES	XXX	
PROGRAMMING AGENT FEE	XX,XXX	
TOTAL	XX,XXX	
AVERAGE COST PER MONTH		X,XXX
WORK-SHEET AMOUNT		XX,XXX
PIO/P AMOUNT		XX,XXX

ATTACH THIS CABLE TO WORKSHEET PIO/P AS FUNDING AUTHORITY AND ADJUST RESERVATION/OBLIGATION AMOUNT TO APPROVED PIO/P AMOUNT. PROMPTLY BEGIN CREDIT TRANSFER UPON CALL FORWARD OR OTHER APPLICABLE ACCRUAL DATE AND COMPLETE X QUARTER(S) LATER. YY

DESCRIPTION OF CONTENTS OF THE CONFIRMATION CABLE:

A. Subject: Contains PIO/P number, name of participant, or if group of three or more will state "group".

B. Item 1 - Name of programming agent.

C. Item 2 - Name of training institution.

D. Item 3 - Academic or non-academic training.

E. Item 4 - Training duration rounded in "participant months".

F. Item 5 - Number of participants for confirmed budget.

Approved actual budget:

Education and Training costs: Tuition, training package costs and fees

Allowances: Maintenance advance, living allowance, per diem, books and equipment, typing, thesis, etc.

U.S. Travel: Domestic Travel within the United States

AID/W Administrative Services: HAC program coverage, English language training, WIC orientation, interpreters, etc.

Programming Agent Fees: Agents costs of processing participant per duration of training.

Line items cost amount is followed by total (which is total confirmed budget amount); average costs per month; work-sheet amount (usually same as total); PIO/P amount which is amount submitted by Mission excluding international training.

FILE: In front of page 11-1, Handbook 10; cross-reference to Paragraph 11C6

SUBJECT: Supplemental Allowance Rates to be Provided Students Living in Student Housing and Participating in Meal Plans

1. Undergraduate participants living on-campus and participating in a meal program should not be paid AID's standard monthly maintenance rate. Instead, the programmer should pay the room and board fees to the university and provide the student a supplemental maintenance amount to be used for incidentals. The amount to be paid as a supplement is tied to the level of regular maintenance for the areas. For example, if the student is attending Ohio State University, Columbus, and living in a college dorm, he/she would receive $185/month because the rate for the area is between $675 and $695, according to TN 88-28 dated 6/28/88.

2. Eligible students (new undergraduates) who do not use available student housing and meal plans are to be provided the equivalent amount of money that would be paid to the school plus the supplemental allowance. The student may be unable to avail him/herself of this housing if the enrollment process is not initiated in a timely fashion.

3. Standard monthly maintenance rates should be used to support graduate students or used when student housing is not provided by the institution.

4. In cases where meals are not available but rooms are, the room charges should be paid to the school and 40% of the applicable maintenance rate for the area should be paid to the student, up to a maximum of $260/month. This amount will be supplemented by the miscellaneous living allowance between $180-$220/month.

5. Students whose meal plan does not cover Saturday and Sunday, may receive an additional $10 for each day.

6. In the case of meal plans that only provide two meals on the weekends no additional allowance will be made.

7. At any time a student is unable to stay in student housing, i.e. summers and break periods, regular maintenance rates may be paid.

FILE: In front of page 11-1, Handbook 10; cross-reference to Chapter 11C, para. 4b

SUBJECT: Rate change for American Language Institute, Georgetown University (ALIGU).

Effective July 1, 1989, all participants attending the American Language Institute, Georgetown University (ALIGU), four months or less can receive the established technical rate of $1155 per month. A waiver from the Allowance Committee to continue the technical rate is required if the participant will be in the program beyond four months.

FILE: In front of page 11-1, Handbook 10; cross-reference to Paragraph 11C7d

SUBJECT: Participant Allowance Rates

Allowance rates established and published by the Office of International Training are the only approved rates to be paid AID-funded participants.

The Office of International Training may adjust these rates, up or down if sufficient evidence warrants. Participants are aware of the published rates and often request waivers via their contractors to raise rates they believe are low. Contractors and participants should be aware that if evidence is obtained that the published rates are too high for a specific area/program, waivers will also be granted to lower these rates.

An example of where lowering a rate is appropriate would be a field trip to a forest service installation where room and board cost $20. In this case it is appropriate to request that the participant receive the $20 plus an incidental spending allowance of between $6 - $7 per day depending on location (see PTN 88-28) rather than the standard $65 per day while in travel status.

An example of an inappropriate request would be to lower a rate when students, enrolled in a short program, are lodged in a motel room with kitchenette and the daily motel charge is $39. It would not be appropriate for the contractor to decide the students should cook their own food and request authorization to pay only $10 for groceries, since this would result in these participants not being treated the same as other AID participants on a similar program. Only in the case of longer term training would it be reasonable to expect participants to cook their own food.

Contractors should make participants aware that although $65/day is the norm for participants in travel status, it may not always be warranted and is not guaranteed.

OIT is responsible for maintaining consistency in the application of AID participant allowances and must approve any deviations. To request a waiver of existing rates, submit documentation to:

AID Allowance Committee
Office of International Training
Room 201-D, SA-16
Washington, D.C. 20523

CHAPTER 11

ALLOWANCES

11A. POLICY

It is AID policy that:

1. AID will pay the ordinary and necessary expenses incurred by participants in the pursuit of the training objective.

2. AID will provide a reasonable maintenance allowance covering normal day-to-day living costs and this allowance will be equitable among categories of participants.

3. AID provides no financial support for participant dependents.

4. All AID-funded participant programs, regardless of how they are managed or by whom (by OIT's contractors, direct contractors, host governments or agents of host governments, interagency agreements (RSSAs and PASAs), memoranda of agreement, grants, or cooperative agreements), are subject to the allowance provisions of Handbook 10, amendments to it, and Participant Training Notices.

5. The Director, OIT, has the authority to establish and approve maintenance and allowance rates for participants (Redelegation No. 111-1, section 3, Handbook 5, and AID Regulation 5).

6. AID assumes no responsibility for participants' personal debts, nor does it serve as a collection agency for participants' creditors.

7. AID provides funds and allowances for participant training activities which take place outside of the host country.

8. Participants who visit their homes during their programs for personal reasons may not receive participant training allowances or participant training program funds while they are outside the country of training.

9. If the participant returns to the home country for project related purposes (e.g., project research), the funds expended on this activity must not be allocated through funded PIO/Ps for directly funded participants.

11A

10. For participants managed through contracts, grants, etc. no participant training activities can be implemented in host countries. Expenditures for in-country portions of training should be attributed to in-country training accounts, not participant training accounts.

11. AID will not reimburse participants for tax liability of any kind that they may incur in the U.S.

11B. DEFINITIONS

1. AID Allowances -- the authorized rates established by the OIT Allowance Committee, which may be paid to or on behalf of a participant for maintenance or training related expenses. In the case of established maintenance rates, it is the amount that must be paid unless there is a waiver or approval to pay a higher or lower rate. Training related allowances are those amounts to which the student is entitled if the contractor is satisfied that the student has properly expended the funds. Rates have been established for the following categories:

a. living or maintenance

b. training related books and equipment

c. typing

d. Master's thesis research and preparation

e. Ph.D. dissertation research and preparation

f. shipment of books and printed material to home country at termination of program

g. professional society membership fees, when enrollment is authorized

2. Host Country Contributions -- the contribution which the host country makes toward the training of its citizens in the United States or a third country. Those contributions usually include:

a. pre-departure medical examination (and related transportation costs);

b. international travel

11B2

c. other training related activities performed in-country

d. salary continuation to maintain the participant's family during the participant's period of training

3. Academic Training -- all training where participants are registered for credit as full-time students in a degree program in an accredited academic institution.

4. Technical Training -- technical training is training which is not designed to result in a degree although it may take place at an academic institution. Four (4) general types of training may be classified as technical. These are:

a. "Technical-1" -- technical training at an accredited academic institution for 150 days or longer which is not designed to result in a degree program. This type of training may be identical to academic training for a degree.

b. "Technical-2" -- technical training in one location for 30 days or longer at non-academic institutions, organizations, industries or businesses (e.g., training with a U.S. Federal agency, training in a mining industry operation); and technical training at an accredited academic institution for less than 150 days.

c. "Technical-3" -- technical training during which the participant remains in travel status. Travel status results from not being in any one location for more than 30 consecutive days. Travel Status Maintenance Rates may vary according to whether the training is in high-cost cities (see current Participant Training Notice on Allowances).

d. "Technical-4" -- technical training where participants come to the United States or third country only for packaged programs for which some or all participant expenses including food, lodging, books, equipment and transportation are included in pre-announced published fees and are provided directly to the participant by the institution.

The remainder of this chapter will refer to training programs as Academic, Technical-1, Technical-2, Technical-3, and Technical-4 according to the definitions above.

5. Maintenance Allowance -- a payment made to participants to cover day-to-day living expenses, routine school supplies, etc.

11B

6. Initial or Advance Maintenance Allowance -- this first month's allowance is usually equivalent to 30 days of travel status rate. This is a two-part payment. One half of the allowable amount is to be paid to the participant upon departure from the host country to cover the first 15 days in the United States. The second payment is made by the contractor and covers the balance of the first month. It is significantly higher than the normal maintenance allowance because it is intended to be partially used to pay settling-in costs such as apartment deposits, phone hook up, furniture rental or purchase.

7. Participant Programmer -- the organization or representative of the organization charged with the management of the participant's training program. The programmer may be an AID direct hire, an organization funded by a contract, RSSA, PASA, Memorandum of Agreement, host country government or agent, Cooperative Assistance Agreement, or grant. The participant programmer may be located in the country of origin of the participant and/or the country of training.

8. OIT Allowance Committee -- the committee which reviews all allowance waiver requests, provides guidance on allowance issues, and updates allowance regulations and rates.

9. Participant Training Notice -- notices issued by AID to provide current operational information in accordance with Handbook 10 policies, regulations, procedures or statements.

10. Official Permanent Residence -- a long-term (beyond 30 days) residence of participants. Participants in continual travel have no official permanent residences.

11. Country of Training -- the country in which the training program is attended.

11C. MAINTENANCE ALLOWANCE STRUCTURE

The maintenance allowance for typical participants may be divided into two general categories based on sequential time periods of participants' programs: (I) Days 1 through 30 - the Advance Maintenance Allowance; and (II) Subsequent maintenance allowances occurring from day 31 of the program until its termination. The following sections discuss these categories in detail:

1. Initial or Advance Maintenance Allowance -- The Initial or AMP is paid only once during a program. The Advance Maintenance Allowance is

11C1

intended to cover routine expenses which the participant will incur upon arrival in the country of training. It does not cover major international enroute expenses (see Section 2 below). Students already studying in the United States who become participants receive no Initial or Advance Maintenance Allowance.

a. The Initial or Advance Maintenance Allowance is calculated at 30 nights of standard (not high-cost city) Travel Status Maintenance Rate appropriate to the country of training as specified in the most recent Participant Training Notice concerning Maintenance Rates. If a participant arrives in a high-cost city, the participant programmer in the United States will amend the Advance Maintenance Allowance after arrival to provide for the higher cost city allowance. For very short programs where participants return to their home countries before day 30, the Advance Maintenance Allowance payment should be based on the actual number of nights in the country of training.

b. The Advance Maintenance Allowance is sufficient to cover normal travel status expenses in the country of training for the first 30 days; thus no additional standard Travel Status Allowance is paid to cover this period. The only additional payments made to cover travel expenses over the first 30 days are adjustments to the Advance Maintenance Allowance to account for nights spent in high-cost cities and taxi/airport shuttle expenses.

c. The mission pays the participant one-half of the Advance Maintenance Allowance (calculated as 15 days at Standard Transit Rate) before the participant departs from the home country (see Section d, below). The remaining one-half of the Advance Maintenance Allowance is paid to the participant by the participant programmer after the participant arrives in the country of training (see Section e, below).

d. The mission's portion of the Advance Maintenance Allowance should be paid to the participant according to the following format:

(1) $150 in cash; and

(2) the remainder as a U.S. dollar check given to the participant prior to departure. This check is to be cashed in the United States or country of training and covers participant expenses for the first 15 days of the training program.

e. The remaining half of the Advance Maintenance Allowance is to be paid to the participants in the form of a check issued by the

participant programmer on or before the 16th day after arrival in the United States or other country of training. In addition, this initial check may include funds for any other relevant allowances such as maintenance allowance for following month, program expenses, etc. at the discretion of the participant programmer. The only additional travel status maintenance paid to cover this period is necessary adjustment to travel status paid by the participant programmer to cover periods participants spend in exceptional or high-cost cities. When a participant is issued a Call Forward to a high-cost U.S. city the 11C1e Exceptional or High-cost City Rate, as specified in the most recent Participant Training Notice concerning Maintenance Rates, applies only for the actual nights spent in the city up to 9 nights. Participant programmers who intend to issue Call Forwards to a high-cost city should negotiate a concessionary rate with a local hotel or motel before beginning to implement a training project.

f. The AID mission or participant programmer is responsible for ensuring that the participant receives one-half of the Advance Maintenance Allowance before departing the home country. Participants who arrive in the country of training without sufficient Advance Maintenance from the mission, even when they receive emergency processing on arrival, require significantly more time to receive their first checks. This delay causes great inconvenience and hardship for the participant and creates a negative initial impression of the U.S. program. If for any reason the appropriate Advance Maintenance Allowance is not provided or only partially prior to the participant's departure, this fact must be so stated in the arrival cable. This cable will authorize and alert the participant programmer to arrange for an emergency cash advance or special check as soon as possible.

2. En-Route Expenses -- The Advance Maintenance Allowance is not to be used for major en-route expenses incurred outside the United States or country of training. If participants' travel itineraries are complex, missions should insure that funds to cover expenses associated with these itineraries are provided in addition to the Advance Maintenance Allowance. Exact amounts of these additional payments should be calculated according to U.S., not AID participant, travel rates -- see the supplement to Standardized Regulations (Government Civilians, Foreign Areas), Maximum Travel Per Diem Allowances for Foreign Areas Section 925, published by the U.S. Department of State.

3. Explanation of Payment -- It is important that participants understand that the Advance Maintenance Allowance is to be used for expenses, including settling-in expenses, incurred during the first 30

11C3

days in the United States or country of training so that they will be able to budget their funds. It is the responsibility of the mission to ensure that the purpose of the Advance Maintenance Allowance is fully understood by participants. After a participant leaves his/her country, several days may pass before he/she comes into contact with AID officials or participant programmers in the country of training. If participants do not understand the purpose of the Advance Maintenance, they may incur unwise expenditures. It is suggested that upon receipt of the Advance Maintenance Allowance, the mission ask the participant to sign a receipt indicating the exact amount and purpose of money received. One copy is held by the mission and the participant receives the other copy. The receipt should be in English and in a language familiar to the participants if they do not understand English.

Sample follows:

"I have received an advance allowance of $_____. I understand this money is to be used for my living expenses for the first 15 days after I arrive in the United States (or name of a third country if relevant) for AID-sponsored training. I understand that this amount is not to be used during international travel for en route expenses."

4. Subsequent Maintenance Allowances (beyond first 30 days) -- Determination of maintenance allowance structures after the first 30 days depends on the participant's training category and subcategory (Academic, Technical-1, Technical-2, etc). The following sections define the maintenance allowance structures for each of the training categories defined in section 11B.

a. Travel Status Allowances: Some participants may remain in travel status beyond the first 30 days of their program in order to meet specific training objectives. Travel status results from not remaining in any one location for more than 30 consecutive days. (See attachment 11C for clarification.)

(1) Participants who will subsequently establish official permanent residences in the United States receive travel status maintenance beginning on the 31st day and continuing until they establish official permanent residences.

(2) Participants who are in continual travel status while in their U.S. programs (Technical-3) receive travel status maintenance beginning on the 31st day and continuing until they return to their home countries. (Because the Advance Maintenance Allowance is based on

travel, Technical-3 participants in fact receive the equivalent of travel status maintenance for their entire programs.)

b. Monthly Maintenance: All academic training programs and all technical programs which are similar to long-term academic (Technical-1) receive the published AID Academic Maintenance Rate as specified in the most current Attachment 11D specific to the academic location beginning on the participant's 31st day in the United States. See Attachment 11D(3) for housing information. Moreover, all technical and academic participants in English language training who are eligible for student housing or student rate housing (similar in cost to on-campus housing) receive the AID Academic Maintenance Rate while in English language training. The reason these categories of participants receive the Academic maintenance rates emanate from AID's policy that participants receive equitable maintenance -- participants in similar conditions should receive similar allowances. Thus, technical participants and academic participants whose programs are fundamentally identical should receive the same maintenance allowances. (See Attachments 11E, 11E(1) and 11E(2) for current supplemental allowance rates.)

5. Determination of Travel Status Maintenance -- Participants receive allowable travel status maintenance in addition to the regular monthly maintenance allowance when they are required to be absent from their established residence. Because monthly maintenance is calculated to cover both fixed and variable expenses, it would be inappropriate to pay those on monthly maintenance a full travel maintenance payment. Accordingly, for each day of travel, maintenance is reduced by an amount equal to 40% of the monthly rate calculated by day. For example, if the monthly rate is $640, the daily equivalent would be $21.33. Sixty percent of that amount would be for fixed expenses leaving $8.53 as an amount to be used for food. This amount would be deducted from the daily rate. (Participants who come to the United States for very short training programs - 30 days or less - do not receive regular monthly allowance payments.)

6. Other Maintenance and Travel Related Allowances

a. Exceptional or High Cost City Rates: Participants who are in travel status in any U.S. city designated as an "exceptional or high-cost city" are entitled to the designated rates for those cities for the exact number of nights in that city up to 9 nights. In the case of the "exceptional rate cities," the following 21 nights are to be paid at the "high cost city" rate. In the case of "high cost cities," after the 9th night the High-Cost City Rate is discontinued and the Standard Travel Status Rate applies (see Attachment 11D(1)).

* Revised

11C6a

When a participant is to spend more than 9 nights in a high-cost city, the programmer is to attempt to obtain concessionary rates from a hotel to help offset costs. Cities identified as exceptional or high cost are printed as part of the Participant Training Notice on Allowances. The list is short and cities are not expected to be added without substantial justification from a number of recommending sources. Waivers must be requested from the Allowance Committee/OIT (see 17H).

Note: The mission will give the participant 15 days of Standard Travel Status Allowance prior to departure from the home country as the participant's Advance Maintenance Allowance. The participant programmer in the United States will amend this allowance after the participant's arrival to compensate for any nights spent in high-cost cities.

b. Airport Shuttle and Taxi Fares:

(1) On arrival in the country of training and whenever participants travel by air within countries of training for official purposes of their programs, they are entitled to reimbursement for the lowest cost airport transportation available within a reasonable time after arrival from port of entry to their hotel or, where applicable, to an intermediate domestic airport and then to their hotel at final destination. (The participant may take whichever form of transportation they choose, but will only be reimbursed at the rate of the lowest transportation fare available.) Allowable airport transportation expenses are reimbursed by the participant programmer on demand. Reimbursements for airport transportation at final program departure is covered by the final half-day of maintenance each participant should receive on the day of departure.

(2) A Taxi Fare Allowance is not normally provided to AID participants except in instances where such an allowance is:

(a) necessary for a short technical program requiring visits to various dispersed training sites in a single general area (for example, a training program where participants visit four university campuses in the New York metropolitan area);

(b) where it is cost-effective (e.g., for groups); or

(c) where other less expensive transportation is non-existent.

11C6b

Participant programmers may authorize Taxi Fare Allowances as stated in the latest relevant Participant Training Notice when any of the three above conditions apply. In all other cases, participant programmers should submit requests for Taxi Fare Allowance waivers to the OIT Allowance Committee (see section 11H) in advance of travel.

(3) Taxi and airport shuttle expenses incurred in third-country training should be reimbursed according to the general policies stated in (1) and (2) above, but substituting customary and reasonable local fares (see Chapter 8 -- Third Country Training, for additional information on third country training).

c. Attendance at Conferences, Seminars and Field Trips

(1) From time to time academic participants and technical participants who maintain an official permanent residence (Technical-1 and -2) attend brief packaged programs, conferences, etc. where the entire cost, including room and board, is included in the price of the program. When a packaged program is longer than nine nights, the * participant receives 60% of relevant AID Academic or Technical Residence Rates occurring from the 10th night. (See Attachment 11D(2)). *

(2) Participants who come to the United States only to attend a packaged program are discussed in Section 11C7a(2).

(3) Packaged program maintenance charges must be pre-established and be within a reasonable range of OIT regular published rates.

(4) When only certain meals are provided as part of the packaged program, the participant programmer should apportion to the participant sufficient funds to pay for the remaining meals. This amount should be based on the Travel Status Maintenance Rate relevant to the packaged program site. For this calculation the participant programmer should assume that 40% of the Travel Status Maintenance Rate applies to board and the remaining 60% applies to room.

(5) Academic participants on course-related field trips with overnights are to be reimbursed only such expenditures as are paid by other members of the class.

* Revised

11C

7. Exceptions to Normal Maintenance Allowance Structure

a. Exceptions to Advanced Maintenance Allowance Structure

(1) From time to time a very few foreign students already studying in the United States become AID-sponsored participants. These participants are not entitled to the Advance Maintenance Allowance.

(2) Participants who come to the United States only to attend a packaged program do not receive advance maintenance per se. Instead they should receive Travel Status Maintenance Rates only for those days before and after the packaged program and may, when needed, receive an incidental expense allowance at the rate specified in the most current Participant Training Notice on Allowances.

(3) Participants arriving in the United States from overseas for the specific purpose of attending a very short program (e.g., workshop or conference) may either be advanced by the mission or participant programmer $100 in cash or the exact total amount to which the participant will be entitled. This participant would not necessarily receive allowances equivalent to advance maintenance; however, the allowance payments must conform to AID official rates.

(4) Participants who change sites during a program, including those who transfer from an ELT program to their official training institution, do not receive another Advance Maintenance Allowance. In this case it is recommended that the second half of the advance be withheld until such time as the individual locates at the permanent training site.

(5) Participants who will be residing in college housing immediately upon arrival in the country of training (allowing for a few days of travel status for orientation or other contingencies) are not to be provided with a full advance maintenance allowance. Because there will be little in the way of settling-in expenses, these individuals should receive an amount equal to only one-third of the regular advance amount.

b. Exceptions Due Rank

(1) Participants who are identified by an AID mission as Top Policy Makers, Executives, and Administrators of National Level and/or National Impact may be eligible for Exceptional Status Rates during short-term programs in the United States. (Attachment 11A).

11C7b

(2) Exceptional status should be based on documents submitted by the mission (through the participant programmer) to OIT and must be approved prior to the participant's departure for the United States. When requesting exceptional status for a participant, the participant's name, position, rank within the organization, and the length of the proposed program must be provided. The participant's title is not sufficient for granting exceptional status. AID OIT will advise the participant programmer whether the exception is authorized.

(3) An exceptional status participant programmed with a group of other participants who are not eligible for exceptional status receives the same maintenance allowances as the other members of the group. When more than half of the group is individually eligible for exceptional status, all participants then receive the Exceptional Status Rate.

(4) Exceptional Status Allowance Rates must not be quoted to participants nor included in the PIO/P until approved by the OIT Allowance Committee in order to avoid disappointment and confusion.

(5) Exceptional Status Rates are established by OIT and published yearly as Participant Training Notices.

c. Hospitalization

(1) If a participant with no official permanent residence (Technical-3 and Technical-4) is hospitalized, the normal allowance will be discontinued. The participant will receive the Hospital Maintenance Allowance at the rate specified in the relevant Participant Training Notice until released from the hospital.

(2) If a participant is hospitalized while receiving AID Academic or Technical-2 Residence Allowance, the allowance will remain the same for the first 9 nights of hospitalization. After the 9th night of hospitalization, the regular maintenance rate will be reduced by 40%. In addition, the participant is to be paid the Hospital Maintenance Allowance to cover incidentals.

d. Exceptions Due to Equity Considerations

As stated in Section 11A, it is AID's policy to provide a reasonable maintenance allowance covering normal day-to-day living expenses and that this allowance be equitable among all AID-sponsored participants. It has been determined that equitable means that

11C7d

participants in similar categories should receive equal maintenance allowances. AID realizes that individual variations among participants exist and that the quality of actual living conditions may differ even when allowances are equal. Participant programmers may petition the OIT Allowance Committee, for a waiver whenever individual circumstances are such that exceptions should be made. This petition must meet a number of criteria. See Attachment 11F for waiver instructions. *

(1) The petition must contain evidence the current allowances would result in inequitable treatment of participants.

(2) The petition must specify and defend the exact proposed maintenance adjustment.

(3) The petition must be submitted prior to arrival of participants in the United States, preferably during the design phase of participants' programs.

(4) If the waiver is approved, the situation must be explained fully to the participants before they leave their home countries so that they will be fully aware that other participants in other programs will be receiving larger or different allowances. (OIT advises participant programmers and their representatives to present written justification to the affected participants for their review.)

(5) If the waiver is approved, it will remain in effect only as long as conditions warranting the original decision remain in effect.

11D. BOOKS, TRAINING MATERIALS, AND RELATED ALLOWANCES

1. Book and Equipment Allowance

a. For academic participants and long-term technical participants in academic institutions (Technical-1), a monthly Book and Equipment Allowance for the actual number of months enrolled is to be paid at the start of each term or at the mutual convenience of the programmer and participant. Participant Training Notices list this rate.

b. Unless otherwise specified, students in English Language Training studies only are to receive the technical book allowance until they begin their regular academic work.

c. For all other participants, a fixed Book and Equipment Allowance is paid at start of the program or as needed in accordance with Participant Training Notices on Allowances.

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* Revised

11D1

d. AID recommends the purchase of used books when possible.

e. The OIT Allowance Committee authorizes waivers to the official Book and Equipment Allowances on receipt of a written petition from the participant programmer.

(1) The petition must state the titles of all books purchased over the period of the requested waiver, the price of each book, and the total proposed expenditure.

(2) The petition must certify that all books or equipment items are course requirements.

(3) The petition must be signed by the academic advisor and the participant programmer.

(4) Contractor submitting the waiver request must either submit the receipts documenting expenditures to date or certify that those receipts are on file with the contractor.

(5) If a waiver is granted and the actual cost of the books exceeds the authorized waiver by 10% or less due to inflation, the participant programmer may reimburse the participant without requesting an amended waiver.

(6) Ordinary school supplies such as rulers, notebooks, etc. are not considered training equipment and are not to be purchased with the Book and Equipment Allowance. The relevant normal maintenance allowance covers expenditures for ordinary supplies.

f. When participants cannot complete their programs due to illness or other unforeseen circumstances, the Book and Equipment Allowance need not be refunded. In cases where the participant elects to return home for personal reasons and books have not yet been purchased, the participant programmer should ask the participant for repayment.

2. Computer or Other Special Major Equipment Purchase -- No allowance has been established for computer or other major equipment purchases. Any proposed purchase of this nature will have to be cleared by the Allowance Committee. Documentation required is:

11D2

a. Evidence that the purchase is required as part of the training program and that all other students enrolled in the same or similar course of study are required to have a computer or requested equipment. This evidence may be in the form of a statement by the cognizant faculty member or the course description.

b. Evidence that the mission is aware of the necessity to purchase the computer or major piece of equipment and concurs regarding the make and model of equipment to be purchased.

c. Rationale for purchases versus renting (see Section e, below).

d. Recommended means of disposition of equipment at program termination. When arranging disposition of equipment, the participant programmer and the AID project officer should discuss costs of packing, handling and shipping of equipment and who pays their costs. Equipment which project officers do not want will be disposed of by OIT. Participant programmers must contact the OIT Allowance Committee for arrangements. In no case is the participant to dispose of the equipment.

e. Participants should rent equipment in lieu of purchase in all cases where the rental fee is less than the cost of the equipment.

f. Funds for purchases of allowable equipment are disbursed to the participant by the participant programmer when justified by the academic advisor and on presentation of an itemized list of all equipment and respective prices, and grand total of proposed expenditures.

The above actions should be performed during the design stage of program development if possible so that adequate funds are budgeted.

3. Typing and Typewriter Purchase Allowance

a. Typing of Academic Papers -- Typing and the related costs of preparing academic papers is currently listed in Attachment 11D(1). However, if the student exceeds the base amount listed, the student must present receipts for all expenditures to the programmer for reimbursement. Programmer must then submit waiver to the Allowance Committee for approval.

11D3

b. Purchase of a Typewriter -- Academic participants and long-term technical participants (Technical-1) may purchase a typewriter in lieu of requesting any typing allowances. Typewriter purchases must be approved by the participant programmer and made during the first academic year of the participant's program. The participant programmer should advise the participant to purchase a typewriter that will be compatible with electrical systems in the home country or buy a manual typewriter. The typewriter will be taken home at the end of training.

c. Photocopying -- Photocopying expenditures may be made from the typing allowance. There is no separate allowance for this activity. Again, receipts and evidence that the photocopying is required must be kept in case a claim for excess expenditures is made.

4. Master's Thesis Expenses -- Typing and related research expenditures for the Master's thesis or typewritten research papers required of Master's Degree candidates in lieu of the thesis should be paid when the university advisor certifies to the programmer that the thesis outline is accepted and the thesis is in preparation. Typing costs covered by this allowance are separate and in addition to the normal Typing or Typewriter Purchase Allowance.

5. Doctoral Dissertation -- Typing and related research expenditures for the Doctoral dissertation should be paid when the university faculty advisor certifies to the participant programmer that the dissertation outline is accepted and the dissertation is in preparation. Typing costs covered by this allowance are separate and in addition to the normal Typing or Typewriter Purchase Allowance.

11E. PROFESSIONAL SOCIETY MEMBERSHIP FEES

Many participants (who are not in programs classified as scholarships or fellowships) are eligible to receive funds to cover membership in relevant professional societies. Since for many of AID-sponsored participants, professional society membership may be one of the only follow-up activities possible, enrollment is encouraged. Information on allowable amounts to be spent on membership fees is contained in the yearly update of the Participant Training Notice on Allowances. Membership is permitted only in U.S.-based organizations and decisions regarding the society are made by the participant with advice from the contractor or school counselor (see Chapter 31 -- Professional Society Memberships).

11F. OWNERSHIP OF ITEMS PURCHASED WITHIN ESTABLISHED ALLOWANCES

1. All books and nominal cost training equipment purchased with AID participant funds may be retained by the participant.

2. Single items of training equipment (and multiple items which comprise a customary set of equipment), which cost more than the 1/2 of the yearly book and equipment allowance, remain the property of AID and when possible convey to the AID project in the home country in accordance with mission instructions.

3. During the design of a program, the participant programmer and the AID project officers should develop a plan for final disposition of the property. In developing this plan, a recommendations should be made taking in consideration: project objectives; project funding source; future project activities (i.e., could this be passed on to other participants to reduce costs); the cost and risk of shipment; and in-country compatibility for operation and maintenance.

4. If no disposition plan is presented, the Allowance Committee will require the petitioner (contractor or AID mission) to ship the equipment to OIT for final disposition. In no case is the participant or the programmer to dispose of the equipment.

5. Cost of shipping and handling should be stipulated and payment from mission should be arranged.

11G. PROGRAM CLOSE OUT

1. Final Payment -- Final payments of all allowances due should be made by the participant programmer well in advance of departure. The participant's last day in the United States is calculated as a half-day of maintenance.

2. Premature Termination of Program -- If a participant's program is terminated prematurely, allowances which have been paid, other than for books purchased, and to which the participant is not then entitled should be repaid. The participant must refund all excess maintenance allowance. Disposal of equipment purchased for the program should be done in accordance with mission guidance.

3. Settling of Overpayments or Underpayments After Participant's Departure from the United States -- The participant programmer must make every effort to collect overpayment of maintenance and other allowances prior to the participant's departure from the United States. Collections are to be made by the participant programmer. If collection

11G3

is not made before departure, the AID mission or participant programmer in the home country is to be:

a. notified;

b. asked to collect the amount due; and

c. credit the amount to AID, the contract or appropriate sponsoring party.

Underpayments to participants may occur and are to be resolved in the United States when participants' programs involve receiving subsequent degrees.

4. Book Shipment -- Participants are to ship books and printed materials via international surface mail. Participants receive the Book and Equipment Shipping Allowance relative to their status (as specified in the relevant Participant Training Notice) in their last check. Participants should mail their printed materials to their homes or ministry addresses, unless the AID-mission has instructed otherwise and notified OIT or the participant programmer.

If a Master's Degree is granted routinely during the Ph.D. curriculum, the affected participants may receive one half of the normal Book Shipment Allowance for the first degree and a full allowance for the second degree. The timing of this allowance is at the convenience of the participant within the last three months of a program.

5. Other Possessions -- Other participant-owned papers and technical equipment as well as personal belongings, whether or not AID financed, must be shipped at the participant's expense. Any customs duties which may be levied upon arrival in the home country must also be paid by the participant.

11H. REQUESTING WAIVERS TO ESTABLISHED ALLOWANCES

1. All requests for waivers to established allowances are to be directed to the OIT Allowance Committee. Requests should be presented on the letterhead stationary of the requestor and be submitted as early as possible so that the Allowance Committee has sufficient time in which to act on the request. (See Attachment 11B). Only on receipt of an approved waiver should the participant programmer make disbursements.

11H

2. AID allowances are provided to participants in accordance with AID policy. Individual participant programs vary greatly, a fact which complicates the development of equitable and appropriate allowances. The procedures and rules derive from Agency policy regarding maintenance allowances. However, these rules may not cover all circumstances and conditions of individual participant training programs. If careful reading of this chapter does not address specific issues which bear on particular cases, contact the OIT Allowance Committee for guidance.

* 3. For Third Country Training Allowances refer to Chapter 8 -- Third Country Training. (See Attachment 8A) *

* Revised

ATTACHMENT 11A

OCCUPATIONAL CATEGORY CODES

A - National Policy Group

Occupations concerned with highest level policy making or administration of a central government activity, large enterprise or organization whose policies, programs, organizational structures or operations are national in scope and/or impact.

A10	Advisor to Head of National Government
A11	Cabinet Minister
A12	Senior Exec./Chief Secretary of National Gov. Agency
A13	National Legislator
A14	Member of National Party Executive Body
A15	High Court Jurist
A16	President/Rector, Vice-President of National University/College
A17	Dean of National University/College
A18	National Director/Manager of Government Owned Enterprise
A19	National Director/Exec. Sec. of Nonprofit Institution
A20	National Director/Exec. Sec. of Trade Organization
A21	National Director/Exec. Sec. of Labor Organization
A22	National Director/Exec. Sec. of Professional, Technical or other interest group association
A23	Senior Executive of Private Business or Corporation
A99	National Policy Leader: Not Listed

B - Secondary Level Policy Group

Occupations concerned with secondary level policy making or administration of a central government activity, large enterprise or organization of national scope and/or impact; and occupations concerned with top-level policy making or administration of regional or local government activities, enterprises or organizations.

B10	Deputy/Assistant to Chief Secretary of National Agency
B11	Director/Head of Major Division in National Agency
B12	State/Regional/Provincial Senior Government Official
B13	State/Regional/Provincial Legislator
B14	State/Regional/Provincial Judicial Authority
B15	State/Regional/Provincial Director of Government Owned Enterprise
B16	Member of State/Regional/Provincial Exec. Body of National Party
B17	District/Division Senior Government Official
B18	District/Division Legislator

B19 District/Division Judicial Authority
B20 District/Division Director of Government Owned Enterprise
B21 Member of District/Division Exec. Body of National Party
B22 City or Town Senior Government Official
B23 City or Town Legislator
B24 City or Town Judicial Authority
B25 City or Town Director of Government Owned Enterprise
B26 Member of City or Town Exec. Body of National Party
B27 Director/President/Principal of Educational Institute or College
B28 Regional/Provincial Director of Nonprofit Institution
B29 District/Divisional Director of Nonprofit Institution
B30 City or Town Director of Nonprofit Institution
B31 Regional/Provincial Executive Sec. of Labor Organization
B32 District/Division Executive Sec. of Labor Organization
B33 City or Town Exec. Sec. of Labor Organization
B34 Regional/Provincial Exec. Sec. of Trade Organization
B35 District/Division Exec. Sec. of Trade Organization
B36 City or Town Exec. Sec. of Trade Organization
B37 Regional/Provincial Exec. Sec. of Professional, Technical or other interest group association
B38 District/Division Exec. Sec. of Professional, Technical or other interest group association
B39 City or Town Exec. Sec. of Professional, Technical or other interest group association
B40 Senior Executive of Private Business with Regional Operations
B41 Senior Executive of Private Business with District Operations
B42 Senior Executive of Private Business with City or Town Operations
B99 Secondary Level Policy Leader: Not Listed

C - Administrative Group

Occupations concerned with organizational program management or operating functions subordinate to basic policy formulation or executive direction.

C10 General Manager/Administrator
C11 Financial Manager
C12 Personnel & Labor Manager
C13 Administrative Services Manager
C14 Information Services Manager
C15 Human Resource Development Manager
C16 Purchasing Manager
C17 Property Manager
C18 Marketing Manager
C19 Public Relations Manager

C20	Production Manager
C21	Science & Technology Manager
C22	Chief Inspector
C23	Chief Legal Officer
C24	Program Manager
C25	Project Manager
C26	Head of Department: College & University
C27	Other Administrator: College & University
C28	Principal: Vocational & Technical Education
C29	Other Administrator: Vocational & Technical Education
C30	Principal: Secondary Education
C31	Other Administrator: Secondary Education
C32	Principal: Elementary Education
C33	Other Administrator: Elementary Education
C99	Administrator: Not Listed

D - Professional Group

Occupations involving application of theory, principles and skills of a specific discipline or field of specialization other than management or administration.

D10	Accountant & Auditor
D11	Statistician
D12	Management & Organizational Development Analyst
D13	Inspector
D14	Architect
D15	Engineer
D16	Surveyor & Mapper
D17	Computer Scientist
D18	Physical Scientist
D19	Biological Scientist
D20	Medical Scientist
D21	Agricultural & Food Scientist
D22	Forestry & Natural Resource Scientist
D23	Social Scientist (except Economist)
D24	Economist
D25	Physician, Dentist, Pharmacist
D26	Nurse, Therapist, Hygienist
D27	Social, Recreation & Religious Worker
D28	Family Planner
D29	Information & Communication Professional
D30	Lawyer
D31	Teacher: College & University
D32	Teacher: Vocational & Technical Education
D33	Teacher: Secondary Education
D34	Teacher: Elementary Education

D35 Teacher: Adult Education
D99 Professional: Not Listed

E - Technical Support Group

Occupations concerned with the application of knowledge and skills related to a professional field of specialization but delimited to specific activities and tasks in support of a professional area.

E10 Lab Technician
E11 Engineering Technician
E12 Drafting Technician
E13 Survey & Map Technician
E14 Medical & Public Health Technician
E15 Computer Technician
E16 Research Assistant
E18 Teacher Aide
E19 Mechanic, Equipment Repairer
E20 Construction and Building Trade Worker
E21 Machine Operator
E22 Printer
E99 Technical: Not Listed

F - Basic Production and Service Group

Occupations involving the production or gathering of basic products or involving the delivery of basic services.

F10 Sales Worker
F11 Clerical Worker
F12 Protection Service Worker (e.g. Firefighter, Police)
F13 Motor Vehicle Operator, Navigator
F14 Farmer, Fisher, Hunter, Rancher
F15 Miner, Logger, Driller
F16 Helper, Assembler, Farm Laborer
F15 Unskilled Labor
F99 Basic Production & Services: Not Listed

EMPLOYMENT CATEGORY CODES

1 Employed by Government
2 Employed by Parastatal/Quasi-Government
3 Employed by Private Business or Corporation
4 Self-employed or Business Proprietor
5 Unemployed

FORMAT FOR REQUEST OF WAIVER TO ESTABLISH ALLOWANCE

ATTACHMENT 11B
HB 10, TM 10:112

(YOUR LETTER HEAD)

TO: Date:

FROM:

SUBJECT: Allowance Committee Request

REFERENCE:

REQUEST:

JUSTIFICATION: (Please provide detailed explanation.)

ALLOWANCE COMMITTEE ACTION: DATE:

_____ Approved as requested.

_____ Approved for $ _____

_____ Not approved, require additional information.

_____ Not approved, because _____

_____
Authorized Signature

ATTACHMENT 11C

Clarification of Residency

Participants are in residential "home base" status from the day they arrive at the site where their training will take place. When the participant goes on a field trip of short duration from the residential "home base" and returns, the participant should not be considered to be in continuous travel status. Travel status per diem covers individuals who are moving from place to place, normally not returning to a "home base."

Example 1: Participant arrives for a six week program. During that time he/she will visit various cities, therefore never establishing a home base and may receive travel status per diem throughout the program.

Example 2: Participant will attend a six week program in Wisconsin. Wisconsin is the participant's "home base." However, the program schedule requires three field trips to Minnesota. Each trip will be three days in duration. The trips will occur the first, third and fifth week of the program, each time the participant will return to Wisconsin. Because residential "home base" is Wisconsin, the participant cannot be considered in continuous travel status.

ATTACHMENT 11D

ACADEMIC PARTICIPANTS
MAINTENANCE RATES - ACADEMIC YEAR 1992-1993

The following maintenance rates have been established by cities, not schools. The rates are effective **September 1, 1992.**

ALABAMA

AUBURN	$824
BIRMINGHAM	$816
HUNTSVILLE	$816
LIVINGSTON	$761
MOBILE	$816
MONTGOMERY	$816
NORMAL	$816
TALLADEGA	$816
TROY	$761
TUSCALOOSA	$816
TUSKEGEE	$761
UNIVERSITY	$816

ARIZONA

FLAGSTAFF	$810
GLENDALE	$913
TEMPE	$913
TUSCON	$913

ARKANSAS

ARKADELPHIA	$761
CLARKSVILLE	$761
FAYETTEVILLE	$816
LITTLE ROCK	$816
PINE BLUFF	$816
SEARCY	$761
SILOAM SPRING	$761

CALIFORNIA

ARCATA	$ 810
AZUSA	$ 913
BAKERSFIELD	$ 858
BERKELEY	$1052
CHICO	$ 913
CLAREMONT	$1017
DAVIS	$ 913
FRESNO	$ 913
FULLERTON	$ 913
HAYWARD	$1052
HOLLYWOOD	$1017
INGLEWOOD	$ 913
IRVINE	$ 913
LOMA LINDA	$ 913
LONG BEACH	$1017
LOS ALTOS	$1052
LOS ANGELES	$1017
MENLO PARK	$1052
MODESTO	$ 913
MONTEREY	$ 913
NORTHRIDGE	$1017
OAKLAND	$1052
PALO ALTO	$1052
PASADENA	$1017
POMONA	$1017
REDLANDS	$ 913
RIVERSIDE	$ 913
SACRAMENTO	$ 913
SALINAS	$ 913
SAN BERNARDINO	$ 913
SAN DIEGO	$ 913
SAN FRANCISCO	$1052
SAN JOAQUIN	$ 913
SAN JOSE	$1052
SAN LUIS OBISPO	$ 858
SAN MARCOS	$ 913
SAN MATEO	$1052
SAN RAFAEL	$1052
SANTA BARBARA	$ 913
SANTA CLARA	$1052
SANTA CRUZ	$1052
SANTA MONICA	$1017
STANFORD	$1017
STOCKTON	$ 913
VALLEJO	$1017
VAN NUYS	$ 913

COLORADO

BOULDER	$840
COLORADO SPRINGS	$913
DENVER	$840
FORT COLLINS	$913
GOLDEN	$846
GRAND JUNCTION	$913
GREELEY	$913
PUEBLO	$913
TRINIDAD	$810

CONNECTICUT

BRIDGEPORT	$913
ENFIELD	$895
FAIRFIELD	$913
HARTFORD	$895
MIDDLETOWN	$895
NEW BRITAIN	$895
NEW HAVEN	$870
NEW LONDON	$870
NORWALK	$913
STORRS	$895
WEST HARTFORD	$895

DELAWARE

DOVER	$761
NEWARK	$835
WILMINGTON	$835

DISTRICT OF COLUMBIA $941

FLORIDA

BOCA RATON	$816
BUNNEL	$816
COCOA	$816
CORAL GABLES	$828
DAYTONA BEACH	$816

FT LAUDERDALE	$828
GAINESVILLE	$816
JACKSONVILLE	$816
LAKE WORTH	$816
MELBOURNE	$816
MIAMI	$828
ORLANDO	$822
PENSACOLA	$816
ST. AUGUSTINE	$816
TALLAHASSEE	$816
TAMPA	$816

GEORGIA

ATHENS	$816
ATLANTA	$816
AUGUSTA	$816
COCHRAN	$761
FT. VALLEY	$761
MARIETTA	$810
SAVANNAH	$816
TIFTON	$761
VALDOSTA	$761

HAWAII $1051

IDAHO

BOISE	$913
CALDWELL	$810
MOSCOW	$810
POCOTELLO	$810

ILLINOIS

BLOOMINGTON	$822
CANTON	$785
CARBONDALE	$785
CHAMPAIGN	$883
CHARLESTON	$785
CHICAGO	$941

DEKALB	$883
EDWARDSVILLE	$822
EVANSTON	$841
GALESBURG	$785
HYDE PARK	$841
MACOMB	$785
NORMAL	$822
PEORIA	$822
ROCKFORD	$822
SPRINGFIELD	$822
URBANA-CHAMPAIGN	$883

INDIANA

BLOOMINGTON	$822
GOSHEN	$822
INDIANAPOLIS	$816
LAFAYETTE	$822
MUNCIE	$822
NOTRE DAME	$822
ST. MARY'S OF THE WOODS	$822
TERRE HAUTE	$822
UPLAND	$785
VINCENNES	$822

IOWA

AMES	$785
CEDAR FALLS	$822
DECORAH	$785
DES MOINES	$822
GRINNELL	$785
IOWA CITY	$822
KIRKWOOD	$822
PELLA	$785
WAVERLY	$785

KANSAS

ATCHISON	$785
EMPORIA	$785
FT. HAYS	$785

LAWRENCE	$822
MANHATTAN	$785
NORTH NEWTON	$785
TOPEKA	$822
WICHITA	$828

KENTUCKY

BEREA	$785
BOWLING GREEN	$785
FRANKFORT	$785
HIGHLAND HEIGHTS	$810
LEXINGTON	$822
LOUISVILLE	$822
MOREHEAD	$785
MURRAY	$785
RICHMOND	$785

LOUISIANA

BATON ROUGE	$822
LAFAYETTE	$816
LAKE CHARLES	$816
NATCHITOCHES	$761
NEW ORLEANS	$938
THIBODAUX	$816

MAINE

CASTINE	$834
ORONO	$865
PORTLAND	$895
WATERVILLE	$834

MARYLAND

BALTIMORE	$858
BOWIE	$932
COLLEGE PARK	$932
ESSEX	$858
LARGO	$932

LAUREL	$932
PRINCESS ANNE	$761
ROCKVILLE	$932
TOWSON	$858
WESTMINISTER	$858

MASSACHUSETTS

AMHERST	$865
BABSON PARK	$1029
BOSTON	$1029
BRIDGEWATER	$1029
BUZZARDS BAY	$865
CAMBRIDGE	$1029
FALL RIVER	$865
LOWELL	$1029
MEDFORD	$1029
NORTHAMPTON	$1029
NORTON	$865
SOUTH HADLEY	$865
SPRINGFIELD	$865
WALTHAM	$1029
WILLIAMSTOWN	$865
WORCESTER	$865

MICHIGAN

ALLENDALE	$822
ALMA	$816
ANN ARBOR	$829
BERRIEN SPRINGS	$822
BIG RAPIDS	$785
DEARBORN	$798
DETROIT	$850
EAST LANSING	$822
FLINT	$822
HOUGHTON	$785
KALAMAZOO	$822
MT. PLEASANT	$785
ROCHESTER	$798
SCOTTVILLE	$785
YPSILANTI	$798

MINNESOTA

DULUTH	$822
MANKATO	$785
MINNEAPOLIS	$834
MOORHEAD	$822
NORTHFIELD	$785
ST. PETER	$785
ST.PAUL	$834
WINONA	$785

MISSISSIPPI

COLUMBUS	$792
HATTIESBURG	$792
ITTA BENA	$792
JACKSON	$816
LORMAN	$792
MISSISSIPPI	$792
UNIVERSITY	$792

MISSOURI

COLUMBIA	$822
JEFFERSON CITY	$785
KANSAS CITY	$846
MOBERLY	$785
ROLLA	$785
SPRINGFIELD	$785
ST. LOUIS	$822
WARRENSBURG	$785

MONTANA

BILLINGS	$913
BOZEMAN	$810
BUTTE	$810
MISSOULA	$810

NEBRASKA

LINCOLN	$822
MILFORD	$822
OMAHA	$822

NEVADA

LAS VEGAS	$913
RENO	$913

NEW HAMPSHIRE

DURHAM	$865
HANOVER	$865
MANCHESTER	$865

NEW JERSEY

CAMDEN	$834
EAST ORANGE	$913
EDISON	$913
HACKENSACK	$913
HOBOKEN	$913
JERSEY CITY	$913
MADISON	$913
MONTCLAIR	$913
NEW BRUNSWICK	$913
NEWARK	$913
POMONA	$865
PRINCETON	$834
RUTHERFORD	$913
TEANECK	$913
TRENTON	$835
WEST LONG BEACH	$913

NEW MEXICO

ALBUQUERQUE	$913
LAS CRUCES	$913
PORTALES	$810
SANTA FE	$810
SOCORRO	$810

NEW YORK

ALBANY	$865
ALFRED	$834
BINGHAMTON	$865
BROOKLYN	$1024
BUFFALO	$816
CLINTON	$865
ELMIRA	$865
FARMINGDALE	$907
FREDONIA	$834
GARDEN CITY	$907
GREENVALE	$907
HAMILTON	$865
HEMPSTEAD	$907
HYDE PARK	$865
ITHACA	$865
JAMAICA	$1024
KINGS POINT	$865
LOUDONVILLE	$865
NEW PALTZ	$834
NEW YORK CITY	$1024
OLD WESBURY	$907
OSWEGO	$865
PAUL SMITHS	$834
PLATTSBURGH	$834
POTSDAM	$834
POUGHKEEPSIE	$865
ROCHESTER	$865
SARATOGA SPRINGS	$865
SPARKILL	$907
STATEN ISLAND	$1024
STONEY BROOK	$907
SYRACUSE	$865
TARRYTOWN	$907
TROY	$865

NORTH CAROLINA

BOONE	$761
BUIES CREEK	$761
CHAPEL HILL	$840
CHARLOTTE	$816
CLYDE	$761

CULLOWHEE	$761
DURHAM	$840
GREENSBORO	$816
GREENVILLE	$761
GUILFORD COLLEGE	$816
HICKORY	$816
RALIEGH	$840
SALISBURY	$816
SWANNANOA	$816
WINSTON-SALEM	$816

NORTH DAKOTA

FARGO	$822
GRAND FORKS	$822

OHIO

AKRON	$830
ASHLAND	$822
ATHENS	$785
BOWLING GREEN	$822
CINCINNATI	$810
CLEVELAND	$830
COLUMBUS	$822
DAYTON	$792
DELAWARE	$822
GRANVILLE	$822
KENT	$828
MARIETTA	$822
NELSONVILLE	$785
OBERLIN	$830
OXFORD	$810
RIO GRANDE	$785
SPRINGFIELD	$792
TIFFIN	$785
TOLEDO	$822
UNIVERSITY HEIGHTS	$830
WILBERFORCE	$792
WILMINGTON	$785
WOOSTER	$785
YOUNGSTOWN	$822

OKLAHOMA

DURANT	$761
LANGSTON	$816
LAWTON	$816
NORMAN	$816
OKLAHOMA CITY	$816
OKMULGEE	$816
STILLWATER	$816
TONKAWA	$816
TULSA	$816

OREGON

ASTORIA	$810
CORVALLIS	$883
EUGENE	$913
GRESHAM	$883
MARYLHURST	$883
MCMINNVILLE	$883
PORTLAND	$883

PENNSYLVANIA

BETHLEHEM	$865
BRYN MAWR	$835
CHEYNEY	$834
CLARION	$834
EASTON	$865
ERIE	$865
GLENSIDE	$834
GRANTHAM	$865
HAVERFORD	$835
INDIANA	$834
LEWISBURG	$834
LINCOLN	$834
LORETTO	$865
MEADVILLE	$834
MILLERSVILLE	$865
PHILADELPHIA	$835
PITTSBURGH	$810
SCRANTON	$858
SHIPPENSBURG	$865

SLIPPERY ROCK	$834
SWARTHMORE	$835
UNIVERSITY PARK	$865
WEST CHESTER	$835

RHODE ISLAND

BRISTOL	$865
KINGSTON	$865
PROVIDENCE	$865

SOUTH CAROLINA

CLEMSON	$816
COLUMBIA	$816
PENDELTON	$816
SPARTANBURG	$816

SOUTH DAKOTA

BROOKINGS	$785
MADISON	$785
MITCHELL	$785
SIOUX FALLS	$822
SO DAKOTA SCH MINES	$822
SPRINGFIELD	$785
VERMILLION	$785

TENNESSEE

CHATTANOOGA	$816
COOKEVILLE	$761
HARROGATE	$761
JOHNSON CITY	$816
KNOXVILLE	$816
LEBANON	$810
MEMPHIS	$816
MURFREESBORO	$810
NASHVILLE	$810

TEXAS

ALPINE	$761
AMARILLO	$816
ARLINGTON	$846
AUSTIN	$810
BROWNWOOD	$761
CANYON	$816
COLLEGE STATION	$816
COMMERCE	$761
DALLAS	$846
DENTON	$846
EL PASO	$816
FORT WORTH	$846
GALVESTON	$846
GEORGETOWN	$810
HOUSTON	$846
HUNTSVILLE	$761
KINGSVILLE	$761
LUBBOCK	$816
NACOGDOCHES	$761
PRAIRIE VIEW	$846
SAN ANGELO	$816
SAN ANTONIO	$816
WACO	$816

UTAH

LOGAN	$846
PROVO	$913
SALT LAKE CITY	$913

VERMONT

BURLINGTON	$865
MIDDLEBURY	$834
MONTPELIER	$834
PLAINFIELD	$834
WINOOSKI	$865

VIRGINIA

ANNANDALE	$932
BLACKSBURG	$816
CHARLOTTESVILLE	$816
FAIRFAX	$932
FERRUM	$761
FREDERICKSBURG	$761
HAMPTON	$816
HOLLINS	$816
LAWRENCE	$816
LEXINGTON	$761
NORFOLK	$816
PETERSBURG	$816
RICHMOND	$816
WILLIAMSBURG	$816

WASHINGTON

CHENEY	$913
ELLENSBURG	$810
OLYMPIA	$810
PULLMAN	$810
SEATTLE	$901
TACOMA	$901
YAKIMA	$913

WEST VIRGINIA

BUCKHANNON	$761
HUNTINGTON	$816
MORGANTOWN	$816
SHEPHERDSTOWN	$761
WHEELING	$816

WISCONSIN

APPLETON	$822
BELOIT	$822
EAU CLAIRE	$822
GREEN BAY	$785
MADISON	$822

MENOMONIE	$785
MILWAUKEE	$822
OSHKOSH	$822
PLATTEVILLE	$785
RIVER FALLS	$785
STEVENS POINT	$785
SUPERIOR	$822
WHITE WATER	$785

WYOMING

LARAMIE	$810

PUERTO RICO

GUYAMA	$761
SAN GERMAN	$816
MAYAGUEZ	$816
RIO PIEDRAS	$816
SAN JUAN	$816

VIRGIN ISLANDS	$761

NOTE: If a city is not listed where a participant is attending school, please use the closest city established rate within a 25 mile radius.

Guidelines for ATTACHMENT 11D(1)

ATTACHMENT 11D(1) provides allowance rate information, guidance and updated Handbook 10 policy issues that may not be addressed in Chapter 11. **ALL** rates contained in ATTACHMENT 11D(1) are effective beginning **JANUARY 1, 1993. These rates are applicable to the U.S. only.**

The following is a **LIST** of the information included in this ATTACHMENT.

Advance Maintenance Allowance

Transit Allowance
- a. City Categories (Regular & High Cost)
- b. Applicable Rate Information

Technical Maintenance Rates

Short Course/Packaged Program Allowances

Exceptional Per Diem Allowances due V.I.P. Rank

Training Related Allowances
1. Book & Equipment Allowances
2. Shipment
3. Master's & Doctoral Rates & Guidance
4. Typing of Academic Papers
5. Typewriter Purchase
6. Hospitalization Allowance
7. Computer Purchase Regulation
8. Health & Accident Coverage (HAC) Rate Information
9. Professional Societies

Treatment & Purpose of Settling-In Allowance

Transit Payments for Participants on Any Monthly Allowance

ATTACHMENT 11D(1)

ALLOWANCE RATES

The following allowance rates are effective beginning 1/1/93:

	AMOUNT
I. Initial & Transit Allowances	
A. Advance Maintenance Allowance*	$ 975
(first 15 days in the U.S.) (should be provided by the Mission)	(one time payment)
B. Transit Status **	
1. While in a Category I city (a city not classified as a high cost city) during the second 15 days of first month of the training or	
2. Miscellaneous trips to Category I cities during the life of the training program	$ 65/night
C. High Cost Cities***	
(Limited to 9 nights. Each additional night after the first nine, up to 30 days, in the same city will be reduced by $15.)	
Category II	$ 95/night
Category III	$ 105/night
Category IV	$ 116/night
Category V	$ 127/night
Category VI	$ 150/night

* See Attachment 1 for notes on students moving into college housing.

** See Attachment 2 for notes on transit status payments for persons on monthly maintenance (all types).

*** See Attachment 3 for listing of High Cost cities

II. Technical Rates (see Attachment 2)

A. Non-academic environment

City Category	Monthly Technical Rate	Daily Breakdown
I	$1,024.00	($34.13/day)
II	$1,187.00	($39.57/day)
III	$1,232.00	($41.07/day)
IV	$1,285.00	($42.83/day)
V	$1,336.00	($44.53/day)
VI	$1,390.00	($46.33/day)

B. Technical Rates in academic institutions with program duration over 5 months (use academic rates from the beginning of the program) — See Attachment 11D

III. Residential Status

A. Academic Rates are listed by cities; if city not listed use the closest city within a 25 mile radius — See Attachment 11D

B. Academic Supplement for on campus room and board — See Attachment 11E

IV. Short Course/Packaged Program Allowances:

A course is considered a "packaged program" when the entire cost, including room and board, is included in the price of the program. Participants in these programs receive a daily incidental allowance of $8.00/day. This daily allowance may also apply to some conferences when lodging and meals are included in the conference fee.

When a training provider **REQUIRES** that all lodging costs be paid directly by the contractor, the program is considered "packaged". These programs may offer one meal, two meals or no meals. Below are maintenance guidelines, which include incidental expenses, for participants attending these programs.

ALL participants should receive three (3) nights full transit allowance based on location of the training site.

*

1.	Housing included with **NO** meals served	**$30/night (regular city)** **$34/night (high cost city)**
2.	Housing included with **ONE** meal served	**$25**/night
3.	Housing included with **TWO** meals served	**$15**/night *
A.	Programs where lodging and meals** are not provided or programs that have pre-arranged lodging facilities that are not covered in the tuition	See Attachment 11F

V. Exceptional Per Diem Allowance due V.I.P. Rank — See Attachment 11A

A.	Category A-B	$156/day
B.	Category C-F	$138/day

** For those programs where lodging and meals are not included in the tuition, it may be appropriate to use the transit and technical rates for that area. However, if the rates indicate that an adjustment should be made in the maintenance, Attachment 11F provides guidance.

* REVISED

25E. ENROLLMENT

* 1. Participants are enrolled in the HAC program by submission of the Participant Data Form (PDF), which should indicate the receipt of the Medical Certification Cable (and as appropriate, the medical examination form when coverage is waived for a pre-existing condition and related illnesses) to the OIT Statistical Unit.

Upon enrollment, the HAC contract administrator issues within five (5) business days the HAC identification card, generally to the participant's programming officer for forwarding to the participant. The control number on the PDF form is the participant's HAC card identification number, which must be used on all HAC transactions.

2. Effective March 1, 1993, the HAC premium was increased to $120.00 per participant training month and must be paid on a quarterly basis. Premiums for training programs for six months or less duration may be paid in full.

The HAC entitlement period begins the date of participant's departure from his/her country and continues to the date of return to his/her home country by the most direct route.

HAC premium payments are calculated by training months which begin on the first day of the entitlement period and end thirty days later, i.e. March 12, 1993 to April 11, 1993. Premium are not prorated for any partial periods of coverage. The HAC premium will be $120.00 whether the coverage period is one day, ten days, or thirty days. *

Premium payments for HAC coverage must be accompanied by correspondence indicating the following:

a. Contract Number
b. participant's name
c. participant's Participant Data Form (PDF) Number
d. Amount of payment for each participant
e. Entire Entitlement Period Dates
f. Actual Period Payment will apply per participants

* REVISED

25E2

An example of AID HAC premium information required period quarterly payment:

Contract Number: _____

*

NAME	PDF#	AMT OF PAYMENT	ENTITLEMENT DATES	PYMNT DATES
John Doe	712345	$360.00	3/1/93-12/31/93	3/1/93-5/1/93

Checks for HAC premiums should be made payable to the AID-HAC Program and mailed with the above information directly to:

The AID Cashier
FM/CAD, Room 603, SA-2
Agency for International Development
Washington, D.C. 20523-0208

A copy of the check and the HAC premium payment information should be sent to:

HAC Administrator
FM/FM/CMP/DC, Room 700, SA-2
Agency for International Development
Washington, D.C. 20523-0209

3. Under no circumstances is a participant to be enrolled twice in HAC. If there are changes in a program such as a program extension, it is essential to extend HAC coverage by submission of a revised Participant Data Form (PDF) to OIT's Participant Training Information System (PTIS). In using a blue copy of the PDF for these purposes, the original participant number must be used. The original number assigned never changes.

4. The AID Office of Financial Management, Overseas Project Accounting (FM/OPA) must approve all refunds/credits before the contractor may take the credit. The contractor must send a letter to FM/OPA with the request for credit and provide the original payment information and the reason for credit. FM/OPA will research the payment information and mail a credit memorandum to the contractor to apply on future HAC payments. The contractor may apply it by returning the credit memorandum with the next HAC payment. The same participant information required for HAC premium payments should be included with the credit memorandum so credit may be applied to the proper account. No credit will be applied to payments for less than ninety days. Premium payments not accompanied by the information requested in 25 E.2 will be returned to the contractor without being processed. *

* REVISED

IX.	Professional Societies (U.S. only) (maximum 3 years at completion of program) Choice of society/subscription to be made by participant with concurrence of programming agent. Waivers are to be requested if the amount of money required exceeds the established allowance rate.	$225 at program completion (maximum payment not per year)
X.	Student Memberships Available during the course of study in U.S. anytime during the program.	$ 75/year
XI.	Orientation Program & Mid-Winter Seminar For current cost information, please contact: **703-875-4077**	
XII.	American Association of Collegiate Registrars and Admissions Officers	$ 150 per CAW

ATTACHMENT 1

TREATMENT OF SETTLING-IN ALLOWANCES FOR ACADEMIC STUDENTS

The transit status rate is authorized for participants during the first month for the purposes of covering actual expenses for the technical (usually short-term) participant and to provide additional settling-in funds for the academic (usually long-term) participant. In the case of the long-term participant, if the first months are spent in English Language Training (ELT) and the participant must then move to a different campus for the bulk of the training, it may be more appropriate to reserve the second 15 day's allowance ($975 - considered the settling-in amount if in a non-high cost city) and pay it at the end of the ELT program. The participant will then have funds for unexpected purchases associated with settling-in a new environment. This would mean that the participant would be paid only $975 for the first 30 days and would then be paid the balance of the first month's allowance any time from four to 12 months later, depending on the length of the ELT program. Students moving directly into student housing should not have access to more than 1/3 settling-in funds unless and until the student leaves the dormitory environment and moves into off-campus accommodations. If the student has received 1/3 of the settling-in amount during the initial phases of the program and then moves off campus, in order to have access to additional funds for the establishment of off-campus residency, the student must demonstrate need. This is not an entitlement. If the student remains in student housing, these funds should not be given to the student at any time during the program.

PURPOSE OF SETTLING-IN ALLOWANCE

All participants, technical and academic, receive the first 30 days unless otherwise specified by their program. In the case of **technical participants,** this amount is required usually because they are staying in hotels throughout their programs and short term, low cost accommodations generally are not available.

Academic participants receive this amount to establish off-campus residences. In most cases, the participants have to pay a security deposit, which is smaller than or equal to the first month's rent and is refundable after the participant moves out. The participant also has to set-up housing. These additional funds are required to have utilities turned on, purchase such items as lines, furniture, pots & pans and food. An explanation of the first 30 days "settling-in" money is **not** included in the **TRAINING IMPLEMENTATION PLAN.**

ATTACHMENT 2

TRANSIT STATUS PAYMENTS FOR PARTICIPANTS
ON ANY TYPE OF MONTHLY ALLOWANCE

When participants are on monthly maintenance and go on transit status, they are to be paid the appropriate transit status rate plus 60% of their normal maintenance for the period they are in transit status. This applies to all persons paid maintenance under the academic categories and those technical participants being paid a monthly rate. The rationale for this change is that the Monthly Maintenance Allowances (MMA) paid are for room and board. Individuals who make commitments regarding lodging will be held to those commitments and will have fixed costs. The 60% of the allowance should allow participants to meet the fixed cost obligations. The transit allowance will pay for both food and lodging while in transit status.

SAMPLE CALCULATION
REDUCED MAINTENANCE

Assume that: 1) Student's monthly rate is $640

2) The month in question has 30 days

3) Student will be in transit status for 3 nights

CALCULATION

The student's monthly allowance check would be reduced by 40% for the applicable days.

$640 divided by 30 days = $21.33

$21.33 x 40% = $ 8.53

$ 8.53 x 3 days = $25.59

Since an additional check must be prepared for transit, it would seem easier to reduce this per diem check than the monthly maintenance check.

ATTACHMENT 3

HIGH COST CITY DAILY ALLOWANCE RATES

Participants in transit status in any U.S. city designated as a high cost city are entitled to the special rate for the exact number of nights in that city up to nine (9) nights. There are five categories of cities each with a different nightly rate from the regular transit status rate. If the city you desire is **not** listed, that city receives the **regular** transit rate. A waiver must be submitted to the O.I.T. Allowance Committee for all rate exceptions.

Category II
$95/night

Albany, NY
Albuquerque, NM
Ann Arbor, MI
Austin, TX
Bradenton, FL
Chapel Hill, NC
Charlotte, NC
Columbus, OH
Dayton, OH
Durham, NC
Easton, PA
Gatlinburg, TN
Greenville, NC
Harrisburg, PA
Indianapolis, IN
Ithaca, NY
Kansas City, KS
Kansas City, MO
Milwaukee, WI
Minneapolis, MN
New Haven, CT
Norfolk, VA
Orlando, FL
Pittsburgh, PA
Portland, ME
Portland, OR
Poughkeepsie, NY
Rochester, NY
Sacramento, CA
Salt Lake City, UT
San Luis Obispo, CA
Sheffield, AL
St. Louis, MO
St. Paul, MN
Syracuse, NY
Visalia, CA

Category III
$105/night

Boulder, CO
Bridgeport, CT
Cleveland, OH
Denver, CO
Hartford, CT
Houston, TX
Las Vegas, NV
Miami, FL
Monterey, CA
Naples, FL
New Orleans, LA
Oakland, CA
Phoenix, AZ
Princeton, NJ
Providence, RI
San Jose, CA
San Mateo, CA
Santa Fe, NM
Seattle, WA
Williamsburg, VA
Wilmington, DE

Category IV
$116/night

Atlanta, GA
Annapolis, MD
Baltimore, MD
Dallas/Ft. Worth, TX
Detroit, MI
Philadelphia, PA
Santa Cruz, CA
San Diego, CA
San Juan, PR

Category V
$127/night

Atlantic City, NJ
Boston, MA
Chicago, IL
Los Angeles, CA
Newport, RI
Newark, NJ
Oahu, HI
Washington, D.C.
San Francisco, CA
White Plains, NY

Category VI
$150/night

New York, NY

These rates should be used with discretion. When a participant is to spend more than 9 nights in a high cost city, the programmer should attempt to obtain concessionary rates from a hotel to help offset costs. In the case of all the cities listed above, after the first nine (9) nights the rate will be reduced by $15 for each additional night up to 21 nights. This will only be the case if the participant is still housed in high cost temporary housing, i.e., in a hotel. After the first 30 days of a program it is assumed that some other type of housing arrangement will have been made. At this point the participant should be on the monthly technical rate.

NOTE: RE: conference/seminar attendance: At no time will waiver requests be entertained if the lodging cost plus the meal and incidental allowance exceed the highest published GSA per diem rate. If the participant still wishes to attend, he/she must assume all costs above this limit.

Missions and programming agents should exercise care when designing training activities and be mindful of the cost of visits to some of our major cities. To the extent possible students should be housed in other than center city hotels. In the case of conferences, while it may be more convenient to be housed at the conference site, it is not a requirement for attendance.

In all cases, with the exception of the student who is moving immediately into dormitory housing, Missions are to give each participant funds for 15 days at the standard transit Status Rate as the participant's Advance Maintenance Allowance. The participant programmer in the U.S. will then amend this allowance after the participant's arrival to compensate for any nights spent in high cost cities.

ATTACHMENT 4

How to Calculate Settling-In Allowances

1. An academic (graduate) going directly to the university:

A participant attending school in Ames, Iowa would receive $65 per day for the first 30 days for a total of $1,950. If the Mission only provided the participant with an advance of $500, deduct this amount from $1,950 and pay the participant the remainder. When, for example, the participant arrives on September 15 (mid-month), the participant should be paid from September 15 thru October 14 a total of $1,950 (first 30 days). The remaining days, October 15-31, the participant should receive the **daily** rate of the established academic rate for the area. With the current academic rate of $719 at Ames, Iowa, the participant would receive $23.96 per day for the remaining days of the month. Beginning November 1 and thereafter the participant should receive the established per diem rate of $719. This may also apply to some undergraduates when the university does not have dormitory accommodations at all. **NOTE: This does not apply to undergraduates who have been given permission to move off campus. When requesting Mission approval for a participant to move out of dormitory housing, the contractor must also obtain the Mission's permission to pay the regular maintenance rate. If permission is not obtained, the participant must receive the equivalent of room and board plus the supplemental allowance, not to exceed the regular maintenance rate.**

2. Undergraduates: When going directly into dormitory housing, the participant should receive 1/3 of the applicable settling-in rate for their area. You must calculate what the first 30 days would have been based on location to arrive at the correct amount.

EXAMPLE:

Undergraduate - Ames, Iowa -

First 30 days x $ 65.00	=	$1,950	1/3 =	$655.00

Undergraduate - Washington, D.C. -

First 30 days:	$110.00 x 9 =	$ 990		
	$ 95.00 x21 =	$1,995		
	Total =	$2,985	1/3 =	$995.00

ATTACHMENT 11D(2)

Packaged Programs, Short Term Programs
and Maintenance Guidelines When Lodging Is Included

A course is considered a "packaged program" when the entire cost, including room and board, are included in the price of the program. Participants in these programs receive a daily incidental allowance as set forth in Handbook 10, Chapter 11, Attachment 11E-1.* This daily allowance may also apply to some conferences when lodging and meals are included in the conference fee.

There are some short term programs that may include lodging, but offer one meal, two meals or no meals. Below are maintenance guidelines, which include incidental expenses, for participants attending these programs. NOTE: All figures are subject to change and will be updated.

All participants should receive three (3) nights full transit allowance based on location of the training site. This will be considered as their settling-in.

1. Housing included with NO meals served $26/night

2. Housing included with ONE meal served $21/night

3. Housing included with TWO meals served $10/night

*To arrive at the daily incidental rate, you should divide the monthly supplemental by 30 days. The participant should receive this amount after the third night. The minimum is $6.67/night and the maximum is $8.16/night, depending on the training site location.

ATTACHMENT 11D(3)

Shared Housing

With the continual rise in the cost of housing in major U.S. cities, it is no longer possible to guarantee participants an adequate living allowance if they choose to live alone. It is not possible to increase AID's monthly maintenance rates to such levels as to endanger the economic continuation of the program.

For this reason Missions, host country governments, AID contractors and programming agents must alert participants that they may have to share off-campus housing in order to live within AID allowance rates.

Participants should be made aware that this is a customary arrangement for U.S. undergraduate as well as graduate students and that those who are unwilling to share housing may have limited choices of schools.

ATTACHMENT 11E

Supplemental Allowance Rates

Effective **September 1, 1992**, the following are supplemental maintenance rates to be provided to **undergraduate** students living in student housing and participating in the meal plans.

If the monthly allowance rate for the area is:

between	the supplement rate will be
$761 - $816	$221
$822 - $846	$228
$858 - $895	$234
$901 - $932	$264
$932 and over	$270

NOTE: To arrive at the daily incidental rate, you divide the monthly supplemental by 30 days.

In a few cases, there are **graduate** students living in student housing and the contractor's have assumed responsibility for paying the university for the room & board (if necessary). In those cases, the amount paid to the university should be deducted from the **ACADEMIC** monthly maintenance applicable to the location and the student should receive the difference.

ATTACHMENT 11E(1)

Supplemental Allowance Rates to be Provided Students Living in Student Housing and Participating in Meal Plans

1. Undergraduate participants living on-campus and participating in a meal program should not be paid AID's standard monthly maintenance rate. Instead, the programmer should pay the room and board fees to the university and provide the student a supplemental maintenance amount to be used for incidentals. The amount to be paid as a supplement is tied to the level of regular maintenance for the areas. For example, if the student is attending Ohio State University, Columbus, and living in a college dorm, he/she would receive $228/month because the rate for the area is between $822 and $846, according to Attachment 11E.

2. Eligible students (new undergraduates) who do not use available student housing and meal plans are to be provided the equivalent amount of money that would be paid to the school plus the supplemental allowance. The student may be unable to avail him/herself of this housing if the enrollment process is not initiated in a timely fashion.

3. Standard monthly maintenance rates should be used to support graduate students or used when student housing is not provided by the institution.

4. In cases where meals are not available but rooms are, the room charges should be paid to the school and 40% of the applicable maintenance rate for the area should be paid to the student, up to a maximum of $260/month. This amount will be supplemented by the miscellaneous living allowance between $221-$270/month.

5. If a participant has an option of participating or not participating in the school meal program and wishes not to, the programmer may pay the participant the cost of the actual meal plan not to exceed the $260. This will avoid continual requests from participants who wish to fluctuate from semester to semester to either be on or off the meal plan.

6. Students enrolled in schools where a meal plan is not available on Saturday, Sunday or during school breaks may receive an additional $15 for each day.

7. In the case of meal plans that only provide two meals on the weekends no additional allowance will be made.

8. At any time a student is unable to stay in student housing, i.e. summers and break periods, regular maintenance rates may be paid.

ATTACHMENT 11E(2)

Ceiling for Undergraduate Tuition

Effective June 1, 1992, the ceiling for undergraduate tuition will be $10,000 per 12-month academic year. No participant should be enrolled initially in an institution whose ANNUAL TUITION exceeds the limit established by AID for that academic year. If the tuition exceeds the ceiling in future years, no action should be taken to remove the participant from the institution.

ATTACHMENT 11F

Participant Allowance Rates

Allowance rates established and published by the Office of International Training are the only approved rates to be paid AID-funded participants.

The Office of International Training may adjust these rates, up or down if sufficient evidence warrants. Participants are aware of the published rates and often request waivers via their contractors to raise rates they believe are low. Contractors and participants should be aware that if evidence is obtained that the published rates are too high for a specific area/program, waivers will also be granted to lower these rates.

An example of where lowering a rate is appropriate would be a field trip to a forest service installation where room and board cost $20. In this case it is appropriate to request that the participant receive the $20 plus an incidental * spending allowance of between $6 - $7 per day depending on location (see Attachment 11E) rather than the standard $65 per day while in travel status.

An example of an inappropriate request would be to lower a rate when students, enrolled in a short program, are lodged in a motel room with kitchenette and the daily motel charge is $39. It would not be appropriate for the contractor to decide the students should cook their own food and request authorization to pay only $10 for groceries, since this would result in these participants not being treated the same as other AID participants on a similar program. Only in the case of longer term training would it be reasonable to expect participants to cook their own food.

Contractors should make participants aware that although $65/day is the norm for participants in travel status, it may not always be warranted and is not guaranteed.

OIT is responsible for maintaining consistency in the application of AID participant allowances and must approve any deviations. To request a waiver of existing rates, submit documentation to:

AID Allowance Committee
Office of International Training
Room 201-D, SA-16
Washington, D.C. 20523-1601 *

* Revised

CHAPTER 12

ENGLISH LANGUAGE TRAINING AND TESTING

12A. POLICY

It is AID policy that all participants prior to departure for training in the United States or a third country whose training is conducted in English and who will not be accompanied by an interpreter demonstrate a level of English language proficiency at or above the AID minimum acceptable scores for Call Forward for academic and non-academic training. If a training institution's English language proficiency requirements are higher than the AID minimum scores, then these will need to be met before full acceptance is obtained.

12B. DEFINITIONS

1. ALI/GU EPT - The American Language Institute/Georgetown University English Proficiency Test (ALI/GU EPT) is an English proficiency test developed under contract by Georgetown University for the exclusive use of AID and is used to determine a candidate's level of English proficiency. (Supplement 12A). The ALI/GU EPT is administered at the mission by a designated member of the mission staff.

2. TOEFL - The Test of English as a Foreign Language (TOEFL) is a standard English proficiency test produced and administered by Educational Testing Service (ETS) and is required by most universities as part of the application process for non-native speakers of English. If TOEFL centers are located in the host country, arrangements should be made for candidates to take the test if TOEFL scores are required by the university. (Acceptable scores for admission to academic programs vary from institution to institution.)

12C. REQUIREMENTS

1. Missions are to ensure that all participants, except those accompanied by an official interpreter and those whose programs are not conducted in English, have obtained the minimum required proficiency scores for Call Forward prior to departure (see Chapter 23 -- Interpreter and Escort Services).

12C

2. Missions are responsible for arranging English language training (ELT) in the host country to enable participants to reach the AID minimum acceptable Call Forward scores for academic and non-academic training, and where feasible and cost effective, to meet the requirements of specific training institutions if these are higher than the AID minimum scores (see Chapter 9 -- Training Implementation Plan (TIP)).

3. Many universities and colleges re-evaluate foreign students upon arrival on campus to determine whether further ELT is needed. If participants do not meet the institution's language requirements, they may be subject to additional ELT, which will increase the length and cost of training.

4. Missions are to submit to OIT an annual "English Language Testing and Training Report for FY ___," Control Symbol U-1380/7 (Attachment 12A), by February 17. This report is to be submitted annually through memorandum and is to include:

a. the name of the English language training facility or facilities used in host country training;

b. the number of participants trained by weeks of study;

c. the total number of weeks of training completed in the fiscal year;

d. the average cost per week of training;

e. the total cost of ELT in the host country for the fiscal year and source of payment (United States or host country);

f. the number of participants trained in ELT in the United States or a third country for the fiscal year;

g. the total cost of ELT conducted in the United States or third country, nature of institutions providing training, and source of payment (mission or contractor);

h. the number of ALI/GU EPT tests administered in the fiscal year by specific forms used; and

i. problems, if any, encountered in ALI/GU EPT test administration and recommendations for solutions.

12D. ENGLISH LANGUAGE TRAINING IN THE HOST COUNTRY

1. Missions are to arrange English language training in the host country to enable candidates to reach the required levels of proficiency before being programmed for participant training. Host country ELT programs should be capable of offering programs appropriate to the specific training objectives of the candidate's planned program.

2. Missions should evaluate local resources to determine whether the programs meet the requirements for in-country ELT. ELT resources may include:

a. local United States Information Agency (USIA) English language training facilities or Bi-National Centers;

b. ELT programs at local institutions;

c. ELT programs sponsored by other donor or United States Government agencies;

3. Standard requirements for an effective ELT program include:

a. a minimum of 25 hours per week of instruction;

b. a class size between 5 and 14 students;

c. qualified and experienced teachers of English as a Second Language;

d. a set of curriculum guidelines and performance objectives;

e. appropriate and varied class materials; and

f. an ongoing system for evaluating progress and level of proficiency.

4. Mission desiring to determine how ELT can appropriately be conducted for their participants may refer to the Decision Tree: Participant Training ELT (Supplement 12B).

12E. ENGLISH LANGUAGE TRAINING IN THE UNITED STATES

1. Missions that arrange English language training in the United States are to ensure this training is a supplement to, and not a substitute for, intensive ELT in the host country. Once participants have obtained the AID minimum Call Forward scores on ALI/GU EPT or

12E1

TOEFL, they may be programmed for further ELT in the United States when this is required to reach a training institution's or program's requirements, if the training is not available in the host country.

2. The American Language Institute of Georgetown University (ALI/GU) is funded by AID for English language training, materials preparation, technical assistance to AID and missions, and test development. When participants are qualified for United States training but have marginal language proficiency, missions may request that OIT or its contractor/RSSA arrange ALI/GU training to upgrade the participants to a fully acceptable range (Supplement 12A).

3. English language training in the United States at institutions other than ALI/GU should be considered only if special programmatic benefits would accrue which would be beyond the scope of ALI/GU.

4. Participants who arrive in the United States or the country of training without an adequate level of English proficiency and who do not reach an acceptable level in a reasonable time may be terminated and returned home.

5. Neither ALI/GU nor any other English language training institution is in a position to guarantee that a participant will reach an acceptable level of English in a given time.

12F. ADVISORY SERVICES OF OIT

1. Missions are encouraged to review their language program periodically and to inform OIT of support needed to meet current and anticipated needs.

2. OIT can arrange to provide assistance for the following purposes:

a. to evaluate on-going language training facilities;

b. to assist in developing a language training program;

c. to assist in developing mission testing procedures; and

d. to advise on the kinds of English language training materials available.

ATTACHMENT 12A
HB 10, TM 10:108

PARTICIPANT ENGLISH LANGUAGE TESTING AND TRAINING REPORT

A.I.D./ _____ FY _____

PART I - ENGLISH PROFICIENCY TESTING ACTIVITIES

A. ALI/GU EPT ADMINISTERED

Form	Number
A.	
B.	
C.	
D.	

Total Number of Participants Tested: _____

B. ALI/GU TESTS ADMINISTERED

	Form	Number
Listening		
Usage		
Voc./Read		

Total Number of Participants Tested: _____

C. OTHER PROFICIENCY TESTS ADMINISTERED:

D. NAME(S) AND POSITION TITLE(S) OF PERSON(S) ADMINISTERING ENGLISH PROFICIENCY TESTS:

PART II - ENGLISH TRAINING ACTIVITIES - IN-COUNTRY

A. ENGLISH LANGUAGE TRAINING FACILITY UTILIZED

1. Name

2. Type *(check one)*

☐ Bi-National Center ☐ Mission Operated

☐ Local ☐ Other *(specify)* _____

B. DESCRIPTION OF ELT PROGRAM

Semi-intensive *(under 20 hours weekly)* ☐ Yes ☐ No

Intensive *(over 20 hours weekly)* ☐ Yes ☐ No

Length of ELT Program in Weeks _____

Average U.S. Dollar Cost Per Week _____

C. USE OF ELT FACILITY

Total Number of Participants Enrolled In All Sessions of Program _____

Total Number of Student Weeks _____

Total U.S. Dollar Cost _____

PART III - ENGLISH LANGUAGE TRAINING - U.S. OR THIRD COUNTRY

A. Number of Participants in U.S. _____ In Third Country _____

B. Total U.S. Dollar Cost In U.S. _____ In Third Country _____

C. Source of Funds _____

SIGNATURE AND TITLE OF OFFICIAL SUBMITTING REPORT	DATE

AID 1380-14 (6/88)

AMERICAN LANGUAGE INSTITUTE/GEORGETOWN UNIVERSITY

ENGLISH PROFICIENCY TEST (ALI/GU EPT)

A. INSTRUCTIONS ON THE ADMINISTRATION AND INTERPRETATION

PAGE

- Test in Use 12A-2
- Practice Test..... 12A-2
- Ordering Procedures for Materials..... 12A-3
- Test Security Measures..... 12A-3
- Use of ALI/GU EPT..... 12A-4
- Frequency of ALI/GU EPT Testing..... 12A-4
- Procedures for Administering the ALI/GU EPT..... 12A-4
- Grading and Notification to Prospective Students.. 12A-5
- Reporting of ALI/GU EPT Scores..... 12A-5
- Qualifying Scores for Call-Forward..... 12A-6
- Interpretation of ALI/GU EPT Scores..... 12A-7

B. LANGUAGE TRAINING ENROLLMENT PROCEDURES IN THE U.S. 12A-8

C. TOEFL - ALI/GU EPT SCORE CORRESPONDENCE TABLE..... 12A-10

A. INSTRUCTIONS ON THE ADMINISTRATION AND INTERPRETATION OF AMERICAN LANGUAGE INSTITUTE/GEORGETOWN UNIVERSITY ENGLISH PROFICIENCY TEST (ALI/GU EPT)

1. Test in Use

The ALI/GU EPT is comprised of the following three sections:

a. Section I: Listening Comprehension -

The candidate hears 50 short questions prerecorded on tape. During the pause which follows each item, the candidate reads the four possible answers in the test booklet and selects the one which would make the most appropriate answer to the utterance heard on tape. Time: 25 minutes.

b. Section II: Grammar and Usage -

This test, consisting of 50 multiple choice items, is designed to measure the candidate's control of English structure and covers such problems as word order, verb tenses and forms, idiomatic usage, nouns, adjectives, and pronoun forms. Time: 25 minutes.

c. Section III: Reading and Vocabulary -

Candidates will read five standard reading passages and answer 60 questions relating to content and vocabulary. Time: 60 minutes.

d. The total time needed to take the ALI/GU EPT is 110 minutes. The general directions, the listening comprehension test and the directions for the grammar and reading test are all recorded on one tape.

e. Each section of the ALI/GU EPT is scored, which gives three separate scores as well as a total score. Only one answer sheet is needed for the test.

2. Practice Test

A special Practice Test is available which is designed to familiarize candidates with test instruction and types of problems found in each of the sections of the ALI/GU EPT. This Practice Test should be given to all candidates sometime before they take the ALI/GU EPT, preferably several days or weeks.

3. Ordering Procedures for Materials

a. Supplies of all test materials listed below can be ordered by telegram or memorandum addressed to the English Language Officer, A.I.D./OIT, Washington, D.C. 20523, and will normally be forwarded by air pouch to a designated Mission staff member (see 4a below) by name.

b. Two forms of the new ALI/GU EPT are available: ALI/GU EPT Form A and ALI/GU EPT Form B. A test order would request

1) ALI/GU EPT test books (reusable)
2) Answer sheets
3) Examiner's Instructions
4) Scoring Keys
5) Tapes (reel or cassette)
6) Practice Tests
7) User's Manuals

c. ALI/GU EPT test books are reusable. A number of reusable scoring keys are sent with initial orders for each new form of the ALI/GU EPT. Subsequent shipments of the tests will not include additional scoring keys unless they are specifically requested by the Mission. The number of tests ordered should be limited to anticipated use for not more than a six month period. The approximate number of participants to be tested during that period should be stated.

4. Test Security Measures

a. Each Mission which administers the ALI/GU EPT is to designate one, but no more than two, Americans on the Mission Staff to be responsible for ordering tests, maintaining local test security and administering the tests. The OIT English Language Officer should be advised of the name(s) of the individual(s) designated. The validity of the test results depends on the security of the tests and scoring keys and completed answer sheets and/or the proper administration of the tests. The importance of providing every possible safeguard for the ALI/GU EPT cannot be overemphasized.

b. Test packages will be sent only to the designated Test Administrator and are to be opened by that person only. This officer is to maintain a permanent record of the serial numbers stamped on the cover of each test book. The tests are to be handled in the same manner as classified material. Damaged, retired or excess tests and scoring keys are to be disposed of in the same way as classified material. Careful inventories must be made at regular intervals to assure that adequate security is being maintained.

c. If at any time a copy of a test book is found to be missing or if a test has been in the hands of an unauthorized person, use of that particular form of the ALI/GU EPT is to be immediately discontinued. All remaining copies of the test form are to be retained in a locked file pending further investigation of the security break. Details of the incident are to be reported promptly to the English Language Officer, AID /OIT, Washington, D.C. 20523.

5. Restrictive Use of ALI/GU EPT

The ALI/GU EPT is to be used solely for testing the level of English proficiency of prospective AID participants. It is not to be used for testing by other U.S. government agencies or by AID personnel or AID contractors, university or otherwise, for purposes of teaching, research, analysis for presentation at professional meetings, as teaching material in graduate courses in the Teaching of English as a Second Language, doctoral research, or for any such purposes whatsoever. Any infraction of this directive will be considered justification for denial to Missions thereafter of further use of the tests.

6. Frequency of ALI/GU EPT Testing

The ALI/GU EPT is normally given at the time the participant is formally nominated for training. If a retest or several retests are required, there should be at least 4 weeks between test administrations. Test forms should be rotated as frequently as possible to prevent compromise.

7. Procedures for Administering the ALI/GU EPT

a. Detailed procedures for administering the ALI/GU EPT to participants are included in the Examiner's Instructions for the test. Test administrators should familiarize themselves with this material prior to the day of the test and then follow the procedures outlined exactly. Missions should maintain records on participant testing: dates of test administration, candidates scores.

b. To insure the validity of test results, the ALI/GU EPT must be administered precisely in accordance with the procedures outlined in the Examiner's Instructions. Tests and materials must be carefully guarded and the candidates closely observed throughout the test period. Test books are to be distributed to the candidates only after all preliminary instructions have been given. If necessary, questions regarding the test administration or general directions to the test may be answered in the candidate's native language. However, once the test has begun, all instructions will be given in English by tape recording. Candidates are not allowed to ask questions once the test has begun. At the conclusion of the test, all tests and answer sheets must be accounted for before the candidates may be dismissed.

8. Grading and Notification to Prospective Participants

After the answer sheets have been carefully scored, they should be filed in a locked cabinet and the results reported to both the candidate and AID individuals concerned. The scores should be explained to the candidates. If as a result of the testing a candidate is found to have language deficiencies requiring further training, he/she should be informed of this individually.

9. Reporting of ALI/GU EPT Scores

a. Test scores and the form of the test are to be reported as in the following example:

ALI/GU EPT Form A	
Listening	75
Grammar	73
R & V	80

(1.) Each section score is to be reported separately since each section of the test is measuring a different language skill. (An average or total score is not meaningful and is used only in correlations with TOEFL; see pg. 12A-11).

(2.) This information is transmitted as appropriate to OIT. The format is the same when telegraphic communication is necessary.

(3.) Comments on other pertinent information should be added if the Mission feels that such information will assist in programming a participant.

b. Pursuant to instruction in Preparations of participant Biographical Data, Missions report ALI/GU EPT scores in Block #10 of the Biographical Data (pg. 3 of PIO/P AID form 1380-1). If for any reason testing is waived, an explanation of the circumstances under which the waiver is made is required.

10. Qualifying Scores for Call-Forward

a. In order to ensure uniformly high standards of English proficiency for participants, and at the same time to provide needed program flexibility, the following test-score interpretations are presented. It is to be pointed out that English proficiency tests in general are such that "scores" shown in the chart (see pg. 12A-6) are those which linguistic research and program experience have shown are the minimum AID acceptable levels for the two broad categories of participant Training, academic and technical. Test results need to be further interpreted in terms of demands made by the participant's proposed technical training, the facilities available for remedial language study, the pressures of time, and other important program considerations. Adequate English language abilities are always to be considered along with and as a part of the participant's other qualifications.

b. The following chart shows the minimum AID acceptable ALI/GU EPT Call-Forward scores for each section of the test for academic and technical training:

ALI/GU EPT Minimum Call-Forward Score Requirements

	Listening	Grammar	Reading & Vocabulary
Academic	85	75	80
Technical	75	60	65

TOEFL (when taken) Minimum AID Acceptable Scores for Call-Forward are the following:

Academic	500
Technical	450*

(Note: There is a high correlation between ALI/GU EPT and TOEFL. For assistance in interpretation see pg. 12A-10C TOEFL - ALI/GU EPT SCORE CORRESPONDENCE TABLE.)

* Also see chapter 23 - Interpreter and Escort Services

c. In general, participants whose English proficiency is below the minimums described above should be deferred from immediate Call-Forward. These participants should continue intensive English language training in-country, if suitable ELT facilities are available, or be enrolled at ALI/GU in the U.S. until appropriate retesting and evaluation indicates participant is ready to begin the training program. (See chapter 11,E,2,3)

d. Because of the complex linguistic and programmatic factors involved, it has so far proved extremely difficult to set specific norms for each type of training. However, observation and on-the-job training rank next to academic training in the need for high levels of English competency.

11. Interpretation of ALI/GU EPT Scores

a. For Academic Programs

ALI/GU EPT Scores

Listening	Grammar	Read & Voc	Interpretations
0-29	0-29	0-29	Scores in this range fall within the chance level and indicate extremely limited ability in English.
30-59	30-49	30-49	Candidates in this range have limited ability in English. Intensive English language training is recommended.
60-84	50-74	50-79	Candidates in this range have fair to good ability in English. Call-forward to ALI/GU for 3-4 months pre-academic language training is recommended.
85-100	75-100	80-100	Candidates in this range can be called-forward for academic placement if all test scores are at call-forward levels.

b. For Technical Training Programs

ALI/GU EPT Scores

Listening	Grammar	Read & Voc	Interpretations
0-29	0-29	0-29	Scores in this range fall within the chance level and indicate extremely limited ability in English.
30-74	30-59	30-64	Candidates in this range have limited ability in English. Additional English language training is recommended.
75-100	60-100	65-100	Candidates in this range can be called-forward for short-term technical training if all test scores are at Call-forward levels.

B. LANGUAGE TRAINING ENROLLMENT PROCEDURES IN THE UNITED STATES

The American Language Institute of Georgetown University (ALI/GU) provides English language training in a 25-hour a week intensive program to directly funded participants programmed by an OIT-assigned Programming Agent, and upon request, to those participants being programmed by AID contractors.

1. Directly Funded Participants

   a. Directly funded participants who have been programmed for ELT are instructed by the OIT-assigned Programming Agent to report directly to ALI/GU for testing and placement in the intensive program.

   b. The OIT-assigned Programming Agent will notify ALI/GU of the arrival date of the participant and provide the necessary information for registration. With groups of 10 or more, registration information should be provided at least 10 days in advance. This may be done either by panafax (202-337-1559) or by mailing the American Language Institute/Georgetown University Enrollment Form (see pg. 12A-12).

   c. If there is a question regarding a participant's English language abilities upon arrival in Washington D.C. despite reported qualifying Call-Forward scores, the OIT-assigned Programming Agent arranges for ALI/GU EPT testing and possible placement in ALI/GU.

2. Contract Funded Participants

   a. A.I.D. contractors programming participants for academic or technical training may request enrollment of participants into ALI/GU by contacting either the Director or the Registrar by telephone or mail to determine whether space is currently available in the program. If space is available, the request should be confirmed by mailing the ALI/GU Enrollment Form (see pg. 12A-12).

   b. With groups of 10 or more, requests for placement must be made at least 10 days in advance of anticipated enrollment. Generally, participants may be enrolled on any weekday with the exception of holidays and the week between Christmas and New Year's Day.

3. Housing

   If assistance with housing is required, the administrative office of ALI/GU must be notified at least 21 days in advance by letter, panafax or telephone. Participants should be prepared to stay in a hotel up to 15 days after arrival in Washington D.C. while long-term housing is being arranged.

4. ALI/GU Location

The administrative offices of ALI/GU are located at 3605 "O" Street, N.W., Washington D.C., 20007, on the Georgetown campus. The telephone number is (202) 687-4400.

5. ALI/GU Calendar

The ALI/GU intensive ELT program operates continuously throughout the year, independent of university semesters, with the exception of some university and national holidays and the week between Christmas and New Year's Day. Placement tests are administered on any weekday the Institute is open.

6. Length of ELT Program

Participants can be admitted at any time, with the exceptions noted in para. 5 above, and at any level and remain for whatever period of time necessary to meet the requirements of the participant's training program.

7. The Intensive English Language Program

The instructional program is designed specifically for AID participants and includes intensive English training in the basic skills, academic preparation and orientation in a twenty-five hour a week program. Emphasis is on acquiring the competency in English necessary to function successfully in an academic or technical setting. Facilities include a language laboratory and a skills center for individualized instruction and computer learning.

8. Special English Programs

ALI/GU is prepared to offer special content-based English programs to groups of at least 10 at the high-intermediate to advanced level of English proficiency. AID contractors or OIT-assigned Programming Agents should contact the Director of ALI/GU at least two months in advance of anticipated arrival dates to make arrangements. If participants are at the more advanced levels of ELT, arrangements are made by ALI/GU to have participants audit regularly scheduled Georgetown University graduate or undergraduate courses in their field or in a related field.

9. ALI/GU Student Evaluations

Programming Agents or AID contractors may request progress testing of a participant at any time to determine the participant's language progress. ALI/GU Student Evaluations (see pgs. 12A-13, 12A-14) are periodically sent to AID contractors or OIT-assigned Programming Agents to inform Missions as to the participant's level of achievement and anticipated number of weeks needed in ELT before being placed in an academic or training program.

10. Institutional Test of English as a Foreign Language (TOEFL)

An institutional TOEFL is administered at ALI/GU three times each year. Scores are sent to the Programming Agents the day after the administration and forwarded to universities and colleges upon request.

C. TOEFL - ALI/GU EPT SCORE CORRESPONDENCE TABLE

Because TOEFL has become a standard reference for the admission and placement of students in U.S. universities and colleges, a table showing the relationship between ALI/GU EPT and TOEFL will aid score interpretation. The correlation between the two tests is high (r= .86+), although the ALI/GU EPT has a slightly lower "ceiling" because it is designed to test both academic and technical participants. The following equivalency table (see pg. 12A-11) shows the probable TOEFL score as predicted from an ALI/GU EPT total score, which is used only in the ALI/GU EPT - TOEFL Correspondence Table. It is determined by adding the three section scores: Listening, Grammar, and Reading & Vocabulary.

TOEFL - ALI/GU ENGLISH PROFICIENCY TEST (EPT) SCORE CORRESPONDENCE TABLE

ALI/GU EPT Total Score Ranges	Percent of TOEFL scores exceeding:					
	550	525	500	475	450	350
250+	51%	73%	100%			
225 - 249	4%	26%	65%	94%	100%	
200 - 224		3%	31%	64%	90%	100%
175 - 199			7%	30%	57%	100%
150 - 174					27%	100%
Below 149						100%

TOEFL - ALI/GU EPT Correlation: .86

NOTE: A total ALI/GU EPT score is determined by adding the three section scores: Listening, Grammar, and Reading & Vocabulary

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INTERPRETATION OF CORRESPONDENCE TABLE

The Correspondence Table is based on 193 AID participants who took both the ALI/GU English Proficiency Test and the TOEFL within a few days. Since TOEFL has now become the most commonly accepted measure of English Proficiency among admissions officers, it is useful to show how ALI/GU EPT scores may be interpreted with reference to TOEFL. It is especially important to determine the minimum ALI/GU EPT ranges which correspond to acceptable levels of TOEFL scores.

ALI/GU EPT SCORE RANGES	PROBABLE TOEFL SCORE RANGES	MEDIAN TOEFL SCORES
250 and above	500 - 575	550
225 - 249	475 - 525	512
200 - 224	450 - 500	484
175 - 199	425 - 475	465
150 - 174	400 - 450	437

The median TOEFL Scores in the right column indicate the mid-point of the TOEFL score range for the ALI/GU EPT score ranges. Fifty percent of the test takers had scores above this point; fifty percent had scores below it.

1/29/88

ALI/GU ENROLLMENT FORM

I. PARTICIPANT INFORMATION

NAME _____

PIO/P NUMBER _____

COUNTRY _____

DATE OF ENROLLMENT _____

PROJECTED LENGTH OF ELT _____

II. PROGRAMMING AGENT INFORMATION

NAME OF ORGANIZATION _____

ADDRESS _____

_____

TELEPHONE _____

DIRECTLY FUNDED (circle one) YES NO

CONTRACT FUNDED (circle one) YES NO

If contract funded, indicate where bill for tuition should be sent.

NAME _____

ORGANIZATION _____

ADDRESS _____

_____

III. TYPE OF TRAINING ____TECHNICAL ____ACADEMIC: ____ GRADUATE ____ UNDERGRADUATE

Name of Training Institution _____

Field of Study _____

TOEFL requirement _____

_____ _____
Programming Agent Date

AMERICAN LANGUAGE INSTITUTE/GEORGETOWN UNIVERSITY
3605 "O" St., N.W. Washington D.C. 20007 (202) 687-4400

SUPPLEMENT 12A
HB 10, TM 10:108

Sponsor: _____

PIO/P #: _____

AMERICAN LANGUAGE INSTITUTE/GEORGETOWN UNIVERSITY

STUDENT EVALUATION FORM

Name: _____

Country: _____

DATE	(Entrance)						TOEFL	TOEFL
TEST								
LIST								
GRAM							TOEFL	TOEFL
R&V								

(See reverse side for ALI/GU EPT-TOEFL correlation chart)

NOTE: Given a multiple-choice test with four possible answers for each question, the most likely score for a student who guessed at every answer would be 25%. Therefore in the EPT, scores around 25% are probably not meaningful other than to indicate Beginning Level.

EVALUATION # DATE: _____

Listening Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Fluency	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Accuracy	( )elem	( )low int	( )int	( )hi int	( )adv
Reading Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Writing Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Overall Progress	( )none	( )minimal	( )adequate	( )good	( )excel.
Motivation/Effort	( )low	( )fair	( )good	( )excellent	

EVALUATION # DATE: _____

Listening Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Fluency	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Accuracy	( )elem	( )low int	( )int	( )hi int	( )adv
Reading Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Writing Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Overall Progress	( )none	( )minimal	( )adequate	( )good	( )excel.
Motivation/Effort	( )low	( )fair	( )good	( )excellent	

EVALUATION # DATE: _____

Listening Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Fluency	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Accuracy	( )elem	( )low int	( )int	( )hi int	( )adv
Reading Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Writing Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Overall Progress	( )none	( )minimal	( )adequate	( )good	( )excel.
Motivation/Effort	( )low	( )fair	( )good	( )excellent	

EVALUATION # DATE: _____

Listening Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Fluency	( )elem	( )low int	( )int	( )hi int	( )adv
Oral Accuracy	( )elem	( )low int	( )int	( )hi int	( )adv
Reading Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Writing Comp.	( )elem	( )low int	( )int	( )hi int	( )adv
Overall Progress	( )none	( )minimal	( )adequate	( )good	( )excel.
Motivation/Effort	( )low	( )fair	( )good	( )excellent	

SU[illegible]ENT 12A
HB [illegible], TM 10:108

Sponsor: _____

PIO/P #: _____

AMERICAN LANGUAGE INSTITUTE/GEORGETOWN UNIVERSITY

STUDENT EVALUATION FORM

Name: _____

Country: _____

Comments # Date: _____

Faculty Signature _____

Comments # Date: _____

Faculty Signature _____

Comments # Date: _____

Faculty Signature _____

Comments # Date: _____

( )We estimate that the student's English proficiency is sufficient to participate successfully in the scheduled training program.
( )We recommend further intensive English language training.

Faculty Signature _____

DECISION TREE: PARTICIPANT TRAINING ELT

The following charts and discussions focus on a series of management decisions AID Missions might consider in determining how ELT can appropriately be conducted for their participant trainees.

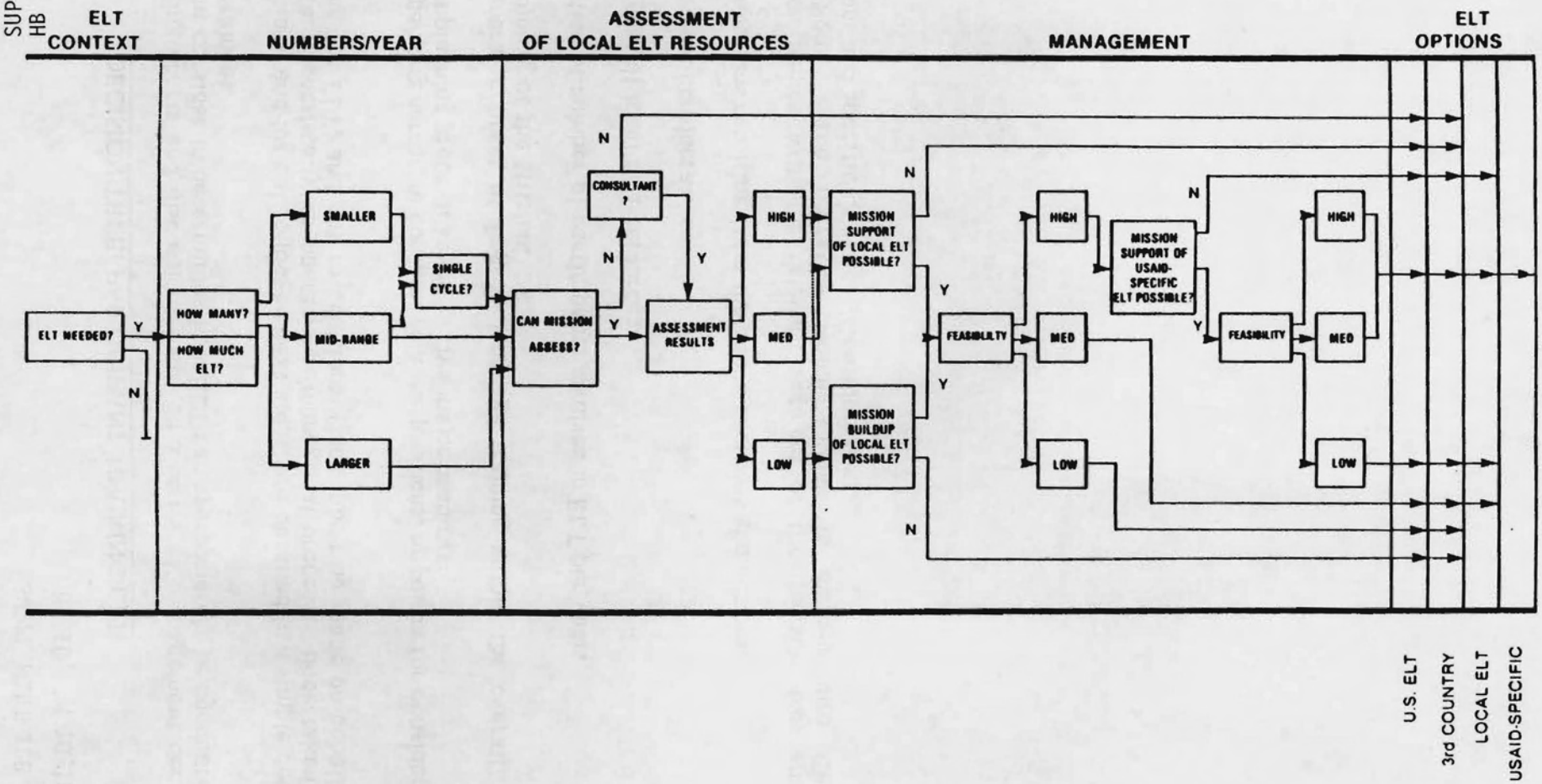
Decision points, and logical follow-on next steps, are detailed in a simple decision tree. These pertain specifically to operational/managerial processes undertaken by a Mission in planning for ELT, and not to decisions which might be made on behalf of a given participant.

The accompanying narrative contains related questions, or points for consideration in undertaking this planning process, keyed to five major headings:

- The general context of English language training within the overall programming of the Mission.
- Estimation of number of participants involved in ELT per year.
- Assessment of local ELT resources.
- Management considerations.
- Logical options resulting from the above decisions and actions.

Each section begins with the relevant segment of the decision tree and the appropriate questions. The narrative which follows is divided into General Discussion/Questions and Specific Questions/Considerations.

DECISION TREE - ENGLISH LANGUAGE TRAINING



A. ELT CONTEXT

Is ELT Needed?

General Questions/Discussion

1. Does ELT (independent of participant-specific ELT) form a part of the Mission's programming? (e.g., institutional support, curriculum, materials development, other U.S. agency cooperative programming). What relationship is there between decisions made regarding short-term needs of participant ELT program and long-term needs for English language institutional development in-country?

2. Are participants excluded from candidacy because of inadequate English language skills?

3. Could fostering local ELT institutions play a role in the Mission's small enterprise development efforts?

Specific Questions/Considerations

1. What types of programs does the Mission run for its participants that require English language?

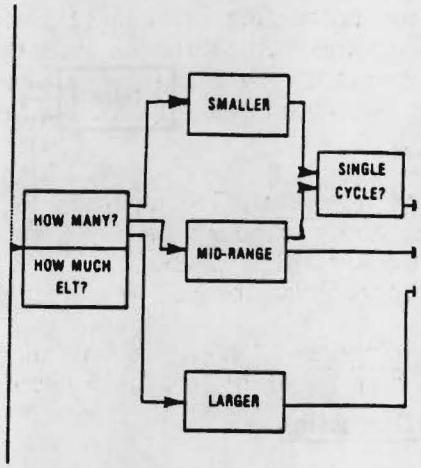
   - Academic program in U.S. or other anglophone countries?
   - Technical programs, but with academic coursework?
   - Technical programs with the need to communicate in English (no interpreters, etc.).

2. If any programs fall within these three categories, is the supply of English language-qualified participants in-country adequate for programming in the foreseeable future?

3. If no, ELT is obviously required. How much (such as what level of TOEFL must be reached) depends upon:

   - Levels determined by individual universities in the U.S. for admission to academic or technical programs.
   - Requirements for technical programs (the need for a given level of communication, specialized vocabulary, etc.)

B. NUMBERS/YEAR



How many new starts per year need ELT?

- Smaller numbers (1 to 30)
- Mid-range numbers (31-to 100)
- Larger numbers (100 and above)

If smaller or mid-range numbers need ELT, can English language students be formed into one single instructional cycle, i.e., go through ELT at the same time?

General Questions/Discussion

1. Numbers are not absolutes. The ranges given are suggested as rational groupings into which some options function more economically than others.

2. Some planning questions relating to all numbers of English language students are:

   - Are numbers relatively predictable and consistent over the foreseeable future?

   - How predictable is the flow--i.e., will X number of students be selected, tested, and cleared both by the host government and AID on an annual schedule which will permit regular formation of classes?

   - How do numbers break down into different programmatic components--e.g., academic, technical?

Specific Questions/Considerations

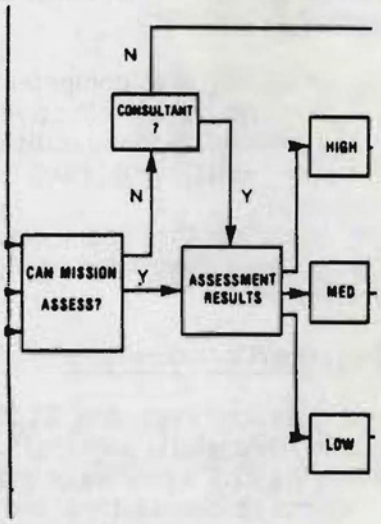
1. Smaller numbers: Even with small numbers, a special program may be possible, staffed by coordinators/teachers on a contractual basis for a given limited period of time if the Mission is able to group them into one cycle.

If such single-cycling is not possible, either because of host government candidate processing procedures, or any other factor affecting scheduling, then students can be expected to be enrolled in ELT at various points during a year, a few at a time. The implication of that situation is that an existing training facility, with scheduling flexibility, is needed.

2. Mid-range numbers: The question regarding single-cycling of students still may apply although (a) with mid-range numbers the issue is less important, and (b) it is less likely that a larger number of participants can be programmed for ELT at one time.

3. Larger numbers: Larger annual numbers of ELT students permit a programming level of a size sufficient to support a variety of ELT options.

C. ASSESSMENT OF LOCAL ELT RESOURCES



Can the Mission assess local ELT resources?

If not, does the Mission wish to program for consulting services to perform this function?

What are the results of the Mission's or consultant's assessment of local ELT resources?

- **High potential**
- **Medium potential**
- **Low potential**

General Questions/Discussion

1. Local ELT resources are defined as:

   - Local training institutions, commercial or otherwise, providing regular English language classes.
   - Local educational institutions, such as universities with English language departments.
   - Official or semi-official agencies, such as USIS or British Council, with either ongoing English language classes or the potential of establishing such classes.

2. The Mission's long-range objectives, developmental aims, perspective onthe role of English language, etc., also come into play when considering specific in-country options. To proceed requires an evaluative effort of these options, and the relationship any choices among delivery methods might have with overall Mission programming goals.

3. An overall assessment of local ELT resources can be made within three broad categories:

   - High, meaning that competent facilities exist with which the Mission might work productively.
   - Medium, meaning that facilities of moderate, though workable, adequacy exist, and that some upgrading effort will be necessary.
   - Low, meaning that local resources are deficient and do not offer a likely means for participant ELT as they are currently constituted.

Specific Questions/Considerations

1. Central questions regarding ELT options are whether or not the Mission is capable (through its own staff or through local assistance) of assessing the available ELT agencies or institutions in the country, and whether or not it elects to devote time and resources to this effort. Doing so will involve researching the following factors, among others, relative to each local option:

   - Costs, and basis for costs

   - Staff:
     --Qualifications of coordinator
     --Teacher qualifications
     --English competence of non-native speakers
     --Criteria used in teacher selection
     --Provision for teacher training and/or skill upgrading

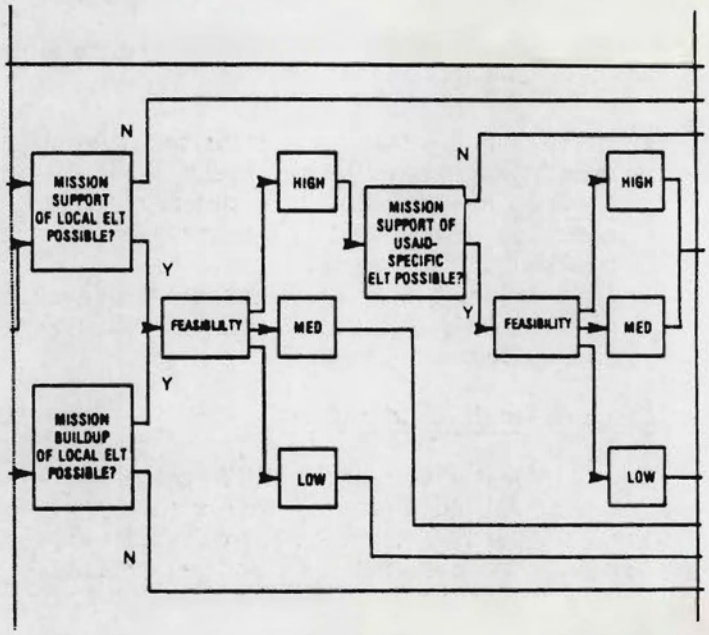
   - Curriculum, Methodology, Materials
     --Objectives of curriculum
     --Adequacy of materials
     --Length of program and number of different levels
     --Variety of programs

--Testing procedures (in-house or standard, e.g., institutional/pre-TOEFL, ALI/GU)

- Adequacy of facilities and equipment
- Schedule flexibility
- Program evaluation
- Objective measurements or evidence of normal rate of student progress

2. If the Mission chooses not to assess (or contract to have assessed) local ELT resources, then the only feasible avenues to providing ELT to participants lie outside of the host country's capabilities. Thus, the ELT options available (Section V) are limited to: (1) U.S. ELT and (2) Third country/Regional ELT arrangements.

D. MANAGEMENT CONSIDERATIONS



Is Mission support of local ELT possible? If so, to what degree? (High, medium, low)
Is Mission build-up of local ELT possible? If so, to what degree? (High, medium, low)
If feasibility of either of the above is high, what is the feasibility of the Mission developing and supporting a USAID-specific ELT operation? (High, medium, low)

General Questions/Discussion

1. With an assessment completed (whether by Mission staff or an outside consultant), the remaining issues are managerial: determination of appropriate course(s) of action by the Mission, based on its resources and

Specific Questions/Considerations

1. The decision-impact lines on the decision tree lead to one or more of the four ELT options. Based on administrative/managerial inputs necessary from a given Mission, combined with local resource availability, they represent a logical progression of order.

2. U.S. ELT is, in any event, an option available to the mission. Third country ELT may or may not be an option. If chosen as an option by a given Mission, it requires less administrative/managerial resources for the Mission than do local options or USAID-specific ELT. The latter options represent two progressively more involved stages of interaction between a given Mission and its ELT supplier(s). In using an existing ELT resource with an already existing local ELT resource, the assumption is that the Mission will be involved in setting up a contractual relationship. In using USAID-specific ELT, the assumption is that the Mission is involved in basic organizational and staffing questions of the ELT facility.

VIII. RECOMMENDATIONS

A. ADVANCE PLANNING

Planning meetings with host-government officials regarding participant training should include in-country ELT program administrators in order to sensitize all parties to the constraints of scheduling adequate time for ELT.

> Effective ELT requires Mission planning that identifies participants well in advance of targeted call-forward dates. Selection of candidates and placement in ELT programs of sufficient length for participants to achieve the required TOEFL admissions scores for U.S. universities has a direct effect on the ability of in-country ELT programs to meet AID objectives.

Training Officers should work collaboratively with ELT program administrators in identifying future project and programmatic needs at the Mission.

> Specialized programs requiring altered curricula, new instructional materials, and different staff configurations also require advance planning, especially in the more isolated countries. Since successful ELT programs respond to specific Mission needs, close monitoring and collaboration are important.

B. NEW PARTICIPANTS

Missions facing the selection and placement of participants from new categories need to study carefully the educational and social backgrounds of these candidates.

> The implementation of the CAPS, Andean Peace Scholarship, and PTIIC programs, drawing as they do on the rural and disadvantaged undergraduate students, will require restructured and expanded ELT programs.

Training Officers should work collaboratively with ELT program administrators to develop ELT which will be more responsive to the language, social, and academic needs of these participants.

> Most Missions have limited experience in working with undergraduate academic participants. The participants themselves, in this instance, may require a much broader program of remedial skills than participants of the past.

C. SUCCESSFUL APPROACHES

Missions need to study the successful approaches of other Missions identified in this study by visiting, where possible, the ELT institutions with a record of success.

> Successful programs are usually headed by highly qualified, professional TEFL administrators who should be able to interpret, for the non-specialist, the characteristics of their successful programs. Observation and discussion of the features which are identified can be helpful in exploring all options for in-country ELT, even in those countries which are not now using in-country resources.

D. TESTING

Participants should be given a pre-and post-test, on a systematic basis, upon entrance and exit of the ELT program. This is a means to determine the level of English proficiency as well as to provide a basis for comparing program effectiveness when measured against the post-test.

> Pre-testing provides a way to determine the level of English proficiency upon entering the ELT program, and is an aid in the proper placement of participants in the appropriate instructional level. Post-test results, on the other hand, provide a measure of achievement of the call-forward score. An added advantage of pre- and post-testing is the objective data consequently made available to determine the effectiveness of the ELT program.

Information on the use of tests for selection, assessment, and placement should be expanded and updated. This might be incorporated into Handbook 10 revisions or in training programs directed to appropriate Mission personnel.

> Testing as a feature of the selection and assessment process is usually in the hands of the ELT institutions. This double role of testing is often not well understood by Mission personnel.

E. UNIVERSITY ADMISSIONS REQUIREMENTS

A survey of current U.S. universities' English-language admission requirements by academic discipline would be useful for more systematic selection and assessment of participants for in-country ELT, as well as for establishing an appropriate call-forward score.

> Recent experience shows that many U.S. universities now require higher scores, with 550 frequently noted as an average requirement. On arrival in the U.S., participants often need to take more than a few weeks of additional intensive English, sometimes as much as a semester or two. Several Missions and ELT programs discussed the possibility of requiring a higher call-forward score to cut

down the need for extensive topping up in the U.S.

F. COMMUNICATION

A routine system for communication between Missions concerning ELT issues needs to be established.

In-country ELT programs seem to operate in isolation from each other. Once a program is established and operational, there is limited contact among ELT programs or among Missions about their ELT institutions. An issue that could be profitably explored is third country ELT.

G. TRAINING OF TRAINERS

S&T/IT should develop a system for regular training of Training Office personnel on ELT selection, funding, management, monitoring, etc.

Many Missions already have addressed ELT issues. There is no reason to assume, however, that Mission training personnel are, or should be, ELT specialists. Systematic training on the basic requirements of an ELT program could be covered in a brief training workshop.

H. INSTITUTION BUILDING

An in-country ELT strategy should include institution building as part of the development effort.

The widespread interest in English language in most of the countries visited suggests that ELT has a high profile. The aggressive posture of the British Council in developing instructional programs in several of the countries visited further demonstrates the growing interest in English and the need for training institutions. The development of quality ELT resources in selected countries could provide a lasting contribution to development.

CHAPTER 13

PRE-DEPARTURE MEDICAL EXAMINATIONS

13A. POLICY

1. It is A.I.D. policy that all A.I.D.-sponsored participant's be covered by the Health and Accident Coverage (HAC) Program (see Chapter 25 -- Health and Accident Coverage (HAC) Program) and must undergo a standardized medical examination no longer than four months prior to departure and issuance of an IAP-66A (Att. 14A, Ch. 14 Visa Requirements) in order to: *

a. determine that their health is adequate for the proposed training;

b. ensure that they will likely be able to contribute subsequently to the development of their country; and

c. minimize the cost of HAC medical expenses.

2. It is A.I.D. policy that prior to issuance of the IAP-66A and participant's departure, missions will confirm by cable, with the contractor responsible for the participant's program, that the results of the medical examination are on file. Failure to comply with this policy will result in medical expenses being the responsibility of the sponsoring missions or bureaus.

13B. REQUIREMENTS

1. A.I.D. missions (including regional and other responsible entities, in cases of countries where there are no A.I.D. missions) are responsible for ensuring that all A.I.D.-sponsored participants, including those funded by central office programs, undergo the prescribed medical examination no more than four months prior to departure dates for training, and that the medical certification is on file in the missions, or responsible entities office prior to issuance of an IAP-66A. *

Participant's who stay out of the United States to do research or return to their home country for personal reasons for more than four (4) months, are required to undergo another medical examination before re-entering the United States to continue their training program.

2. The missions must cable the programming agency prior to issuance of the IAP-66A and the participant's departure that the results of the examination are on file in the mission.

Moreover, whenever there is a pre-existing condition (conditions originating prior to the participant's arrival in the U.S.) the mission

* REVISED

13B2

determines that the training should proceed in spite of that condition, the mission must execute a waiver of HAC coverage for any medical claims which arises from that condition. When a waiver is executed, the mission must note that fact on the above mentioned cable to the programming agency and forward a copy of the medical examination and certification form, with PIO/P number in upper right hand corner, to OIT. For unidentified pre-existing conditions where a waiver is not executed and the HAC administrator's medical review board determines that a condition is pre-existing, medical expenses for the pre-existing condition will be the responsibility of the sponsoring mission or bureau.

3. Prior to executing a waiver of HAC coverage for medical claims arising for pre-existing conditions, A.I.D. missions or bureaus must ensure that either mission or bureau funds are available to pay such contingent claims; other medical insurance is available to cover such claims; or other third parties such as the participant, his/her family, or the host government are prepared to agree in writing to pay such claims. The mission or bureau is responsible for arranging for the prompt payment of such claims if and when they arise; if the mission or bureau itself pays such claim, such payment will not be in derogation of any rights the mission or bureau may have to seek reimbursement from any third party.

13C. GENERAL DESCRIPTION

This chapter prescribes a standard medical examination and certification procedure to which all A.I.D.-sponsored participants are subject. While the examination has been designed to include tests for most medical conditions which can result in costly medical treatment and/or impair the achievement of training objectives, missions should consider adding other tests where patterns of undetected participant illnesses emerge or the prevalence of local medical conditions warrants.

Specific arrangements for medical examinations must necessarily vary from country to country. Examinations may be made by physicians under contract to the mission, host government facility physicians, clinics, etc. However, missions must ensure that the local arrangements are designed to ensure the full integrity of the examination process, including the avoidance of superficial or pro forma examinations and the prevention of fraudulent practices. Generally, an arrangement in which the examining physician is primarily dependent upon the mission best ensures integrity, where feasible.

A concern in some countries may be the cost of the examination and the responsibility for payment. Arrangements differ according to local circumstances; missions may pay the cost, some host countries pay, and sometimes participants must pay. As this standard examination may be more comprehensive than previous practice, some missions may find it necessary to commit additional resources, including those necessary to cover ancillary costs such as travel to the place of examination by low income participants.

13C

Missions may not issue an IAP-66A to a participant for obtaining a United States visa until the medical certification is executed and on file in the mission and OIT notified accordingly by cable. The only acceptable certification is the full prescribed examination form, A.I.D./OIT Medical History & Examination for Foreign Applications (Attachment 13A) executed by the participant, the examining physician, and the mission training officer (see Attachment 13A). Missions are encouraged to use the prescribed medical examination for third country training. However, as HAC does not cover such training, except when incidental to United States training, the waiver procedure and cable notifying OIT that the completed form is in file are not employed.

13D. THE MEDICAL EXAMINATION AND CERTIFICATION FORM

The Medical Examination and Certification Form (Attachment 13A) consists of three main parts. These are (1) a medical history completed by the prospective participant; (2) the medical examination by a physician; and (3) the documentation of mission determinations resulting from the examination.

The attached English language version as well as Spanish, French and Arabic language versions are available through the FA/AS/ISS/MM Distribution Branch; missions may also reproduce copies at will. If missions find it necessary to develop other language versions for use by local physicians, they may do so. However, such versions must follow the same format and text and have the same box identification numbers as the English language version. Whenever, pursuant to the waiver procedures below, a foreign language Medical Examination and Certification Form is sent to A.I.D. Washington, an English language translation must accompany it.

1. Medical History

The first page is to be completed by the applicant or prospective participant. Most questions relate to obvious physical or medical circumstances which the applicant would assuredly know. A few might not be known except through previous medical examinations or care; e.g., high blood pressure. The applicant must understand the significance of his/her signature as a certification of both the truthfulness of the responses to the best of his/her knowledge and of his/her understanding of the "Important Notice" on the first page.

2. Medical Examination

The examining physician records the results of the examination on the third page of the form, summarizes his/her findings, and makes a recommendation whether the applicant is medically qualified for training. As the examining physician may not be familiar with the participant

13D2

Program and the specific purpose of the examination, Guide to Medical Fitness Standards For Applicants is provided (Supplement 13A). A one-page text is provided for the examining physician as part of Attachment 13B, in which the purpose and scope of the examination are described and guidance provided on the disposition of the report. Missions may provide a copy of this text to the examining physician at their discretion. On the actual medical report page, the physician summarizes his/her findings and recommends whether the applicant is medically qualified for training.

3. Documentation of Mission Administrative Review of the Medical Examination

The final page of the form provides for the documentation of mission decisions resulting form the medical examination. Specifically, the mission training officer recommends approval or disapproval of the applicant for training and a designated mission officer reviews that determination. The reviewing officer may be the project officer, the technical division head, or the training officer's supervisor, as may be determined by the mission director. The mission's determination considers the recommendation of the examining physician as well as program objectives.

To assist missions in ensuring the integrity of the examination process, OIT periodically provides the missions with reports of medical claims to identify patterns of illness which should be, but evidently have not been, diagnosed by the examining physician.

13E. MEDICAL WAIVERS

Missions may determine that an applicant with a pre-existing condition which would disqualify him/her can be approved for participant training. This determination may be based upon two grounds: (1) that the medical condition is not likely to be activated or aggravated during the period or training; and/or (2) that program objectives or other considerations require that the training be approved in spite of the possible cost of medical claims to mission funds. In either case, such determination -- which must be made by the mission director or his/her designee -- means that:

1. The participant will not be covered by the Health and Accident Coverage (HAC) Program for illnesses or pre-existing medical conditions or related illness;

2. The mission must make specific arrangements for guaranteed payment of any medical claims which may arise for the medical conditions or related illnesses for which HAC coverage was waived. Payment may be from mission, host country, or participant's personal/family funds; however, the mission is responsible for arranging for payment of the claims within the prescribed two week period of time. Because of mission responsibility

13E2

for arranging for payment of medical claims which could exceed $100,000 dollars, a mission's decision to proceed with the training under a HAC waiver should be thoughtfully considered at the most senior level.

13F. MEDICAL WAIVER PROCEDURES

1. Medical waivers are executed as follows:

a. for mission funded participants, by the mission director or his/her designee;

b. for region funded participants where there is no A.I.D. mission, by the regional assistant administrator or designee;

c. for central office funded participants, by the mission director or designee in accordance with a determination of the central office assistant administrator or designee (which may be obtained by cable exchange), and only with the central office's commitment of funds to cover the costs of medical claims for waived conditions.

2. Executed medical waivers, including a copy of medical examination (with translation if it is in a foreign language) and a statement of the source of funds to pay for possible claims, are forwarded to OIT which, in turn, provides them to the HAC contract administrator. The HAC contract administrator flags the participant's name in the data system to indicate that a waiver is on file.

3. When a medical claim is received, the HAC contract administrator determines if the claim is for the waived condition or a condition directly related to or arising from the waived condition. If so, they forward the claim with a copy of the waiver to the OIT, which immediately notifies the mission by cable and sends the claim by pouch to the mission which made the waiver determination for payment of the claim. (In case of a regional or central office waiver, the claim is immediately forwarded to the bureau.) The mission or bureau must arrange to have the payment made within two weeks through OIT to the medical provider.

THE AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING
MEDICAL HISTORY AND EXAMINATION FOR FOREIGN APPLICANTS

MEDICAL HISTORY TO BE COMPLETED BY APPLICANT

1. Name of examinee (last name, first name, middle name)

2. Date of Birth (mo/day/yr)	3. Nationality	4. Sex ____male ____female	5. Address For Contact

6. Training Location (city, state, country)_____

7. Length of Training (weeks, months, years)_____

8. Estimated Date To Begin Training (month/year)_____

9. IMPORTANT NOTICE

Before you complete the Medical History Questionnaire, you are hereby notified that:

USAID does not provide medical insurance for dependents who accompany the applicant.

A medical condition resulting from an undisclosed pre-existing condition may not be financially compensated for by USAID and may result in termination of your training program.

I understand and accept the terms of this notice. ____Yes ___No

10. APPLICANT WILL CHECK "YES" OR "NO" AND EXPLAIN

YES	NO		EXPLANATION
a.		Have you had any significant or serious illness or injury? (If hospitalized, give place & dates)	
b.		Have you had any operations or advised by a physician to have an operation? (give place & dates)	
c.		Do you currently use any drugs for treatment of a medical condition? (give name & dose)	
d.		Have you ever been a patient in a mental hospital or sanitarium or treated by a Psychiatrist? (give place & dates)	

11. APPLICANT WILL INDICATE "YES" OR "NO" TO EACH ITEM
DO YOU NOW HAVE OR HAVE YOU EVER HAD THE CONDITIONS LISTED BELOW?

YES	NO	CONDITION
a.		Epilepsy, convulsions, "fits"
b.		Eye disease, vision defect in both or either eye
c.		Tooth or gum disease (peridontal disease)
d.		Asthma, emphysema, or other lung conditions
e.		Tuberculosis or live with anyone who has tuberculosis
f.		High blood pressure, heart disease
g.		Stomach, liver (hepatitis), gallbladder disease
h.		Hernia (rupture)
i.		Kidney or bladder disease, stone or blood in urine
j.		Diabetes (sugar in the urine)
k.		Joint disease or injury, swollen or painful joints
l.		Back pain, wear a back brace or support
m.		Tropical disease (malaria, bilharzia, amoebiasis, leprosy, filariasis, yaws, etc.)
n.		Depression, excess worry, attempted suicide, or other psychological symptoms
o.		Drug or narcotic habit such as marijuana, cocaine, heroin, LSD or any derivatives
p.		Bleeding disorder, blood disease (sickle cell anemia)
q.		Acquired Immune Deficiency Syndrome (AIDS)
r.		Tumor, abnormal growth, cyst, or cancer
s.		Skin, disorder, growths, psoriasis
t.		Female disorder (gynecological disease), abnormal menses
u.		

I CERTIFY THAT I HAVE READ THE ABOVE INSTRUCTIONS AND ANSWERED ALL QUESTIONS TRULY AND COMPLETELY TO THE BEST OF MY KNOWLEDGE

12. Printed name of Applicant	13. Date	14. Signature of Applicant

NOTE: For the examining Physician: Please review this Medical History and make appropriate comments on the Examination Form on all positive or significant comments.

NOTE: Form available in English (AID 1382-1), Spanish (AID 1382-3), Arabic (AID 1382-5), and French (AID 1382-7) through MO/RM, Room 1200F, SA-14, Wash. D.C. 20523.

REPORT OF MEDICAL EXAM FOR FOREIGN APPLICANTS
TO BE COMPLETED BY THE EXAMINING PHYSICIAN

PHOTO

15. NAME OF PARTICIPANT:

16. Height	17. Weight	18. Blood Pressure	19. Corrected Vision
		/	L20:___ R20:___

20. Urinalysis (sugar,blood,etc.)	21. Blood Serology Test for Syphilis positive_____ negative_____
22. Chest X Ray Report: (Date)	23. Electrocardiogram Report (if indicated by history or physical)

Normal	24. CLINICAL EVALUATION	Abnormal	DESCRIBE ABNORMAL FINDINGS
	Head, nose, Mouth		
	Ears, hearing acuity		
	Eyes, visual acuity		
	Lungs and chest		
	Heart, rhythm & sounds		
	Vascular system, varicosities		
	Abdomen, hernia, etc.		
	Hemorrhoids, fistula prostate		
	Urinary system		
	Spine, arms, legs, etc.		
	Skin, lymph nodes, scars		
	Neurological		
	Emotional stability		

25. THE PHYSICIAN MUST COMMENT ON ALL ITEMS MARKED "YES" IN THE HISTORY AND COMMENT ON ANY CONDITION DISCOVERED DURING THE EXAMINATION.

26. SUMMARY OF ANY DEFECTS AND DIAGNOSIS:	RECOMMENDATIONS:
	_____Medically Qualified for Training _____Not Medically Qualified For Training

27. Examining Physician	28. Address	29. Date of Exam.

30. SIGNATURE OF EXAMINING PHYSICIAN:

ADMINISTRATIVE REVIEW OF MEDICAL EXAMINATION
(FOR USE BY POST TRAINING OFFICE)

ATTACHMENT 13A
HB 10, TM 10:108

Candidate: Name_____

Medical Clearance Action:

Action By Training Officer:

__Recommend approval of Applicant's entry into training program

__Recommend disapproval of Applicants entry into training program

Reason for Rejection:

Date_____, Signature:_____

Printed Name:_____

Reviewed By: Signature:_____

(US Officer Only) Printed Name:_____

Medical Waiver Action

Applicants rejected for training because of medical problems may be re-evaluated for training with a waiver of H.A.C. coverage for specified pre-existing condition.

The A.I.D. Mission may determine to grant a waiver when:

1. It is felt that the period of training will be of short duration and medical condition is unlikely to be activated or aggravated during that period; or

2. The training is considered essential to the program objective.

If a waiver is granted, the A.I.D. Mission accepts full responsibility to ensure payment of all claims arising from waived conditions. This determination by the USAID Director or US officer designee must be obtained prior to further processing of the applicant.

Date:_____ Signature:_____

Printed Name:_____

Position Title:_____

THE AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING

GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS

Applicants must be screened to identify medical conditions which might limit their ability to complete their training or might result in excessive costs for medical care for a pre-existing condition.

This guide provides medical fitness standards of sufficient detail to ensure uniformity in the medical evaluation of applicants for training programs. Although the guide attempts to generally include all disease conditions, it is not possible to cover every disease or physical finding. It is the responsibility of the medical examiner to use sound medical judgment to detemine fitness of those personnel who have medical findings not covered precisely by the guide.

If a disqualifying defect listed in this guide is identified but not considered disqualifying for this particular applicant, the examining physician should state the reasons why the finding is not likely to limit performance or cause undue risk during training. In addition, those conditions indicated as causes for rejection which can be corrected by treatment or by spontaneous cure will be reconsidered following resolution and/or therapy when substantiating studies have been completed and received.

The medical assessment should be based on the established classifications given in the following Guide to Medical Fitness.

MEDICAL CONDITIONS LISTED UNDER EACH HEADING IN SECTION ONE THROUGH SIXTEEN ARE REASONS FOR DISQUALIFICATION UNLESS OTHERWISE STATED.

CONTENTS

SECTION 1 ABDOMEN AND GASTROINTESTINAL SYSTEM

SECTION 2 BLOOD AND BLOOD-FORMING DISEASES

SECTION 3 EARS AND HEARING

SECTION 4 ENDOCRINE AND METABOLIC DISORDERS

SECTION 5 MUSCULO-SKELETAL SYSTEM

SECTION 6 EYES AND VISION

SECTION 7 GENITO-URINARY SYSTEM

SECTION 8 HEAD AND NECK

SECTION 9 HEART AND VASCULAR SYSTEM

SECTION 10 HEIGHT, WEIGHT AND BODY BUILD

SECTION 11 LUNG AND CHEST WALL

SECTION 12 MOUTH, NOSE, PHARYNX, TRACHEA, ESOPHAGUS AND LARYNX

SECTION 13 NEUROLOGICAL DISORDERS

SECTION 14 PSYCHOSES, PSYCHONEUROSES, PERSONALITY DISORDERS, ALCOHOLISM, DRUG DEPENDENCE, ETC.

SECTION 15 SKIN AND CELLULAR TISSUES

SECTION 16 SYSTEMIC DISEASES AND MISCELLANEOUS CONDITIONS AND DEFECTS

MEDICAL CONDITIONS LISTED UNDER EACH HEADING ABOVE ARE REASONS FOR DISQUALIFICATION UNLESS OTHERWISE STATED.

ABDOMEN AND GASTROINTESTINAL SYSTEM

Cholecystitis (gall bladder disease), chronic with symptoms so severe as to interfere with normal activities.

Cholelithiasis (gall stones), symptomatic or asymptomatic.

Cirrhosis, demonstrated by abnormal liver function tests with or without jaundice, or with acites or varices of the esophagus.

Hepatitis, active or chronic as demonstrated by liver function tests.

Hernia, symptomatic inguinal, umbilical, hiatal.

Intestinal tract, megacolon, diverticulitis, ulcerative colitis, Chron's disease.

Rectum and Anus, stricture, fissure, prolapse, hemorrhoids.

Pancreas, acute or chronic disease.

Spleen, diseases involving, spleenectomy within the last two years.

Tumors, benign or malignant.(see section 16)

Ulcer, stomach or duodenal confirmed by history or X-Ray.

OTHER CONGENITAL OR ACQUIRED ABNORMALITIES AND DEFECTS WHICH REQUIRE SPECIAL MEDICAL CARE.

BLOOD AND BLOOD-FORMING TISSUE DISEASES

Anemias, blood loss anemia, abnormal destruction of RBCs(hemolytic anemia), faulty RBC production including: hereditary hemolytic anemia, thalassemia, sickle cell and other clinically significant hemoglobinopathies.

Hemorrhagic states, caused by coagulation defect or vascular instability.

Leukopenia, chronic or recurrent.

Myeloproliferative disease, polycythemia, leukemia, etc.

Hypogammaglobulinemia,

Acquired Immune Deficiency Syndrome & ARC

Malignancies, those conditions associated with the blood forming elements.

EARS AND HEARING

Auditory canal, tumors or obstruction of the ear canal.

Mastoids, chronic mastoiditis.

Tympanic membrane (ear drum), perforation or severe scarring associated with a hearing level below standards and requiring hearing apparatus.

OTHER DEFECTS AND DISEASES OF THE EAR REQUIRING FREQUENT AND PROLONGED TREATMENT.

Hearing defect, significant hearing loss determined by audiometer. Use of a hearing aid to bring auditory acuity up to acceptable standards is permitted.

ENDOCRINE AND METABOLIC DISORDERS

Adrenal gland, abnormal function of any degree.

Diabetes mellitus, requiring insulin and not controlled by diet, history of acidosis.

Thyroid, goiter, thyroid nodule (benign or malignant), hypo or hyperthyroidism.

Gout, moderate to severe with renal complications, any gouty condition not controlled by diet or medication.

Hyperlipidemia, familial.

OTHER ENDOCRINE OR METABOLIC DISORDERS WHICH REQUIRE FREQUENT MONITORING AND TREATMENT.

MUSCULO-SKELETAL SYSTEM

Extremities, congenital or acquired abnormality which requires frequent observation, evaluation and/or treatment including prosthetic appliances.

Arthritis, chronic osteoarthritis or traumatic arthritis, rheumatoid arthritis documented by laboratory studies or by history.

Osteomyelitis, any infection involving bone, including tuberculosis, which is active or recurrent, unless succesfully treated two or more years previously.

Spine, diseases, abnormalities, or injuries which require continual treatment or evaluation of the spine and prevent physically active participation in training. Intervertebral disc herniation or history of surgical intervention unless two or more years have passed and no symptoms exist.

Fractures, any fracture of a bone which has not healed completely and therefore requires continual treatment.

ALL OTHER CONDITIONS, EITHER CONGENITAL OR ACQUIRED, WHICH INVOLVE THE MUSCULO-SKELETAL SYSTEM THAT WILL REQUIRE TREATMENT OR FREQUENT OBSERVATION WOULD BE DISQUALIFYING.

EYES AND VISION

EYES

Lids, ptosis, growth or tumor which interferes with vision.

Conjunctiva, conjunctivitis, including trachoma interfering with normal vision.

Cornea, opacification of the cornea from any cause, including corneal ulcer, herpetic ulcer.

Retina, degeneration, detachment of the retina, or congenital condition that impairs vision.

Lens, opacities or dislocation of the lens which interferes with vision.

Glaucoma, primary or secondary that is not easily controlled by medication or where vision is significantly affected.

ALL OTHER DEFECTS AND DISEASES WHICH IMPAIR VISION OR REQUIRE CONTINUED EVALUATION AND TREATMENT.

VISION

Distant vision, visual acuity which does not correct to at least one of the following:

20/30 in one eye and;
20/100 in the other eye.

20/20 in one eye and;
20/400 in the other eye.

GENITO-URINARY SYSTEM

Kidney, absence of one kidney unless the remaining kidney has normal function, cystic or polycystic kidney, chronic infection of the urinary tract such as pyelonephritis, glomerulonephritis, or tuberculosis. Any tumor or persistent calculi (stone) which is identified and symptomatic.

Ureter, bladder, urethra, any infection which does not respond to treatment or reoccurs with such frequency so as to interfere with normal function. Stones located in any portion of the urinary tract.

Testicles, undescended testicle unless surgically corrected, epiditimitis, or tumors and cysts involving this organ.

Prostate, enlargement to such a degree so as to cause obstruction to urine flow, chronic infection.

Uterus, enlargement due to fibroids,

Pregnancy, until satisfactory delivery and no residual complication.

Ovaries, cysts or tumors or chronic infections involving the tubes (salpingitis).

Genitalia, male or female, any abnormality, acquired or congenital, that will require treatment; this includes cystocele, rectocele, vaginal cysts, hydrocele, etc.

Tumor, any tumor, benign or malignant, of the genito-urinary system.

ALL OTHER CONDITIONS INVOLVING THE G-U SYSTEM THAT WILL INTERFERE WITH NORMAL FUNCTION OR REQUIRE EXTENSIVE MEDICAL CARE.

HEAD AND NECK

Abnormalities, any injury or congenital changes which affect normal function.

Skull, any deformity if associated with evidence of compromise of brain, spinal cord, or peripheral nerve function.

Neck, congenital bronchial cleft cyst, spastic contraction of neck muscles (torticolis), cervical lymph node enlargement.

ALL OTHER CONDITIONS INVOLVING THE HEAD AND NECK THAT PROHIBIT NORMAL FUNCTION OR WHICH MAY REQUIRE EXTENSIVE MEDICAL CARE.

HEART AND VASCULAR SYSTEM

Congenital abnormalities, heart and major vessels unless such abnormalities have been satisfactorily corrected without prosthesis and there are no residual or complications of treatment.

Valvular disease, this includes mitral valve prolapse which has persistent hemodynamic significance.

Ischemic myocardial disease, occlusive coronary artery disease as manifested by any of the following:

*history of myocardial damage
*symptoms of acute or chronic ischemia
*electrocardiographic evidence of myocardial ischemia.

Pericarditis, including constrictive pericarditis unless surgically corrected.

Endocarditis, valve deformity with or without myocarditis.

Hypertrophy (enlargement) of the heart, dilitation for any reason including congestive failure, parasitic infection (Chaga's disease), etc.

Abnormal electrocardiogram, evidence of myocardial infarction, arrythmias, conduction disorder or defect including second or third degree heart block, persistent tachycardia or bradycardia.

Hypertension, manifested by consistent systolic pressure readings of 160 mm Hg.or more in a 35 year old person, 140 mm Hg.or more in a person under 35 years old, or in a person whose diastolic pressure remains above 95 mm Hg. at any age. Pre-existing hypertension well controlled by drug therapy and no evidence of involvement of any organs may be exempted if verified.

Acquired diseases of the circulatory system, aneurisms of major vessels, varicosities, thrombophlebitis, occlusive disease of vessels, arterio-spastic diseases, etc.

Rheumatic fever, evidence of rheumatic fever present now or within the past two years.

Coronary revascularization, any person who is a candidate for coronary bypass surgery or who has had such surgery in the past year.

ANY CARDIOVASCULAR CONDITION THAT INTERFERES WITH NORMAL FUNCTION OR REQUIRES MEDICAL CARE AND MONITORING.

HEIGHT AND WEIGHT

Proportion of height to weight which would limit physical activity or normal function and place the subject at increased medical risk is reason for rejection.

The examining physician should include an evaluation of the subject's physical condition and reject those whose weight exceeds that from the height/weight table by more than 30 per cent.

Height and Weight Tables*

MEN					WOMEN				
Height		Small	Medium	Large	Height		Small	Medium	Large
Feet	Inches	Frame	Frame	Frame	Feet	Inches	Frame	Frame	Frame
5	2	128-134	131-141	138-150	4	10	102-111	109-121	118-131
5	3	130-136	133-143	140-153	4	11	103-113	111-123	120-134
5	4	132-138	135-145	142-156	5	0	104-115	113-126	122-137
5	5	134-140	137-148	144-160	5	1	106-118	115-129	125-140
5	6	136-142	139-151	146-164	5	2	108-121	118-132	128-143
5	7	138-145	142-154	149-168	5	3	111-124	121-135	131-147
5	8	140-148	145-157	152-172	5	4	114-127	124-138	134-151
5	9	142-151	148-160	155-176	5	5	117-130	127-141	137-155
5	10	144-154	151-163	158-180	5	6	120-133	130-144	140-159
5	11	146-157	154-166	161-184	5	7	123-136	133-147	143-163
6	0	149-160	157-170	164-188	5	8	126-139	136-150	146-167
6	1	152-164	160-174	168-192	5	9	129-142	139-153	149-170
6	2	155-168	164-178	172-197	5	10	132-145	142-156	152-173
6	3	158-172	167-182	176-202	5	11	135-148	145-159	155-176
6	4	162-176	171-187	181-207	6	0	138-151	148-162	158-179

**In shoes with one-inch heels and indoor clothing weighing five pounds for men and three pounds for women.*

LUNGS AND CHEST WALL

Tuberculous lesions, active tuberculosis or evidence of tuberculosis within the past two years. Treated and healed tuberculosis which is demonstrated as inactive by X-ray and laboratory studies is not disqualifying. The subject should not currently require anti-tuberculosis treatment.

Lung, lobectomy for any reason; pneumothorax which has reoccurred within the past two years regardless of cause, abscess of the lung bullous emphysema, or bronchopleural fistula.

Infectious disease, any non-tubercular chronic infection involving the lungs such as sarcoidosis, histoplasmosis, coccidiomycosis mycotic infections, chronic lung abscesses.

Respiratory diseases., asthma requiring frequent medication and/or requiring hospitalization in the past five years, bronchiectasis, chronic emphysema, and extensive pulmonary fibrosis.

Tumor, any tumor or growth, malignant or benign.

Chest wall, any deformity causing pulmonary insufficiency.

ALL OTHER CONDITIONS OF THE CHEST AND LUNGS THAT RESULT IN DIFFICULTY IN RESPIRATION AND THUS LIMIT ACTIVITY OR REQUIRE EXTENSIVE MEDICAL CARE ARE REASONS FOR REJECTION.

MOUTH, NOSE, THROAT, ESOPHAGUS, LARYNX

Nose, allergies not controlled by medication, nasal polyps, perforated nasal septum associated with interference of function.

Sinuses, chronic sinusitis requiring frequent medical attention.

Pharynx/Larynx, disease condition which results in ulceration or obstruction, tumor or polyps, laryngeal paralysis which interferes with swallowing or speech.

Esophagus, obstruction due to scarring or tumor, varicose veins associated with portal hypertension.

Tongue, paralysis affecting speech, tumors.

ALL OTHER CONDITIONS THAT INTERFERE WITH FUNCTION OR REQUIRE CONTINUED MEDICAL CARE.

NEUROLOGICAL DISORDERS

Degenerative disorders, cerebral arterial sclerosis, ataxias, multiple sclerosis, Parkinson's disease, etc.

Convulsive disorders, all forms of psychomotor or temporal lobe epilepsy except by history more than five years previous and not requiring medication for control.

Migraine headaches, those headaches which respond poorly to treatment and result in incapacitation.

Paralysis, incapacitation, congenital or acquired, if subject is unable to care for himself or where therapy or appliances are required.

Peripheral nerve disorder, neuralgia which is chronic and of an intensity that is incapacitating, polyneuritis, neurofibromatosis.

NEUROLOGICAL CONDITIONS THAT LIMIT FUNCTION AND THE ABILITY TO COMPLY WITH TRAINING PROGRAMS OR REQUIRE EXTENSIVE MEDICAL CARE.

PSYCHOSES, PSYCHONEUROSES, PERSONALITY DISORDERS, DRUG DEPENDENCE, ETC.

Psychoses, current behavior suggestive of a psychosis or by history unless of a brief duration and at least three years have elapsed since recovery.

Psychoneuroses, neurotic symptoms or behavior which impairs occupation or interpersonal effectiveness, depressive state which is or was sufficiently severe to require hospitalization or therapy.

Personality disorders, personality inadequacy which will seriously interfere with adjustment.

Drug dependencies, this includes all illegal drugs and the state of alcoholism which is characterized by repeated and excessive abuse of alcohol which interfere with normal functions. Recovering alcoholics who have a period of sobriety for more than three years may be considered for training if continued participation in a form of treatment can be assured.

OTHER PSYCHIATRIC CONDITIONS WHICH INTERFERE WITH EXPECTED ACTIVITIES OR THOSE WHICH MAY INVOLVE OR AFFECT OTHERS ARE REASONS FOR DISQUALIFICATION.

SKIN DISORDERS

Lupus erythematosis, discoid or systemic which is not controlled or is aggravated by sunlight.

Psoriasis, if extensive and requiring frequent medical attention.

Pemphigus, familial and vulgaris, especially when in bullous form and requiring extensive medical care.

Fungal, any of the fungal infections which are chronic and unresponsive to treatment.

Eczema, atopic dermatitis, if symptomatic and unresponsive to treatment.

Malignancies, basal cell, squamous cell, or malignant melanoma cancers which have not been adequately treated, leukemia cutis, Hodgkins disease.

OTHER CHRONIC DISORDERS OF THE SKIN OF A DEGREE OR NATURE WHICH REQUIRE FREQUENT OUTPATIENT TREATMENT OR INTERFERE WITH NORMAL FUNCTION.

SYSTEMIC DISEASES AND OTHER CONDITIONS

Tuberculosis, active tuberculosis in any form or location except treated or spontaneously healed lesions for more than one year under supervised treatment.

Sarcoidosis, unless the manifestations of the disease are limited to hilar adenopathy and the condition has been stable for more than two years.

Allergies, all forms of skin, respiratory, rhinitis allergies that require constant medical evaluation, treatment or desensitization.

Parasitic infections, this includes shistosomiasis, filariasis, trypanisomiasis, amebiasis, hookworm, and other similar parasitic infections until successfully treated.

Tumors, for this purpose, tumor includes all malignancies and benign lesions which interfere with normal function, require extensive medical treatment or surveillance and have the potential for increased morbidity or mortality.

Malignancies, this includes lymphomas, leukemias, etc.

Venereal, any acute or chronic venereal disease such as syphilis, gonorrhea, lymphogranuloma venereum, acquired immune deficiency syndrome (AIDS), etc. The finding of a positive blood test for syphilis following the adequate WHO treatment is not in itself considered evidence of chronic venereal disease.

Att 13B
(TM 10:145)
10/27/92

THE AGENCY FOR INTERNATIONAL DEVELOPMENT

GUIDELINES FOR THE EXAMINING PHYSICIAN

All reports should be in the English language

1. PURPOSE OF EXAMINATION

The person you are authorized to examine is a candidate for training under a USAID program. The United States Government desires to verify that this person is physically and mentally fit to enter into a rigorous training program and asks that your examination identify any significant medical condition which may require correction or medical management. Emphasis should be placed on those conditions that are likely to cause disruption of the training or result in costly medical care.

You should inform the candidate of any abnormal **condition** that requires medical care but need not inform the person as to the likelihood of acceptance into the training program until the forms have been reviewed by **an AID Official.**

2. SCOPE OF THE EXAMINATION

The candidate should complete the **first page** which is a medical history about that person. After careful review, you should perform your examination taking into consideration and commenting on any positive findings.

Laboratory tests should include as a minimum urinalysis, blood serology for syphilis, and a chest X-ray. There may be a need for additional laboratory studies to complete your evaluation; however, authorization must be obtained from the USAID Training Office before obtaining these studies.

Please complete the examination form by listing defects or diagnosis and offer your recommendation as to the candidate's ability to enter into and complete the projected training program.

3. DISPOSITION OF MEDICAL REPORT

The completed forms should be **sealed in an envelope** and instructions followed with regard to the local disposition. All the forms should be treated as medical confidential.

CHAPTER 14

VISA REQUIREMENTS

14A. POLICY

It is AID policy that AID-sponsored participants are admitted to the United States only under the AID J-1 visa. AID J-1 visas may be issued for periods not to exceed one year.

14B. DEFINITIONS

1. Exchange Visitor Program -- a program of a sponsor designed to promote interchange of persons, knowledge and skills, and the interchange of developments in the field of education, the arts and sciences, which has been designated as such by the Director of the United States Information Agency (USIA), to promote mutual understanding between the people of the United States and the people of other countries.

2. Sponsor -- any reputable United States agency or organization or recognized international agency or organization having United States membership and offices which makes application to the Director of USIA for designation of a program under its sponsorship as an Exchange Visitor Program and whose application is approved.

3. IAP 66A -- The USIA Associate Director for Educational Affairs certificate of eligibility for exchange visitors (J-1) status. This is the AID version of the J-1 visa application form. (Attachment 14A). IAP 66A forms are available through OIT/RS. Mission/Contractors are reminded to keep IPA 66As under lock.

14C. REGULATIONS

1. The Mutual Educational and Cultural Exchange Act of 1961, as amended.

2. Code of Federal Regulations, Title V - United States Information Agency, Part 514 - Exchange Visitor Program.

14D. REQUIREMENTS

J-1 visas are issued to all AID-sponsored participants. The Agency's program identification number is G-2-0263. Holders of J-1 visas are subject to Section 212(e) of the Immigration and Naturalization Act, as amended, and may not apply for an immigrant visa or an H or L

14D

nonimmigrant visa until two years residency is completed in their home country after the completion of training. The use of the J-1 visa is required to ensure that all AID participants return home and fulfill the obligation undertaken by their agreement to the Conditions of Training (see Chapter 33 -- Nonreturnees).

14E. PROCEDURES

1. Entry Visa

a. The mission ensures that a participant's passport is valid for six months beyond the duration of the proposed program to allow for adjustments in the program and time for preparation to return home.

b. All contractors, grantees and others who prepare for agency signature IAP 66As for either the initial visa or visa extensions should fully complete such forms. Do not strike over to make changes/corrections, changes must be easily read. All relevant blanks must be filled in for USIA acceptance, including:

(1) BLOCK 1 - Include the position code which relates to position title on same line.

(2) Purpose of Form - Indicate the "Purpose of form" (opposite block 1).

(a) Extensions of time beyond original estimated completion date require mission approval.

(b) Changes in program objectives require explicit USAID and host government approval.

(3) BLOCK 2

(a) Include PIO/P number, name of contractor and contract number.

(b) Also include in this space brief narrative description of status of program; e.g.,

"Second year of Ph.D. program."

"Extension of time for Ph.D. to total 26 months."

Duplicate IAP 66A to permit vacation trip home."

Extension of program objective form MA. to Ph.D."

14E1b(3)(b)

"Conversion from AID funded program to post Ph.D. funded by assistantship at U. of Michigan."

(c) In addition, please also include in Item 2 the following statement:

Participant is scheduled to complete program on or about _____. If further extension is required, approval must be granted by both the AID mission and host government. AID participant is obligated to return home upon completion of his/her program."

Note: Any IAP 66A submitted to replace a lost form must have DUPLICATE typed on the form in uppercase letters and underscored.

(4) BLOCK 4 - Include the subject/field code.

(5) BLOCK 5 - Indicate the estimated amount of funding for the period of the visa extension; i.e. not the cost of the total multi-year program, and the source of funding.

c. An American officer designated by the USAID mission signs the IAP 66A. It is the mission's responsibility to provide AID/OIT with the title of the position (to be held by a U.S. citizen) of the individual and an alternate (also a U.S. citizen) at post who will be responsible for ensuring control of IAP 66As provided to the mission and the proper completion and signing of the IAP 66A forms for entry visa of individuals selected as participants.

It is also the responsibility of the mission to advise OIT if there is a change in the principal or the alternate signing authority.

d. The participant completes and signs the reverse side of the white copy of the IAP 66A.

e. The participant completes an application for a visa (FS-257A), which is retained by the Consular Office.

f. Copies 1 (white), 2 (yellow), and 3 (pink) of the IAP 66A are given to the participant for presentation to the consular Office. These copies are returned to the participant by the Consular Office with the passport and J-1 visas for presentation to the immigration officer on entering the United States. At such time, the participant gives the officer the passport, visa and all three copies of the completed IAP 66A form. If the participant is found to be admissible to the U.S., the immigration officer will note the authorized length of stay on the pink

copy of the IAP 66A and return it to the participant as well as the passport and the I-94 (Arrival/Departure Record). The I-94 will indicate the date and place of the participant's admission to the U.S., his or her classification and also the date to which the stay in the U.S. is authorized.

* Missions/Contractors are now required to submit a report of the disposition of IAP 66A forms charged to them through OIT's logging system at the end of the fiscal year using the IAP 66A Usage Report, AID form 1384-1 (2-89). Attachment 14B. *

The pink copy of the IAP 66A and the I-94 are kept with the passport at all times.

g. Copy 4 (green) is retained by the training office and copy 5 (blue) is forwarded by the mission to OIT/RS.

2. Visa Extensions

a. Extensions may be requested for up to one year only, but never beyond the duration of the program if less than one year.

b. Contractors must request visa extensions through OIT except as delegated by OIT.

c. To request an extension, complete the IAP 66A form in its entirety and mail it to OIT/RS with a brief letter, on the contractor's letterhead, requesting the extension. The letter includes:

(1) contract, grant, loan number or other agreement identification symbols;

(2) expected duration of training;

(3) names of dependents, if any, in the United States;

(4) any supporting documentation for the extension, e.g., copy of the PIO/P extension, Participant Data Form (PDF) to cover the period of the extension, and proof of mission and host government approval of the requested extension.

d. The request for an extension is reviewed and the IAP 66A is signed by the designated OIT officer. (When preparing the form for OIT signature, obtain from OIT the name of the official delegated authority for signature. The title usually is Assistant Director, Resources and Support Division, AID Office of International Training.)

* Revised

14E2

e. The signed IAP 66A form is returned to the requesting office for:

(1) The participant to complete and sign the back of the original (white) copy.

(2) The requesting contractor can then send the IAP 66A to the Immigration and Naturalization Service (INS) or give the form to the participant, who sends it to INS for the extension. If the IAP 66A is sent to the participant for submission to the INS, the letter of instruction should be sent to the participant along with the IAP 66A. The participant's passport is not sent to INS; however, the INS Form I-94, which is normally kept with the passport, is sent to the INS having jurisdiction over the area in which the participant resides. The participant's passport must be valid six months beyond the extension period.

3. Transfer of Sponsorship

a. Visa sponsorship is never transferred from AID to any other sponsor. The only exception is when the status of the individual as an AID participant is in error. Participants remaining in the United States for continued training related to their field of AID-sponsored training remain under AID sponsorship, whether financed by the host government, the educational institution, or other entity. That sponsorship ends only when the individual returns home or otherwise leaves the United States and re-enters under other sponsorship.

b. The Director of OIT has sole authority to sign Part III of the IAP 66A recommending such transfers.

4. Dependent Visas

See Chapter 15 -- Dependents of Participants.

HB 10, TM 10:108
ATTACHMENT 14A

OMB No. 0412-0019

PLEASE DO NOT STAPLE THIS FORM

AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING
Control No

UNITED STATES INFORMATION AGENCY
ASSOCIATE DIRECTORATE FOR EDUCATIONAL AND CULTURAL AFFAIRS
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J - 1) STATUS

PART 1 — IT IS HEREBY CERTIFIED THAT:

1. _____ _____ _____ ( ) *Male* ( ) *Female*
(FAMILY NAME OF EXCHANGE VISITOR) *(FIRST NAME)* *(MIDDLE NAME)*

born ___ ___ ___ in _____, _____
(Mo.) *(Day)* *(Yr.)* *(City)* *(Country)*

a legal permanent resident of _____ ___, whose position in
(Country) *(Code)*

that country is _____ ___
(Pos Code)

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.

PIO/P No. _____ DTS No. _____ Contractor _____

3. This form covers the period from ___ ___ ___ to ___ ___ ___ (one year maximum.) Passport No. _____.
(Mo.) *(Day)* *(Yr.)* *(Mo.)* *(Day)* *(Yr.)*

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 Code No. ___, verbally described as follows:
(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 spaces for funding by multiple U.S. Agencies or Intl. Organizations)

6. I.N.S. USE

7. _____
(Name of Official Preparing Form) *(Title)*

_____
(Address)

_____
(Signature of Responsible Officer or Alternate R.O.) *(Date)*

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

NO endorsement of Consular or Immigration Officer regarding Sec. 212(e) of the Immigration and Naturalization Act is necessary because

ALL AID PARTICIPANTS ARE SUBJECT TO THE TWO YEAR RESIDENCE REQUIREMENT

Keypunch Information: Col 138=1
Col 139=1
Col 140=1

PART III - STATEMENT OF RESPONSIBLE OFFICER FOR RELEASING SPONSOR (FOR TRANSFER OF PROGRAM)

Date _____, Transfer of this exchange visitor from program No. _____ sponsored by _____

to the program specified in item (2) is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961.

_____
(Signature of Officer) *(Date)*

AGENCY FOR INTERNATIONAL DEVELOPMENT

OFFICE OF INTERNATIONAL TRAINING

IAP66A USAGE REPORT

PAPERWORK REDUCTION ACT STATEMENT: Public reporting for this collection of information is estimated to average one hour, five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Agency for International Development
Office of International Training, Resources and Support Division
Washington, D. C. 20523
or
Office of Management and Budget
Paperwork Reduction Project (OMB No. 0412-0535)
Washington, D. C. 20503

INSTRUCTIONS: Forms IAP66A should be listed individually by control number beginning with the first form received for the fiscal year (October — September) and continuing sequentially through the year. The full name of the participant assigned to the IAP66A should be indicated next to the appropriate control number.

At the close of the fiscal year, return completed form to:

Agency for International Development
Office of International Training, Resources and Support Division
Washington, D. C. 20523

Mission		Beginning Date	
Contractor		End Date	
IAP66A CONTROL NUMBER	PARTICIPANT NAME *(Family Name/First/Middle)*	IAP66A CONTROL NUMBER	PARTICIPANT NAME *(Family Name/First/Middle)*

 (Continued on Reverse)

IAP66A CONTROL NUMBER	PARTICIPANT NAME *(Family Name/First/Middle)*	IAP66A CONTROL NUMBER	PARTICIPANT NAME *(Family Name/First/Middle)*

ANNUAL SUMMARY OF IAP66A USAGE

Control Numbers of IAP66s received	Number Used	Number Destroyed/Voided	Number of Duplicates for Entry of Family Members	Number Unaccounted For With Actual Control Numbers of Missing Forms

CHAPTER 15

DEPENDENTS OF PARTICIPANTS

15A. POLICY

It is AID policy that dependents of individuals in training under AID sponsorship should not accompany them to or join them in their country of training. The presence of participant dependents in the country of training is discouraged because of cost, the possibility of program disruption and the possibility that the objective of the training would ultimately be frustrated if an American citizen child were born during spouse residence in the United States. However, if both the host government and the mission approve, dependents may join participants while in training in the United States.

15B. DEFINITION

Dependents - the spouse and/or children of the participant.

15C. REQUIREMENTS

1. If both the host government and the mission approve, dependent relatives may join participants while they are in training provided the mission training officer ensures that the following conditions are met before authorizing the approval of a J-2 visa for dependents of participants in training in the United States under AID sponsorship (including partially financed participants):

a. The participant has remained in one place for at least six months of training. This waiting period is important to allow time for the participant to assess living conditions and costs before deciding that dependent(s) should join him/her.

b. The participant has successfully completed one academic or training term in the country of training.

c. The participant has furnished proof of adequate financial resources (e.g., bank statements) in addition to the AID maintenance allowance. OIT will not under any circumstances approve work by the participant for the purpose of dependent support (see Chapter 29 -- Employment of Participants). Participants and/or their dependents may not apply for or accept public welfare assistance from the country or local jurisdiction of training to supplement the participant's financial

15C1c

resources and maintenance allowance. Proof of adequate financial resources must cover all expenses for dependent(s), including advance purchase of a non-refundable round-trip ticket.

(1) These financial resources must be available in the United States or the third country of training.

(2) Proof must be submitted that the funds may be transferred from the foreign source to the United States or third country of training.

d. Current evidence of compliance must be shown for all items on AID Form 1380-5, Dependent Certification (Attachment 15A), before mission approval is granted and prior to issuance of a duplicate participant IAP66A for obtaining the J-2 visa for the dependents. In particular, proof of medical insurance coverage deemed adequate by the organizations managing the program or the mission training officer must be submitted for the dependent(s). This coverage must include maternity coverage if appropriate (see Chapter 25 -- Health and Accident Coverage (HAC) Program).

2. Termination of a participant's program may result if:

a. the above requirements are not fulfilled;

b. the terms of the Dependent Certification are violated, including cancellation or non-renewal of dependent medical coverage; or

c. dependent problems jeopardize the training progress or well-being of the participant.

3. Third country participants are subject to regulations of his/her own country, of the country of training, and to those in this chapter.

15D. PROCEDURES

1. A participant who wishes a dependent(s) to join him/her must complete form AID 1380-5, Dependent Certification, in triplicate and submit it to the contractor for action along with documentation to support claims of sufficient funds, insurance coverage and return ticketing for dependents prior to departure of the dependent from the home country. The contractor then submits all documentation (including the duplicate IAP 66A) to the mission training officer for consideration and processing. OIT will not approve the IAP 66A for initial entry into the United States.

15D2

* 2. Adequate financial expenditure estimates are based on the cost of living in the area where the participant is located. A general rule is that 50% of the monthly maintenance for the area is required for each accompanying dependent (see attachment 15A). *

a. Consideration must be given to the total number of dependents and the expected length of stay in the country of training in determining total expenditure estimates for the Dependent Certification.

b. The participant must furnish prior to arrival of dependents proof (e.g., funds in a United States bank for at least six months) that he/she can provide adequate support throughout the length of stay.

3. Proof of health insurance (including coverage for pregnancy) for all dependents must indicate that coverage will begin on the date the dependent arrives in the United States or third country and is valid for at least one year and that the premium has been paid. It is recommended that the contractor arrange for the coverage, to be reimbursed by the participant, to ensure that the insurance is not cancelled and is renewed as necessary. Information on dependent health insurance coverage in the United States may be obtained through the Foreign Student Advisor at academic institutions or by writing to the National Association for Foreign Student Affairs.

4. Proof of dependent's identity and good physical health will be required using the same medical certification form "Medical History and Examination" as that required of the participant (see Chapter 13 -- Pre-Departure Medical Examinations).

5. In all cases, it is the responsibility of the participant to insure that return tickets for the dependents do not expire (are kept updated with the issuing airline).

6. Only upon meeting all requirements of the Dependent Certification and this Chapter should a duplicate IAP 66A for Dependents and the Exchange Visitor Visa (J-2) be issued. Furthermore, the participant is to be informed that approval for employment in order to support dependents will not be given.

7. AID provides no financial support or transportation for dependents.

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* Revised

ATTACHMENT 15A
(TM 10:121)

FINANCIAL GUIDELINES FOR PARTICIPANTS DESIRING TO BRING DEPENDENTS TO THE U.S.

The attached chart indicates the amount of money required to support varying family sizes in the U.S.

Column two indicates what the Bureau of Labor Statistics has determined to be adequate income for one person who is living at the "U.S. Lower Living Standard", which means that the person will have very little available to spend on other than necessities - food, clothing, and shelter. This standard also assumes that the food consumed, while nutritionally adequate, will not include meat on a daily basis, nor will it include any special diets.

As the reader can see, the A.I.D. allowance for one is, in all cases, greater than the Lower Living Standard.

Column three provides the amount required for a family of two at the Lower Living Standard. Column four provides the amount required for a family of three, and so on.

To determine whether a participant should be permitted to bring dependents to the U.S., the amount in column one should be subtracted from column 3, 4, 5, 6, or 7 (depending on family size). The participant must, then, be required to evidence financial ability to cover the difference.

For example, a student who is studying in Boston and wants to bring a spouse and two children to the U.S., must provide evidence of $11,875 in funds per year in addition to the A.I.D. allowance.

The student should also be made aware that this amount will probably allow the rental of a one-bedroom apartment, meals only at home, and rarely if ever a visit to a theater.

NOTE: Apartment regulations usually will not allow a family with children to rent a one-bedroom apartment.

For areas in the U.S. which are not listed on the chart, use the 50% rule in Handbook 10, Chapter 15, Section D2 to determine what additional funds will be required.

ATTACHMENT 15A
(TM 10:121)

LOW[illegible]IVING STANDARD CHART

U.S. MAJOR METROPOLITAN AREAS	1 1990 A.I.D. MAINT FOR ONE	2 1990 LLS FAMILY ONE	3 1990 LLS FAMILY TWO	4 1990 LLS FAMILY THREE	5 1990 LLS FAMILY FOUR	6 1990 LLS FAMILY FIVE	7 1990 LLS FAMILY SIX
HONOLULU	$10,788	$9,959	$16,321	$22,404	$27,653	$32,624	$38,168
WASHINGTON, D.C.	$9,672	$8,499	$13,922	$19,119	$23,603	$27,844	$32,572
SEATTLE	$9,336	$8,350	$13,678	$18,796	$23,200	$27,354	$32,027
SAN FRANCISCO & VAC	$10,908	$8,204	$13,453	$18,476	$22,804	$26,905	$31,477
SAN DIEGO	$9,468	$8,169	$13,401	$18,389	$22,699	$26,784	$31,320
BOSTON	$10,668	$8,117	$13,296	$18,267	$22,543	$26,593	$31,112
LOS ANGELES	$10,536	$8,047	$13,192	$18,111	$22,369	$26,401	$30,868
CLEVELAND	$8,604	$7,978	$13,088	$17,972	$22,178	$26,175	$30,608
NEW YORK/NO.N.J.	$10,608	$7,908	$12,966	$17,798	$21,969	$25,932	$30,312
CINCINNATI	$8,400	$7,839	$12,844	$17,624	$21,761	$25,671	$30,034
DENVER	$8,712	$7,839	$12,844	$17,624	$21,761	$25,671	$30,034
CHICAGO	$8,724	$7,769	$12,740	$17,468	$21,587	$25,480	$29,791
MILWALKEE	$8,520	$7,700	$12,618	$17,329	$21,396	$25,254	$29,530
PITTSBURG	$8,400	$7,682	$12,601	$17,294	$21,361	$25,202	$29,478
BALTIMORE	$8,904	$7,613	$12,479	$17,137	$21,152	$24,959	$29,182
PHILADELPHIA	$8,652	$7,578	$12,427	$17,068	$21,065	$24,854	$29,078
KANSAS CITY	$8,772	$7,526	$12,340	$16,929	$20,909	$24,681	$28,852
ST.LOUIS	$8,520	$7,508	$12,306	$16,894	$20,857	$24,611	$28,783
BUFFALO	$8,460	$7,456	$12,219	$16,772	$20,700	$24,420	$26,836
MINNEAPOLIS	$8,652	$7,456	$12,219	$16,772	$20,700	$24,420	$26,836
DETROIT	$8,316	$7,265	$11,906	$16,338	$20,179	$23,812	$27,844
HOUSTON	$8,772	$7,213	$11,819	$16,234	$20,040	$23,655	$27,653
ATLANTA	$8,400	$7,143	$11,697	$16,060	$19,831	$23,394	$27,375
DALLAS	$8,772	$7,126	$11,680	$16,042	$19,797	$23,360	$27,323

FIGURES ARE BASED ON BUREAU OF LABOR STATISTICS DOLLAR LEVELS REQUIRED TO MAINTAIN A LOWER LIVING STANDARD IN THE UNITED STATES BY FAMILY SIZE. FIGURES WERE LAST COMPILED IN 1981 AND ADJUSTED IN 1985. TO ARRIVE AT NUMBERS SHOWN HERE, THE 1985 FIGURES HAVE BEEN COMPOUNDED USING A 4% INFLATION RATE.

DEPENDENT CERTIFICATION

(Please Print or Type)

1. Name of Participant *(Mr., Mrs., Ms., Miss) (Last, First, Middle)*		2. PIO/P Number
3. Activity Title		4. Project/Activity Number
5. Type of Training *(Academic, In-Service, etc.)*	6. Length of Training *(Mos.)*	7. Country of Training

8. I hereby request that A.I.D. grant permission for the following dependent members of my family to join me during my training program in_____ for an estimated length of _____ months.
(country of training)

9. Full Name(s) Of Dependents *(Attach supplemental sheet, if necessary)*	Date Of Birth	Place Of Birth *(city and country)*	Nationality	Relationship

10. Identify Source and Amount of Funds Available

11. I understand that the following conditions and regulations will apply if permission is granted for the above-named dependents to join me, and that if I violate any of these conditions, my program may be terminated.

1. **A.I.D. is not responsible for travel arrangements, hotel reservations, or any other administrative services or support for my dependents.**
2. **A.I.D. has no financial responsibility for the travel, medical needs, insurance, or maintenance of my dependents, and I will not receive any additional allowances or special programming from A.I.D. because of them.**
3. **A.I.D. will not continue my maintenance allowance beyond the normal termination date of my program if my normal departure date is delayed on account of my dependents.**
4. **My dependents will have no official status and will not accompany me on official visits to training facilities.**
5. **I will provide health insurance for my dependents prior to their departure from their home country.**
6. **I will furnish proof that my dependents are in good physical health.**
7. **I will be responsible for the cost of round trip international travel for all of my dependents.**
8. **I will not permit my dependents to interfere with my program in any way.**
9. **I will not permit any of my dependents to apply for or accept any public welfare funds in the country or local jurisdiction of training.**

Signature of Participant		Date
Name of A.I.D. Official	Signature	Official Title

CHAPTER 16

TRAVEL AND THE ARRIVAL NOTICE SYSTEM

16A. POLICY

1. It is AID policy that the cost of round-trip international travel, including incidental expenses enroute as well as the cost of travel between the participant's home city and the point of departure for the country of training and return, is paid by the host country or other non-AID funding source, unless waived in accordance with this chapter. Domestic travel in the United States or travel within the third country of training is to be paid by AID.

2. It is AID policy to encourage the use of U.S. flag carriers and economy class accommodations for participants and require such usage when travel is funded by AID.

3. It is AID policy that when Ph.D. research in the home country is essential to project implementation and justified by the U.S. or third country university and approved by the mission director, one economy class or comparable round-trip to the home country may be authorized. (If the program is managed by OIT, no research or maintenance costs in the host country can be paid by OIT from the PIO/P.)

4. It is AID policy that when the expense of maintaining an undergraduate participant during a summer vacation exceeds the cost of round-trip international travel and when no classes are available to the participant, travel home and return may be paid at AID expense. No maintenance is to be paid the participant to support his/her stay in the home country.

5. It is also AID policy that the use of invitational travel orders for participants is prohibited. A foreign national traveling to the United States or a third country to receive training in a meeting, seminar or conference to benefit him/her or promote the LDC's development program is a participant whose training must be documented by a funded or unfunded PIO/P and implemented in accord with the provisions of Handbook 10. Invitational travel orders may be used for foreign nationals to attend a meeting, seminar or conference when such attendance is for the purpose of contributing to the agenda of the meeting, seminar or conference.

16B. DEFINITIONS

1. Accompanying Excess Baggage -- in the case of air carriers where passenger baggage limits are set according to weight, an allowance to provide for accompanying baggage in excess of the amount permitted on the ticket at the beginning and/or end of training. Permissible AID baggage allowances are explained under International Travel Funded by AID (section 16D).

2. Domestic Travel -- travel within the United States or third country of training (either by air, rail or bus) undertaken during the authorized training program. Domestic travel does not include daily commuting to and from training sites.

3. Personal Extension of Stay -- an authorized extension in the United States or third country of training not to exceed 30 days beyond the training termination date for personal reasons, not to include further training. Such extensions must be requested at least 10 days in advance, approved by both the AID mission and host government, and financed by other than AID funds.

4. Incidental Travel Expenses -- taxi or bus fares, departure taxes at airports, and/or an emergency telephone call when not met on arrival in country of training.

5. International Travel -- round-trip travel usually by air as well as travel between the participant's home city and the point of departure and return.

6. Layover -- a rest period of not less than 12 hours nor more than 24 hours authorized in advance and taken during a scheduled flight in excess of 14 hours.

7. Stopover -- an approved stop while enroute usually on return home, not delaying return beyond 10 days and not at AID expense.

16C. WAIVERS OF HOST GOVERNMENT FUNDING OF INTERNATIONAL TRAVEL

1. The cost of round-trip international travel, including incidental costs enroute as well as the cost of travel between the participant's home city and the point of departure and return, is paid by the host country or other non-AID funding source unless the mission director has justified and authorized a general country waiver in full, or in part, of the host government's or other sponsoring entity's responsibility to do so and has so informed the cognizant regional assistant administrator and OIT.

16C

2. The mission director may authorize a full or partial waiver of the host government's or other sponsor's responsibility for a specific mission-funded project when no general country waiver has been issued. The appropriate regional assistant administrator and OIT must be so informed.

3. Partial waivers of international travel costs may be made by the mission director when it is determined that the host government, participant, or other sponsor can pay part but not all of those costs. Waivers for the sharing of costs are especially appropriate when the host country's flag carrier flies part of the way to the United States or other country of training and connects at an interchange point with the U.S. flag or other carrier.

4. With respect to central or regionally funded projects, the appropriate assistant administrator justifies and authorizes a project-specific waiver when no general country waiver exists. In such cases, such determination should be incorporated in the message announcing the program to the field and, in those countries where there is AID presence, mission director approval is requested. Mission director approval is final unless overruled by the cognizant regional assistant administrator. Upon approval, OIT is notified.

5. A mission director may revoke or modify a general country waiver at any time it is determined that such waiver is no longer justifiable. Upon such determination, the regional assistant administrator and OIT are notified. General country waivers must be revised at least once every two years.

16D. INTERNATIONAL TRAVEL FUNDED BY AID

1. AID Payment with Waiver

The cost of round-trip international travel, excluding incidental costs enroute as well as the cost of travel between the participant's home city and the point of departure and return, is paid by AID when a waiver has been justified and approved.

2. Use of U.S. Flag Carriers

All AID funded-travel must be on U.S. flag carriers unless such carriers do not operate from a host country, in which case participants are to be transferred to a U.S. flag carrier at the first practical exchange point. Entry to and exit from the United States must be on U.S. flag carriers (see Handbook 22, Travel and Transportation, Appendix 9A, Section 134).

16D

3. Use of Economy Class

Economy-class travel is to be used by all participants.

4. Baggage

Up to twenty-two pounds of accompanying baggage in excess of the amount on the ticket is allowed for travel to and from the host country at the beginning and end of the training program (providing that the total weight does not exceed 140 pounds). Air freight shipments cannot be made in lieu of accompanying excess baggage allowance. U.S. air carriers generally limit baggage on domestic flights to two checked items of 70 pounds each and one carry on per passenger. AID will not provide allowance for any excess to this amount.

5. Tickets

The mission or contractor is responsible for arranging the participant's air ticket to the United States or third country.

a. No portion of the arrival or departure flight should be open-ticketed.

b. Every participant who is leaving the host country for a program of less than one year's duration is to be furnished a round-trip ticket.

c. Participants arriving for training scheduled for longer than one year should be furnished a one-way ticket.

d. With respect to participants programmed by OIT's contractor/RSSA, authority to purchase return tickets for participants in training longer than one year must be specified in the PIO/P.

6. Layovers

Any scheduled flight in excess of 14 hours on a usually traveled route, including scheduled layovers of less than 8 hours, may be interrupted for the purpose of rest if the layover is not less than 12 hours nor more than 24 hours.

a. The layover should be approximately midway in the journey and must be planned before departure, including provision of per diem for the participant which is to be provided prior to departure in accordance with Standard Government Travel Regulations and is to be separate from the maintenance allowance.

16D6

b. Participants taking the southern route across the Pacific should have a layover stop in Honolulu. Pacific travelers may also of necessity have a layover in a west coast city in addition to their stop in Honolulu. Layover in these U.S. cities are covered under participant allowance guidance (see Chapter 11, Allowances).

c. Participants should be scheduled to arrive on a regular workday. Arrival during a workday allows participants to contact their program specialists, cash checks, and avoid the confusion and crowds of weekend travelers. In particular, arrivals should be scheduled at least two days prior to the beginning of orientation or other training programs if travel has exceeded eight hours and/or has crossed more than three time zones.

d. Per diem for a foreign layover when necessary may not be authorized to exceed the Standard Government Travel Regulations. Per diem should be provided by the mission for planned layovers when traveling to the United States and by the contractor on the homeward journey from funds available in the PIO/P. In the latter case the cost of the layover should be included in the initial budget prepaid by the program specialist.

e. If, during travel to the United States or the country of training, scheduling results in a layover not accommodated by the airline, the participant should fully document this layover with airline certification. The mission or contractor may then approve a suitable reimbursable increase in per diem.

f. Layovers for the purpose of rest are not permitted when travel is by other than the most direct route available.

g. Participants are covered by the Health and Accident Coverage (HAC) Program only if the layover is part of the most direct route and is part of the planned travel.

7. Redeemable Coupons

Any redeemable flight coupons from an airline must, by law, be turned over to the U.S. government or the contractor. The participant must release any excess baggage coupons or faresaver coupons to the program specialist or contractor for credit to AID

16E. INTERNATIONAL TRAVEL COST SHARED BY HOST GOVERNMENT OR OTHER ENTITY

1. The level of sharing is determined by the parties involved. For instance, the non-AID sponsor might provide funding for and arrange travel to the United States or third country, and AID might provide funding for and arrange return travel to the host country.

16E

2. All AID-financed travel should be on U.S. flag carriers.

3. Economy or comparable class is used by all participants.

4. Travel segments using all host country funding, will be subject to the regulations of the host country carrier. (See Section 13D.)

16F. DOMESTIC TRAVEL

1. In the Country of Training

a. AID finances all intercity travel costs for AID-funded participants whether by air, rail, bus or other appropriate and approved mode of transportation when in transit or travel status.

b. Costs of anticipated and necessary intracity or local travel (e.g., repeated travel to a research station off a university campus for the purpose of practical study needed for a thesis or dissertation) are included in the participant's monthly maintenance allowance when necessary to the successful conduct of the training program and are approved by the OIT Allowance Committee.

2. In the Home Country

a. AID does not finance any in-country travel prior to departure for the United States or third country training. This exclusion includes travel to reach the medical facility for clearance examination, receive predeparture orientation, obtain a passport and visa or to reach the point of departure for international travel.

b. Exceptions to the above must be approved by the mission director who authorizes alternate funding when justified.

16G. RETURN TRAVEL

Participants are to return home promptly at the conclusion of their official programs.

1. Return Travel Prior to Completion of Program

a. When a participant returns home to his/her country for personal reasons, with or without AID and host country approval, return to the United States or third country of training can only be financed by a non-AID source.

16G1

b. When the participant goes home to his/her country in order to undertake Ph.D. research necessary for successful project implementation, a round-trip air passage may be authorized by the contractor on justification of the research by the U.S. or third country university and approval by the mission director. Support for such in-country expenses are to be provided by the host country, other non-AID sources, or from funds held in the project for this purpose.

c. When a participant is an undergraduate and unable to take classes during the summer vacation period and when the expense of maintaining the participant exceeds the cost of the round-trip international travel home and return to the United States or third country of training, the travel home may be paid at AID expense. No maintenance is to be paid to the participant to support his/her stay in the home country.

2. Changes in Return Travel Arrangements

OIT's contractor program specialists or the training officer in a third country may not rearrange return travel without prior mission and host country approval except:

a. to transfer airlines when reservations on the original carrier are not available on the desired departure date;

b. to provide additional travel for program purposes at host country or other non-AID sponsor's expense, in which case the original purchaser must make arrangements which usually require the return of the original air ticket to either the mission, the contractor or an agent of the issuing airline; or

c. to provide additional travel for program purposes and AID Washington, or mission expense. In cases where a U.S. Government Transportation Request (GTR) form (SF 1169) is used, the reverse side of the form should indicate:

(1) Original routing

(2) Original purchaser

(3) Reason for step-up (increase in funds)

(4) Appropriate fiscal data

16G

3. Stopovers and Alternate Routes

With the prior approval of the contractor or programming specialist, the mission and the host country, participants may extend their stay, stopover, or travel home via a diverse route for their personal convenience, not to exceed 30 days:

a. Any additional travel costs are paid by the participant or the host government prior to the return trip.

b. No GTR is issued for the additional travel.

c. No maintenance allowance is authorized for the additional time consumed in waiting for travel arrangements to be made for the return trip.

d. HAC insurance does not cover the participant during this part of travel.

The participant should provide the program specialist with definite information concerning the proposed extension of stay at least 10 days prior to the end of the official program. This notification is necessary to allow sufficient time to secure all approvals and make the altered travel arrangements.

4. Returning from Third Country Training

In the case of third country training the program specialist or the training officer must initiate action through the sending mission to have the host country or other sponsor obtain transportation, if:

a. the participant was provided only a one-way ticket, or

b. the return ticket will expire prior to the termination of the participant's program, or

c. any other circumstances exist under which return transportation is not otherwise provided.

5. Non-receipt of Return Ticket

Maintenance allowance payments are to be discontinued during any delay resulting from non-receipt of the return ticket. Where there is, however, an unavoidable delay in scheduling or return ticketing beyond the planned program termination date, OIT will take whatever action is most cost-effective to the United States in regard to transportation of the participant. It is critical that return ticketing be planned to coincide with the end of the training program (see Chapter 11 -- Allowances and Participant Training Notices issued annually by OIT).

16H. UNUSED AIR TICKETS

1. Participants should be instructed during predeparture orientation to report to their program specialist or contractor when they:

a. Do not use a portion of an AID-purchased ticket.

b. Receive services of greater value than indicated.

c. Do not complete originally scheduled travel.

d. Will be in training one year or longer.

e. Receive redeemable coupons from the airline.

2. The report the contractor makes must contain:

a. The GTR number (if directly purchased by AID).

b. Name and address of the participant during training.

c. The facts about the unfinished transportation or service.

d. The unused tickets or coupons.

e. Redeemable coupons received from the airline.

3. Participants may cancel reservations as necessary, but will not receive funds or credits for unused tickets.

16I. PROCEDURES FOR NOTIFICATION OF ARRIVALS AND DEPARTURES

1. Arrival Notice System

a. The mission sends an "Arrival Notice" telegram to the country of training. To assure that the participant will be met and assisted, the telegram must be addressed as shown in Attachment 16A.

b. The Arrival Notice includes the following information:

(1) Participant(s) full name(s) as listed on the PIO/P; the name by which the participant is to be officially addressed should be underlined.

(2) PIO/P number.

(3) Name of airline and flight number.

(4) Scheduled date and time of arrival at port of entry.

16I1b

(5) Scheduled date and time of arrival, name of airline, and flight number at point of training within the country, if different from port of entry.

(6) Amount of advance maintenance allowance paid.

(7) Personal arrangements, if any, made by participant to be met at port of entry.

(8) If the participant is of ministerial rank, include his/her official title and whether protocol courtesies are desired (U.S. arrivals only).

(9) Program specialist's three-digit code number, if participant is programmed by OIT or its contractor/RSSA.

(10) Contractor name, number, and address.

c. For U.S. arrivals, the cable must be sent at least one week in advance of departure -- preferably as soon as the travel arrangements are firm. It must be addressed as follows:

To: SEC STATE WASH D C
- USIA/ECA/IVC
- (Name of City) Reception Center

d. If the amount of the maintenance allowance advanced is less than the full amount normally advanced for U.S. or third country training, the Arrival Notice must indicate the exact amount paid to the participant and cable should be sent "priority."

2. Departure Notice System

a. Upon completion of the participant's training program, the program specialist or the training officer in the third country notifies the host country and mission of the participant's departure date and his/her estimated time of arrival (ETA) in his/her home country.

b. In the case of consecutive third country training following U.S. training, the program specialist advises the mission in the next training country of the participant's ETA there and sends an information copy to the mission in the participant's home country.

c. When a participant does not return to his/her home country following U.S. training, the mission must advise OIT's contractor/RSSA or the mission's contractor within 30 days after identifing a

16I2c

non-returnee situation. The contractors then have 30 days to investigate and report a participant's continued presence in the United States to OIT. After receiving the contractors report OIT has 30 days in which to consult with all parties and report the case to the INS.

d. On the actual date of departure for return home, the participant is provided one-half day's maintenance to cover expenses incidental to international travel (e.g., taxis, limousines, etc.). (See Chapter 11 - Allowances).

ATTACHMENT 16A

ARRIVAL NOTICE SYSTEM INSTRUCTIONS

A. The proper use of the Arrival Notice System provides advance notice of participant arrivals in the United States to United States Information Agency Reception Centers so that reception and housing at ports of entry and in Washington, D.C., can be arranged.

1. Receipt of the notice at least one week in advance of arrival is preferred.

2. In no case should a notice be sent less than 48 hours in advance of arrival.

B. Examples of subject lines for arrival notices follows:

1. For an Individual

   a. Arrival Notice: PIO/P number, (full name)
   b. Project Manager I.D. Number

2. For a Group

   a. Arrival Notice: PIO/P number, (name of group)
   b. Project Manager I.D. Number
   c. Include full names of all participants in body of message.

3. For a Member of a Team

   a. Arrival Notice: PIO/P number, (team name)
   b. Full name of participants
   c. Project Manager I.D. Number

4. For Contract Participant

   a. Arrival Notice: PIO/P number, (Full name),
   b. Contract Number
   c. Name of Contractor
   d. Contact person and telephone number

C. Cables are used to transmit arrival information. Priority cables are used when the time is short and/or the participant will depart without full initial maintenance allowance. For cable addresses, see below:

Column (a)

Column (b)

If arrival is at:

Then address and caption are:

1. Washington/Baltimore

   ACTION: AID-31

   INFO: CU-04

   FM: AMEMBASSY_____

   TO: SECSTATE WASHDC

2. New York, Miami

   ACTION: AID-31

   or Honolulu

   INFO: CU-04

   FM: AMEMBASSY_____

   TO: SECSTATE WASHDC

   *_____Reception Center

   *Insert appropriate city from Column (a), line 2.

CHAPTER 17

PREDEPARTURE ORIENTATION

17A. POLICY

It is AID policy that all participants sent to the United States, or a third country receive predeparture orientation. The orientation is to facilitate the participant's understanding of the planned training program, international travel arrangements and life in the country of training.

17B. DEFINITION

Predeparture Orientation -- a formal or informal orientation provided to AID-sponsored participants in the host country prior to departure that is to address those administrative and cultural aspects of the training program that are of immediate value to the departing participant.

17C. REQUIREMENTS

1. The mission training office is responsible for coordinating predeparture orientation for all AID participants. The training officer has particular responsibility for designing, conducting and monitoring orientation programs for AID-sponsored participants. He or she is to ensure that a U.S. official or technical expert in the appropriate development field is included in predeparture orientations to address technical issues.

2. Grantees, recipients of AID loans and both mission direct and contract participants are to be included in mission predeparture orientations, or when there is no mission, to provide a predeparture orientation that includes the topics specified in this chapter.

3. Participation by host country officials, returned AID participants and mission training office staff is necessary whenever group orientations are held and desirable whenever individual participants are being prepared for departure.

4. The three fundamental elements to be included in the predeparture orientations are:

   a. description of the planned training program;

   b. administrative requirements and program arrangements; and

17C4

c. an introduction to the life and culture of the country of training, specific program content of which will vary due to the unique aspects of each mission, method of training program implementation, type of training program and geographic location as well as the background of the participants.

5. English language training programs given in the host country can effectively incorporate some cultural and generalized administrative information, international travel guidance and exercises drawing on life in the United States or the country of training. Language programs incorporating such material, however, cannot be used in lieu of predeparture orientation.

17D. CONTENTS OF THE PREDEPARTURE ORIENTATION

Predeparture orientation programs are divided into three parts. The following topics must be covered in orientations for both U.S. and third country participants:

1. Participant Training Program

(a) A copy of the training documentation -- PIO/P WITH FACE SHEET REMOVED -- is to be given to the participant to facilitate understanding of the training requested. The PIO/P Face Sheet is to be removed to avoid misunderstandings regarding program financing. If it is absolutely necessary for the participant to see the PIO/P Face sheet, it must be clearly explained that all funds are not for the participant(s) but are budget estimations only.

(b) The Training Implementation Plan, if available, so that the program and itinerary can be reviewed. The participant must understand what type and level of training he/she is to be undertaking, especially when language training must precede other training.

(c) The relationship of the participant's training program to the AID program and the host country development plan.

(d) The participant's obligation is to complete the program and return home immediately after the training is completed (see Chapter 18 -- Participant Responsibilities).

2. Administrative Aspects

(a) The Participant Predeparture Checklist is completed and included in the participant's file (see Attachment 17A).

17D2

(b) Assistance is given in applying for a visa (see Chapter 14 -- Visa Requirements).

(c) Each participant is to read and sign two copies of the AID Conditions of Training (Attachment 18A, Chapter 18 Participant Responsibilities) to confirm understanding of an agreement with his/her responsibilities as an AID-sponsored participant. One copy of this document is retained by the mission; the other is given to the participant. missions are required to cable that a signed Condition of Training is on file. This notification may be incorporated on the medical certification notification cable (see Chapter 6 - Project Implementation Order/Participants (PIO/P) and Supplemental Documentation).

(d) Travel plans are reviewed, including reservations, tickets, use of the arrival notice system, date of departure, and date of arrival in country of training. Travel aids such as the AID participant lapel pin, baggage labels, and the Passport Leaflet (Attachment 17B) are distributed and discussed.

(e) Health and accident coverage is explained (see Chapter 25 -- The Health and Accident Coverage (HAC) Program). Medical certification, which is mandatory prior to departure from the home country, is reviewed (see Chapter 13 -- Predeparture Medical Examinations). Emergency contact information for participants in distress in the United States is discussed and the contact list is given to them (see Chapter 28 - AID Participant Emergency Contact Information).

(f) Advice concerning clothing requirements is given. No special clothing allowance, however, is provided (see Chapter 11 -- Allowances).

(g) Hotel and housing arrangements are explained. Emphasis is placed on the participant's responsibility for payment of all housing accommodations from his/her maintenance allowance, irrespective of who makes reservations and arrangements.

(h) Until the participant has a permanent address, personal mail for AID participants managed by OIT's contractor/RSSA should be addressed to:

Participant's full name
c/o Programming Officer's code number
Agency for International Development
Office of International Training
Washington, D.C. 20523 U.S.A.

17D2(h)

OR

Grant or contract managed participants should be appropriately advised of contract officer's full name, address, and telephone number.

(i) Participants are advised that their families can reach them in case of emergency by contacting the mission.

(j) Maintenance and other allowances are explained (see Chapter 11 -- Allowances).

(k) The operation of automobiles or other motor vehicles by participants is strongly discouraged by AID Further, the participant who operates an automobile or other motor vehicle does so at his or her own risk and expense.

(l) Participants are advised that the value of their U.S. training may be considered U.S. income and be taxed by the Federal, state and/or municipal authorities.

3. Cultural Aspects

(a) Participants should be given a brief introduction to life in the United States or country of training, which includes some understanding of the culture, climatic differences, clothing, food, religions and other customs as well as some information on political differences.

(b) Films, videotapes or other available resources, including returned AID participants, should provide an awareness of beliefs, behavior patterns and training or academic differences.

(c) A degree of psychological disorientation is the norm when first entering a new environment. This disorientation can be reduced, however, and ill effects avoided by fostering an understanding prior to departure that flexibility is needed in order to adapt and that personal rigidity and retreat from understanding can result in culture shock.

(d) Predeparture orientation programs can be funded jointly by the mission and host country and can include the support of contractors.

(1) When in-country travel and per diem expenses are necessary for predeparture orientation, they should be paid by the host country.

17D3(d)(1)

(2) The mission or contractor(s) normally should pay for the actual cost of the orientation program.

(e) When it is necessary for the mission and/or a contractor to assume all or part of the expenses for orientation as no local currencies are available, the cost of predeparture orientation can be charged against project funds.

(f) OIT can supply missions with AID participant lapel pins, Passport Leaflets and a limited number of other materials on request to OIT/RS.

ATTACHMENT 17A

FORMAT

PARTICIPANT PREDEPARTURE CHECKLIST

Name of Participant: _____

PIO/P No. _____

Field of Training _____ Date _____

Project/Activity No. and Title _____

_____

Programing Agent/Grantee/Loan/etc. ... Name/Address

_____

_____

ACTION	DATE COMPLETED	ACTION	DATE COMPLETED

Conditions of Training _____

Bio-Data Signed Date _____ Call Forward Received Date _____

Academic Transcript Available/Translated _____ Dependent Certificate Discussed _____ Reservations Made _____

Photos _____ Reservations Confirmed _____

_____ Passport/Visa _____

Ministry or other Concurrence _____ Amount of Maintenance Advance _____

English Call-Forward Score ____

Academic _____ Non-Academic _____

TOEFL: _____

ALI/GU EPT:

Listening _____ Arrival Notice Sent _____

Grammar _____ Departure _____

Reading & Vocabulary _____

_____ Return _____

Return Arrival Notification sent to OIT _____

Medical Certification _____ First Interview _____

Acceptance Letter and Follow-up Activities

Instructions Given _____

_____

Predeparture Orientation

Given _____

Comments:

Note: This format may be attached to on the cover of the participant's file folder or on a separate sheet to be inserted in the file.

Participant Passport Leaflet

Office of International Training

Agency for International Development

Washington, D.C. 20523

ATTACHMENT 17B

To Whom it May Concern: HB 10, TM 10:108

Mr./Ms./Dr. _____
(Name of Participant)

of _____
(Country)

is in the United States on a training program sponsored by the U.S. Agency for International Development. Government officials and private citizens are urged to extend courtesies and friendship to this *guest of the United States Government.*

Mr./Ms. _____

Telephone: ( ) _____

is the person responsible for arranging this student's program on behalf of the Agency for International Development.

To Our Foreign Guest:

Please carry this leaflet in your passport.

Before you depart from your country be sure that you have your name and destination on all of your baggage, using any other distinct identification to help identify your luggage, including your brief case, flight bag, camera, etc.

NEW YORK

USIA Reception Center
1414 Avenue of the Americas
(corner of 58th Street)
Third Floor
New York, New York 10019
Office: (212) 826-4726

Please Note:

Telephone number area codes indicated in parentheses may be required when calling from a phone outside of the immediate area in which the reception center is located.

Upon arrival at one of the three Washington, D.C. area airports, a representative of the Washington International Center (W.I.C.) normally will meet and assist you in reaching your hotel if the A.I.D. Mission has notified them of your arrival time.

If you are not met, do the following:

1. Go to the ticket counter of the airline on which you arrive to see if there are any messages for you.

2. If you are to attend the Washington International Center program orientation, you should telephone W.I.C. at (202) 332-1025 for advice and assistance.

3. Unless you have been instructed differently proceed as follows:

   a. If you arrive at the *Washington National Airport,* take a taxi to:

      Windsor Park Hotel
      2116 Kalorama Road, N.W.
      Washington, D.C.
      Tel: 483-7700

   b. If you arrive at the *Dulles International Airport* in Reston, Virginia or the *Baltimore-Washington International (BWI) Airport* near Baltimore, take an *airport bus* to the Capital Hilton Hotel, 16th and K Streets, N.W., Washington, D.C. Then take a taxi to the Windsor Park Hotel.

      Do *not* take a taxi from Dulles or BWI airports directly to the hotel because the taxi fare is *very* expensive. You will *not* be reimbursed for that taxi fare.

   c. Ask the desk clerk at the Windsor Park Hotel if there are any messages for you.

4. The next morning, if you are to attend the Washington International Center orientation, take a taxi about 8:00 a.m. to:

Washington International Center
Meridian House
1630 Crescent Place, N.W.
Washington, D.C.
Tel: 332-1025

(If the next day is Sunday, wait until Monday.)

If the next day is Saturday, or an official holiday, call the Washington International Center for guidance.

Bring your passport with you and plan to arrive at W.I.C. at 0830 hours.

5. In case of emergency, such as an illness, accident, or shortage of money, telephone W.I.C. at (202) 332-1025 any day and any time.

In the event there is no answer at (202) 332-1025, telephone (202) 485-8792 (USIA Watch Officer) or (202) 647-1512 (A.I.D. Duty Officer) and leave a message to be passed to W.I.C., including a telephone number where you can be reached. Someone will return your call. The telephone area code for Washington, D.C., 202, may be required if calling from a phone outside the immediate Washington, D.C. area.

We hope this information is helpful to you and that you will have a good trip to the United States.

During your trip, keep your passport, government check, traveler's checks and government documents *on your person at all times*. Do not check these items through with your baggage. Your A.I.D. lapel pin helps the reception personnel to identify you at the airport. Wear it so that it can be seen easily.

Normally, if the A.I.D. Mission in your country has cabled your arrival time, a representative of the United States Information Agency (USIA) will meet you at the airport of entry into the United States and assist you through customs, immigration and public health services. (At the airport, please listen for your name in case it is called on the public address system or look for an individual with your name listed on a card.)

If you are not met and you need assistance at one of the airports of entry, you should call the appropriate number of the nearest *U.S. Reception Center* listed below:

HONOLULU

USIA Reception Center
Federal Building, Room 6106
300 Ala Moana Boulevard
Honolulu, Hawaii 96850
Office: (808) 541-2734

MIAMI

USIA Reception Center
51 S.W. First Avenue, Room 1304
Federal Office Building
Miami, Florida 33130
Office: (305) 536-5543

CHAPTER 18

PARTICIPANT RESPONSIBILITIES

18A. POLICY

It is AID policy that every participant be advised of the conditions and responsibilities which accompany his/her acceptance of AID-sponsored training in the United States or country of training and agree to conform to these requirements.

18B. DEFINITIONS

Conditions of Training -- AID Form 1381-6 (Attachment 18A), which participants sign, that details the principal conditions involved in accepting AID-sponsored training. This form is also available in Spanish, French and Arabic.

18C. REQUIREMENTS

1. AID missions and contractors in the host country who program participants are responsible for ensuring that all participants, including those funded by central bureau programs and those managed by a host country entity, are informed prior to departure of the conditions and responsibilities which accompany acceptance of an AID-sponsored training program.

2. All participants are to understand and fully agree to accept responsibility for conforming with the terms and conditions of AID-sponsored training. Each participant is to read and sign the Conditions of Training form (AID-1381-6), which details the primary conditions prior to his/her departure from the home country.

3. Contractors in the United States and AID missions in third countries of training are to review with the participant(s) their responsibilities as participants.

18D. PROCEDURES

1. All participants are to be advised that they have the following responsibilities:

a. earnestly undertake their program and fully apply themselves to the extent of their abilities;

18D1

b. carry a full course load or laboratory schedule as prescribed by the academic or training institution;

c. pursue effectively the practical training phase of their program;

d. promptly submit (if in a degree program) to or contractor the Academic Enrollment and Term Report form (AID 1380-69) Attachment 26A, Chapter 26 Monitoring of Participants at the end of each term. Participants must be aware that contractors have authority to withhold allowance payments if these reports are not submitted on a timely basis;

e. obtain assistance from their faculty advisor at the university or technical school or from their contractor when a problem situation develops that may jeopardize the successful and timely completion of their program;

f. complete their program, unless otherwise fully justified, within the planned length of AID-sponsored training;

g. depart promptly from the United States or country of training on completion of their program;

h. pay all personal expenses prior to departure;

i. assume personal responsibility for complying with all applicable tax laws in the U.S. and paying all tax liabilities;

j. return to their home country on departure from the United States or country of training and resume work utilizing their training for the agreed upon period. This period of obligation is generally described in the bilateral agreement between AID and the host government;

k. comply with all laws of the country and local jurisdiction in which their training takes place.

2. All participants are also to understand and agree they will not:

a. seek to extend the length of their training program or their stay for personal convenience;

b. seek to obtain employment in the United States or country of training without prior AID approval;

18D2

c. seek to remain permanently in the United States or country of training;

d. marry during their training without notifying AID through their contractor;

e. bring their dependent(s) to the United States or country of training without prior approval (see Chapter 15 - Dependents of Participants);

f. seek or accept any public welfare assistance in the country or local juridiction of training; and

* g. own a motor vehicle without prior approval secured through their contractor or programming agent. *

* Revised

AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING, (OIT)

CONDITIONS OF TRAINING

1. Name of Participant *(Mr., Ms., Dr.) (Family, Given, Other)*	
2. PIO/P Number	3. Country of Training
4. Cooperating Country	5. Project/Activity Number

I agree that, as an A.I.D.-sponsored participant, I will adhere to my program, which has been requested and/or approved by my government, devote my time and attention to my studies and/or practical training, and conform to A.I.D. regulations and procedures for the duration of the training program. I agree that I will not seek extensions of my program, but will return to my country without delay upon completion of my training and endeavor to utilize the training acquired under this program for the benefit of my country. I also agree to comply with all laws, including tax laws, of the country and local jurisdiction in which my training takes place.

Furthermore, I thoroughly understand the following policies of A.I.D.:

1. Two-year Residency Requirement: I will receive and must remain on an A.I.D. J-1 visa during my training program in the United States and I will be obligated to return home immediately for a minimum of two years after the completion of my training program.

2. Dependents: Participant dependents (i.e., spouse and/or children) should not accompany or join a participant while he/she is in training in order that the successful accomplishment of training objectives is not hampered by increased problems of adjustment and added financial burdens. In any case, dependents may not join a participant until a full academic term or six months, whichever is longer, is completed. A.I.D. provides no funds for the dependents, and permission for the participant to work in the United States to support the dependents will not be given.

3. Termination of Training Program: A.I.D. reserves the right to terminate the training program of those participants who:

a. Change their course of study without authorization.

b. Fail in their studies.

c. Fail to carry classroom work that the training institution believes is commensurate with their ability.

d. Fail to show sufficient interest in or to pursue effectively the practical training phases of their program.

e. Conduct themselves in a manner prejudicial to the Participant Training Program or to the laws of the country of training.

f. Accept any public welfare funds.

g. Bring dependents to the country of training without prior approval.

h. Obtain employment in the United States or other country of training without prior A.I.D. approval.

i. Are diagnosed as having a mental or physical disease, disability or disorder that will unduly delay or prevent successful completion of the training program or render the participant unlikely to contribute to the home country's development for which the training was designed.

4. Automobile Ownership:

a. Agency policy prohibits ownership of a vehicle without the approval of the Director, Office of International Training.

b. The Agency's Health and Accident Coverage (HAC) program will not cover costs of medical treatment sustained as the result of the operation of an automobile or other vehicle, whether or not I own the vehicle.

c. If I operate a motor vehicle not owned by me, I do so at my own risk and am personally responsible for:

(1) Payment of the costs for medical treatment of injuries sustained as a result of an automobile accident.

(2) Obtaining all necessary personal, liability and health and accident insurance (other than the Agency's Health Coverage [HAC] Program) and licenses to meet state and local requirements for the operation of motor vehicle.

(3) Determining and complying with all state and local laws, ordinances and requirements where applicable, restrictions and requirements of the training facility.

d. It will be to my advantage to obtain the maximum personal liability insurance coverage available to cover claims against me should I ever be involved in an automobile accident.

e. I also understand and will be guided by the following conditions:

(1) A.I.D. assumes no responsibility for expenses involved in a participant owning or operating a motor vehicle, for expenses involving litigations related to or resulting from participant ownership or operation of a motor vehicle, or medical treatment required for injuries sustained while operating a vehicle.

(2) The U.S. Government cannot provide any assistance or protection to a participant accused of violating city, county or state laws regulating motor vehicle acquisition, operation and disposition. This applies to arrest and detention as well as fines, taxes, legal fees, and lawsuits and medical coverage for injuries sustained as the result of operating a motor vehicle.

5. Assignment and Subrogation of Claim Payments Relative to Health and Accident Coverage (HAC) Program: I hereby assign and subrogate to A.I.D. any and all rights and claims, and any proceeds resulting from the enforcement thereof, that may accrue to my benefit against any third party, including without limitation insurance companies, for the payment of costs or expenses, including without limitation medical costs, that A.I.D. has paid or will pay on my behalf or on behalf of such third party. I also agree to execute and provide to A.I.D. any and all documents pertaining to the foregoing, including without limitation written demands for reimbursement against third parties, and to cooperate with A.I.D. in any other manner necessary to implement the foregoing assignment and subrogation.

Signed:	**Witnessed:**
Signature of Participant	Signature of Mission Official
Date	Title

NOTE: Form available in English (AID 1381-6), Spanish (AID 1381-6A), Arabic (AID 1381-6B), and French (AID 1381-6C) through MO/RM, Rm. 1200F, SA-14, Washington, D.C. 20523.

SPANISH VERSION

AGENCIA PARA EL DESARROLLO INTERNACIONAL

OFICINA DE CAPACITACION INTERNACIONAL

CONDICIONES PARA LA CAPACITACION

1. _____
Nombre del participante (Sr., Srta., Dr.) (Apellido, nombre de pila, otro)

2. _____ No. del PIO/P

3. _____ País de capacitación

4. _____ País cooperador

5. _____ No. del proyecto/Actividad

En mi calidad de participante patrocinado por la A.I.D., convengo en atenerme al programa que mi gobierno ha solicitado o aprobado, dedicar mi tiempo y atención a mis estudios o trabajo práctico o ambas actividades, y en ajustarme a los reglamentos y normas de la A.I.D. mientras dure el programa de capacitación. Me comprometo a no solicitar prórrogas del programa, a regresar a mi país sin demora al terminar mi adiestramiento y a esforzarme en utilizar los conocimientos adquiridos en virtud de este programa para beneficio de mi país. También convengo en cumplir con todas las leyes, incluidas las leyes tributarias, del país y de la jurisdicción local donde se realice mi adiestramiento.

Asimismo, entiendo perfectamente las siguientes normas de la A.I.D.:

1. Requisito de regresar a mi país y permanecer allí dos años

   Recibiré una visa J-1 de la A.I.D. y me regiré por ella mientras dure mi programa de capacitación en los Estados Unidos. Tendré la obligación de regresar sin demora a mi país al completar mi programa de capacitación y deberé permanecer allí durante dos años como mínimo.

2. Familiares a cargo

   Los familiares a cargo del participante (es decir, cónyuge o hijos) no deben acompañar o unirse al participante mientras éste recibe adiestramiento, con el fin de no perjudicar el logro debido de los objetivos del programa de capacitación al ocasionar más problemas de ajuste y cargas

financieras adicionales. En todo caso los familiares a cargo no podrán reunirse con el participante sino después que éste haya terminado un curso académico completo o hayan transcurrido seis meses, si este plazo es mayor. La A.I.D. no suministra fondos para los familiares a cargo y no dará autorización al participante para trabajar en los Estados Unidos y mantener a sus familiares.

3. Terminación de los programas de capacitación

La A.I.D. se reserva el derecho de poner término al programa de capacitación de aquellos participantes que:

a. Cambien sus cursos de estudios sin permiso.

b. Fracasen en sus estudios.

c. No realicen las actividades de clase que, en opinión del instituto de capacitación, sean compatibles con sus aptitudes.

d. No demuestren suficiente interés en seguir debidamente las etapas de formación práctica de sus programas.

e. Se comporten de un modo perjudicial al Programa de Capacitación de Participantes o a las leyes del país de capacitación.

f. Acepten fondos de la asistencia pública.

g. Traigan familiares a cargo del país de capacitación sin autorización previa.

h. Obtengan empleo en los Estados Unidos o país de capacitación sin la aprobación previa de la A.I.D.

i. Sufran de una enfermedad física o mental, confirmada por diagnóstico, algún impedimento o desorden que, indebidamente, demorará o impedirá llevar a feliz término el programa de capacitación o deje al participante imposibilitado de contribuir al desarrollo del país de origen, para el que se proyectó el adiestramiento.

4. Posesión de automóviles

a. La agencia tiene por norma prohibir la posesión de un vehículo sin la aprobación del Director de la Oficina de Capacitación Internacional.

b. El programa de seguro médico y contra accidentes (Health and Accident Coverage - HAC) de la Agencia no cubrirá los costos de tratamiento médico por lesiones sufridas como resultado del manejo de un automóvil u otro vehículo, no importa quien sea su dueño.

c. Si manejo un vehículo automotor que no me pertenezca, lo hago por mi cuenta y riesgo, y soy personalmente responsable de:

1) Pagar los costos de tratamiento médico por lesiones sufridas como resultado de un accidente automovilístico.

2) Obtener todos los seguros necesarios personal, de responsabilidad civil, médico y contra accidentes (además del programa de seguro médico y contra accidentes -HAC- de la Agencia) así como las licencias para cumplir con los requisitos estatales y locales de manejo de vehículos automotores.

3) Determinar y cumplir con todas las leyes, ordenanzas y requisitos estatales y locales donde proceda, restricciones y requisitos del instituto de capacitación.

d. Me será conveniente obtener el seguro de responsabilidad civil que ofrezca la mayor protección para pagar las demandas que se presenten contra mí si alguna vez estoy implicado en un accidente automovilístico.

e. También entiendo las siguientes condiciones y me guiaré por ellas:

1) La A.I.D. no asume <u>ninguna responsabilidad</u> por los gastos ocasionados a un participante por el manejo o propiedad de un vehículo automotor, de los gastos ocasionados al participante por litigios relacionados con la propiedad o manejo de un vehículo automotor o derivados de ello, o del tratamiento médico requerido por lesiones sufridas al manejar un vehículo.

2) El Gobierno de los Estados Unidos no puede ofrecer ninguna ayuda o protección a un participante acusado de violar las leyes de la ciudad, condado o estado que regulen la adquisición, manejo y traspaso de un vehículo

automotor. Esto se aplica a la detención y encarcelamiento así como a las multas, impuestos, honorarios legales y litigios, y seguro médico por lesiones sufridas como resultado del manejo de un vehículo automotor.

5. Cesión y subrogación del pago de demandas relativas al Programa de seguro médico y contra accidentes (HAC)

Por la presente cedo y traspaso a la A.I.D. todos y cada uno de los derechos y reclamaciones, y todas las ganancias derivadas de su cumplimiento que puede acumularse en mi favor contra cualquier tercero, incluidas las compañías de seguros sin limitaciones, para el pago de costos o gastos, incluidos sin limitaciones los costos médicos, que la A.I.D. haya pagado o pagará en mi nombre o a nombre de dichos terceros. También me comprometo a formalizar y entregar a la A.I.D. todo documento relativo a lo anterior, incluidas las demandas por escrito, sin limitaciones, de reembolso contra terceros, y en cooperar con la A.I.D. en cualquier forma necesaria para ejecutar la asignación y subrogación antes mencionadas.

Firmado:	Testigos:
_____	_____
(Firma del participante)	(Firma del Funcionario de la Misión)
_____	_____
(Fecha)	(Título)

ARABIC VERSION

وكالـــة التنميـــة الدوليـــة

مكتـب التدريب الدولـــــــي

شـروط التدريـــــب

١ : _____

اسم المشترك (السيد ، السيدة ، الدكتور) (اسم العائلة ، الاسم الأول ، أسماء أخرى)

٢ : _____ ٣ : _____

رقم تنفيذ المشروع / المشترك — الدولة التي سيتم فيها التدريب

٤ : _____ ٥ : _____

الدولة المتعاونـة — رقم المشروع / حقل النشاط

أوافق ، باعتباري مشتركا تحت اشراف وكالة التنمية الدولية ، علـــى أن التزم ببرنامجي الذي طلبته و/أو وافقت عليه حكومتي ، وأن أكرس وقتـــي واهتمامي لدراساتي و/أو تدريبي العملي ، وأن أتقيد بقواعد وكالة التنميـــة الدولية واجراءاتها طوال فترة البرنامج التدريبي . وأوافق علـــــــى ألا أسعى الى أي تمديدات لبرنامجي وأتعهد بأن أعود الى بلادي فور انهـــاء تدريبي ، وأن أعمل على استغلال ما اكتسبه من تدريب بموجب هـــــــذا البرنامج ، لصالح بلادي . وأوافق ايضا على الالتزام بكل القوانين ، بمـــا في ذلك قوانين الضرائب المعمول بها في الدولة والمناطق التي يتم فيهـــا تدريبي .

وفضلا عن ذلك ، فأنا متفهم تماما للسياسات التالية لوكالـــــة التنمية الدولية :

١ - شروط العودة الى الوطن والاقامة لمدة سنتين

أتعهد بأنني سوف أحصل على تأشيرة من نوع (J - 1) المقدمـــة من وكالة التنمية الدولية ، وأن أقيم بموجبها في الولايات المتحـــدة

خلال فترة برنامج التدريب . وأنني ملزم بالعودة الى وطني فورا والاقامة فيه لمدة سنتين على الاقل بعد استكمال تدريبي في البرنامج .

٢ - أفراد الأسرة التابعون

يجب ألا يصحب أفراد أسرة المشترك التابعون (مثل الزوج / الزوجة و/أو الابناء) - يجب ألا يصحبوا المشترك / المشتركة أو ينضموا اليه أثناء الفترة التي يمضيها في التدريب ، حتى لا تؤثر المشاكل الناجمة عن التكيف والاعباء المالية الاضافية في انجاز أهداف التدريب بنجاح . وعلى أية حال ، فليس من المسموح لافراد الأسرة التابعين بالانضمام الى المشترك الا بعد اتمام اما دورة أكاديمية كاملة ، أو بعد ستة أشهر تؤخذ في الاعتبار الفترة الاطول منهما . ولا توفر وكالة التنمية الدولية أي مخصصات مالية لافراد الأسرة التابعين ، ولا تمنح اذنا للمشترك بالعمل في الولايات المتحدة لاعالة افراد اسرته التابعين .

٣ - انهاء برامج التدريب

تحتفظ وكالة التنمية الدولية بحقها في انهاء البرامج التدريبية لاولئك المشتركين الذين :

أ) يغيرون برامج دراستهم بدون ترخيص .

ب) يخفقون في دراساتهم .

ج) يفشلون في الاضطلاع داخل الصف الدراسي بالعمل الذي ترى مؤسسة التدريب انه متناسب مع قدراتهم .

د) لا يظهرون اهتماما كافيا بالمراحل التدريبية العملية لبرامجهم أو لا يتابعونها بصورة فعالة .

هـ) يتصرفون بأسلوب يعرّض للضرر البرنامج التدريبي للمشترك ، أو قوانين الدولة التي يجري فيها التدريب .

و) يقبلون أي اعانات مالية عامة .

ز) يستقدمون أفراد الاسرة التابعين الى الدولة التي يجري بها التدريب بلا موافقة مسبقة .

ح) يحصلون على عمل في الولايات المتحدة أو الدولة التي يتم فيها التدريب بلا موافقة مسبقة من وكالة التنمية الدولية .

ط) يتبين ، بعد التشخيص ، أنهم يعانون من مرض عقلي أو جسدي ، أو عجز أو اعتلال من شأنه أن يؤخر أو يحول دون استكمال برنامج التدريب بنجاح ، أو يؤدي الى جعل المشترك غير قادر على المساهمة في تنمية وطنه من خلال هذا البرنامج الذي صمم خصيصا لهذا الغرض .

٤ - امتلاك سيارة

أ) تحظر سياسة الوكالة امتلاك سيارة بدون موافقة من مدير مكتب التدريب الدولي .

ب) لا يشمل " برنامج الوكالة للتأمين الصحي وضد الحوادث " ، تكاليف العلاج الطبي المترتب على قيادة سيارة أو مركبة أخرى سواء كنت أملكها أو لا أملكها .

ج) اذا قمت بقيادة مركبة ذات محرك ، فانني أتحمل العواقب وأكون مسؤولا بصفتي الشخصية عن :

(١) تسديد تكاليف العلاج الطبي للأصابات المترتبة على وقوع حادث للسيارة .

(٢) الحصول على كافة التأمينات الشخصية اللازمة لتغطية مسؤوليتي القانونية ، بالاضافة الى التأمين الصحي والتأمين ضد الحوادث والى جانب " برنامج الوكالة للتأمين الصحي وضد الحوادث " ، والرخص التي تشترطها سلطات الولايات والسلطات المحلية لقيادة السيارات ذات المحركات .

(٣) التعرف على ، والتقيد بكافة قوانين الولاية ، والقوانين المحلية والاشتراطات واللوائح البلدية ، حيثما كان ذلك لازما ، وقيود واشتراطات مرفق التدريب .

د) من مصلحتي الحصول على أكبر قدر ممكن من التأمين لتغطية مسؤوليتي القانونية ، حتى أتمكن من تغطية المطالبات ضدي اذا تورطت في حادث سيارة .

هـ) كذلك فانني اتفهم الشروط التالية وسوف أسترشد بها :

(١) لا تتحمل وكالة التنمية الدولية مسؤولية أي نفقات متعلقة بامتلاك المشترك أو قيادته لمركبة ذات محرك ، أو متصلة بمقاضاة ناشئة عن ، أو ذات صلة بامتلاك المشترك أو قيادته لمركبة ذات محرك ، أو خاصة بالعلاج الطبي اللازم للاصابات التي حدثت اثناء قيادة السيارة .

(٢) لا تقدم الحكومة الاميركية أي مساعدة أو حماية لمشترك متهم بانتهاك قوانين المدينة ، أو المقاطعة أو الولاية التي تحكم امتلاك السيارات ذات المحركات وتشغيلها والتخلص منها . وينطبق ذلك على حالات الاعتقال والاحتجاز ، كما ينطبق على الغرامات والضرائب والرسوم القانونية ، والقضايا ، والتغطية الطبية للاصابات المترتبة على قيادة مركبة ذات محرك .

٥ - التخلي والتنازل عن المدفوعات المقدمة سدادا لمطالبات متصلة ببرنامج الوكالة للتأمين الصحي وضد الحوادث .

انني أتعهد بموجب هذا بأن أتخلى وأتنازل لوكالة التنمية الدولية عن كافة الحقوق والمطالبات ، وعن أي عائدات مترتبة على تطبيقها قد تستحق لي لقاء أي طرف ثالث بما في ذلك شركات التأمين بلا تحديد ، نظير سداد تكاليف أو نفقات ، وبما في ذلك ، بلا تحديد ، التكاليف الطبية التي دفعتها وكالة التنمية الدولية أو ستقوم بدفعها نيابة عني أو نيابة عن طرف ثالث ، وأوافق أيضا على أن أوثق وأوفر لوكالة التنمية الدولية كافة الوثائق المتصلة بما هو مذكور أعلاه ، بما في ذلك - بلا تحديد - المطالبات الخطية بالسداد ضد

أطراف ثالثة ، وأن أتعاون مع وكالة التنمية الدولية بأي شكل آخر يتطلبه الامر لتنفيذ التنازل المذكور أعلاه .

توقيع :

(توقيع المشترك)

بشهادة :

(توقيع مسؤول البعثة)

(التاريخ)

(اللقب)

FRENCH VERSION

AGENCE POUR LE DEVELOPPEMENT INTERNATIONAL

OFFICE DE LA FORMATION INTERNATIONALE

CONDITIONS DE STAGE

1. _____
Nom du participant (M., Mme, Dr) (nom de famille, prénom, autres)

2 _____ PIO/P No.

3. _____ Pays offrant la formation

3. _____ Pays participant

5. _____ N° Projet/Activité

Je m'engage, en tant que participant parrainé par l'AID, à adhérer à mon programme, lequel a été demandé et/ou approuvé par mon gouvernement, à consacrer mon temps et mon attention à mes études et/ou à ma formation pratique, et à me conformer aux règlements et procédures de l'AID pendant toute la durée du stage de formation. Je m'engage à ne pas essayer de proroger la durée de mon stage et à retourner dans mon pays sans tarder dès la fin de mon stage de formation et à m'efforcer de mettre à profit la formation acquise pendant ce stage dans l'intérêt de mon pays.

Je m'engage également à respecter toutes les lois, y compris les lois fiscales, du pays et de la localité dans lesquels se déroulera mon stage de formation.

En outre, je comprends parfaitement les règlements de l'AID qui figurent ci-après:

1. Conditions de séjour et de retour au pays

Je dois obtenir un visa J-1 A.I.D. dont je dois rester titulaire pendant la durée de mon stage de formation aux Etats-Unis et je m'engage à rentrer au pays dès la fin du stage pour un minimum de deux ans.

2. Membres de la famille

Les membres de la famille d'un participant (conjoint(e) et/ou enfants) ne devraient pas accompagner ou rejoindre le participant pendant qu'il fait son stage de formation afin de ne pas compromettre ses chances de succès du fait des problèmes supplémentaires d'adaptation et d'obligation financières. Les membres de la famille ne peuvent, en aucun cas, rejoindre le participant avant que la durée totale de la formation technique ou six mois, en retenant la plus longue des deux périodes, ne

soit complètement achevée. L'AID ne prévoit pas de fonds pour les membres de la famille et n'autorise pas le participant à travailler aux Etats-Unis pour subvenir aux besoins de sa famille.

3. Renvoi de participants aux programmes de formation

L'AID se réserve le droit de renvoyer les participants au programme de formation qui:

a. changent de programme d'études sans autorisation;

b. ont de mauvaises notes;

c. ne font pas le travail de classe qui, selon le centre de formation, est en rapport avec leur aptitude;

d. ne montrent pas suffisamment d'intérêt ou ne suivent pas efficacement les phases de formation pratique de leur programme;

e se comportent d'une manière préjudiciable au Programme de formation des participants ou aux lois du pays offrant la formation;

f. acceptent toute aide sociale aux personnes désavantagées;

g. amènent des membres de leur famille dans le pays offrant la formation sans en avoir obtenu l'autorisation préalable;

h. obtiennent un emploi aux Etats-Unis ou dans le pays offrant la formation sans avoir obtenu l'autorisation préalable de l'AID;

i. manifestent, suivant un diagnostic, des symptômes de maladie mentale ou physique, une infirmité ou des troubles qui retarderont ou entraveront indûment le bon déroulement de leur programme de formation ou qui ne permettront vraisemblablement pas au participant de contribuer dans son pays au développement auquel la formation est destinée.

4. Possession d'une automobile

a. La politique de l'AID interdit de posséder un véhicule sans avoir obtenu l'autorisation du Directeur de l'Office de la formation internationale.

b. Le programme d'assurance maladies et accidents (HAC - Health and Accident Coverage) de l'AID ne couvre pas les frais de traitement médical nécessaire à la suite d'un accident survenu en conduisant une automobile ou tout autre véhicule, que j'en sois ou non propriétaire.

c. Au cas où je conduirais un véhicule automobile dont je ne suis pas propriétaire, je le conduis à mes propres risques et je suis personnellement responsable:

1) de régler les frais médicaux de traitement des blessures subies à la suite d'un accident automobile;

2) de contracter toute assurance nécessaire couvrant ma responsabilité civile privée, ainsi que les maladies et accidents (autre que le Programme d'assurance maladies et accidents (HAC) de l'AID). Je m'engage également à remplir toutes les formalités locales et de l'Etat régissant la conduite des véhicules automobiles (permis de conduire, immatriculation, etc.);

3) de chercher à connaître et de respecter toutes les lois, ordonnances et prescriptions applicables, locales et de l'Etat, ainsi que les restrictions et exigences du centre de formation.

d. Il serait dans mon intérêt d'obtenir la couverture la plus élevée possible en ce qui concerne l'assurance de responsabilité civile privée pour le cas où je serais impliqué dans un accident automobile.

e. Je comprends également que je serai guidé par les conditions suivants:

1) L'AID n'assume aucune responsabilité en ce qui concerne les dépenses qu'un participant pourrait avoir à supporter du fait qu'il possède ou conduit un véhicule automobile, les dépenses occasionnées par toute action judiciaire se rapportant au fait que le participant possède ou conduit un véhicule automobile, ou les frais médicaux nécessaires à la suite de blessures subies alors qu'il conduit un véhicule.

2) Le Gouvernement des Etats-Unis ne peut fournir aucune assistance ou protection à un participant qui est accusé d'avoir violé les lois municipales, du comté ou de l'Etat, régissant l'acquisition, la conduite et la cession d'un véhicule automobile. Ceci s'applique à l'arrestation et à la détention, aux amendes, taxes, frais administratifs, ainsi qu'aux procès et frais médicaux pour blessures subies alors qu'il conduisait un véhicule automobile.

5. Cession et subrogation du paiement des indemnités relevant du Programme d'assurance maladies et accidents (HAC)

Je soussigné cède et subroge à l'AID tous droits et recours, et tous montants provenant de l'application de ces droits et recours qui me seraient acquis contre toute tierce partie, y compris mais sans s'y limiter des compagnies d'assurances, en ce qui concerne le paiement des coûts et dépenses, y compris mais sans s'y limiter les frais médicaux que l'AID a réglés ou réglera en mon nom ou au nom de ladite tierce partie. Je m'engage également à signer et à fournir à l'AID tous documents concernant ce qui précède, y compris mais sans s'y limiter les demandes de remboursements faites par écrit contre les tierces parties, et à coopérer avec l'AID de toute autre manière nécessaire à l'exécution de la cession et de la subrogation susmentionnées.

Signatures:	Témoin:
_____	_____
(Signature du participant)	(Signature du représentant de la Mission)
_____	_____
(Date)	(Titre)

CHAPTER 19

AIRPORT ARRIVAL SERVICE IN THE UNITED STATES

19A. POLICY

It is AID policy that participants are met whenever feasible at the United States airports of entry in Honolulu, Miami, New York as well as at Washington, D.C./Baltimore.

19B. PURPOSE

AID has established policy in order this to resolve visa, customs, money exchange, and transit problems.

19C. SERVICES PROVIDED

1. New York, Honolulu, and Miami

Through a financial arrangement with the United States Information Agency (USIA), AID-sponsored participants are met at the Honolulu, Miami and New York airports by USIA Reception Center personnel, who provide the following services:

a. meet participants at the airport (when complete and accurate flight data have been received in advance);

b. facilitate clearance of participants through customs, public health and immigration;

c. make hotel arrangements at the airport of entry if necessary;

d. assist participants in making connections for on-going flights; and

e. for participants traveling on to Washington, D. C., notify the Washington International Center (WIC) if there are changes in the previously announced travel plans or if the number of participants is different from that provided in previous information.

2. Washington/Baltimore

For participants arriving at Washington National, Dulles or Baltimore-Washington International airports, WIC provides the following services with the help of trained volunteers:

19C2

a. make or confirm Washington hotel reservations prior to arrival;

b. meet participants at any day or hour at the three airports (when possible, arrivals should be scheduled during work hours);

c. help participants with immediate problems and questions, including small, emergency cash advances; and

d. arrange for the participant's bus, taxi or limousine trip from the airport to the hotel where reservations have been made.

19D. PROCEDURES

1. To ensure that a newly arriving participant is met, the mission cables flight number and arrival time as soon as known, in any case early enough to be received no less than 48 hours before the scheduled arrival (see Chapter 16 -- Travel and the Arrival Notice System).

2. Participants programmed by the Office of International Training's (OIT) contractor/RSSA make their travel arrangements and cable the arrival information in response to the "call forward" instructions from the contractor/RSSA. A copy of the arrival information cable is routinely passed through USIA to the appropriate reception center.

3. For participants programmed by other than OIT's contractor/RSSA, missions should cable arrival information in the same fashion, using the arrival notification system described in Chapter 16 -- Travel and the Arrival Notice System.

4. If the participant is from a country without AID presence, or if for other reasons it is not feasible for the mission to cable the necessary information on time, the contractor or host government entity concerned may cable or telegraph by commercial channels to USIA, ATTN: RECEPCEN, Wash, E/VCR, and the information will be passed to the port-of-entry reception center.

5. For participants scheduled to arrive at National, Dulles or Baltimore-Washington International airports, USIA passes the arrival notice to WIC, which makes the necessary arrangements.

CHAPTER 20

ORIENTATION IN THE UNITED STATES

20A. POLICY

It is AID policy that all participants training in the United States are required to attend appropriate orientation programs in the United States which focus on both the practical aspects of living in this country and on the customs, values and institutions of Americans. The orientation programs must be tailored to the different needs of short-term trainees and long-term or academic students and researchers. Orientation must not seek to inculcate participants with American values.

20B. DEFINITION

Orientation -- a program to provide the participants with an understanding of American culture, values and institutions -- not for emulation, but to encourage friendly and productive relationships between the countries and to facilitate personal and professional ties which can foster the participants' continued technical growth and contributions after their return home. Specific goals of orientation:

1. Provide participants with an understanding of American behavioral patterns and with skills so that they may operate with confidence as they interact at the professional, academic, and social levels with Americans.

2. Minimize the mental and physiological stress of culture fatigue and shock, especially as participants are increasingly drawn from the relatively disadvantaged elements of their home country societies.

20C. REQUIREMENTS

An orientation program should be broadly designed to assist participants in quickly adjusting to a different culture and facilitate achievement of their training objectives. Topics and activities include:

1. Administrative and logistical concerns as follows:

   (a) Health and Accident Coverage (HAC) Program

   (b) Allowances and how to budget daily expenses

   (c) Counseling services

   (d) Mailing instructions

20C1

(e) Passport and visa regulations

(f) Income tax requirements

(g) Relevant Handbook 10 regulations

2. Adjustment to American culture, values and institutions, with focus on such topics as Understanding the American People, Society in Transition, The American Economy, Education in the United States, Race Relations, Male and Female Relationships, and the Political Process. American values and behavioral characteristics important in developing effective relationships (e.g., emphasis on time management, acceptance of change, informality, arms length conversational distance) are covered. Also, for participants programmed into universities, the differences in approach between American and many foreign universities with respect to study.

3. Introduction to American life -- home hospitality in volunteer homes; informal discussions with volunteers; organized trips to sites of political, economic, community, and historic interest; and exposure to special events in the evening such as county fairs, concerts, etc. (see Chapter 21 -- Home Hospitality and Community Programming).

4. Matters of concern to participants such as money, food, clothing, housing, relating to Americans.

The program schedule should be designed to prevent over-fatigue during a period of travel and transition.

20D. WASHINGTON INTERNATIONAL CENTER (WIC)

The Washington International Center of Meridian House International, (located at 1630 Crescent Place, N.W., Washington, D.C. 20009) is under contract to AID to provide orientation and related services to AID-sponsored participants. Missions are encouraged to enroll all participants, however programmed, in the WIC orientation.

1. WIC Program

WIC conducts each week at least one scheduled program of orientation, with additional simultaneous programs during the "busy" season to keep individual sessions relatively small or to meet the specific needs of special groups. In the latter category are tailored programs of shorter duration, especially for short-term trainees traveling as a group or a program given in Spanish or French or with translation. Regular programs last 5 days and begin each Monday.

20D

Participants attending should arrive no later than the previous Saturday if crossing several time zones to recover from travel fatigue and to settle in.

2. Other WIC Participant Services

Recognizing the variety of problems often facing participants on their arrival in the United States, WIC also:

a. provides check cashing and travelers check services;

b. lends winter outerwear to participants from warm countries until they leave Washington or purchase their own warm clothing;

c. makes or confirms follow-on travel arrangements;

d. assists in resolving personal problems;

e. loans small amounts of money for expenses pending delayed maintenance allowances.

3. Registration

a. For participants programmed through OIT by its contractor/RSSA, funded PIO/Ps include the WIC fee, which is credited to the Master Disbursing Account by the Office of Financial Management. The programming agent schedules attendance with WIC.

b. For participants programmed by bureau, mission, or host country contractors, the contractors schedule attendance directly with WIC and pay the fee.

CHAPTER 21

HOME HOSPITALITY AND COMMUNITY PROGRAMMING

21A. POLICY

It is AID policy that programming specialists include in participants' programs scheduled opportunities to meet professional counterparts and receive invitations for hospitality in American homes.

21B. PURPOSE

An important objective of each participant's training program is an improved understanding of the United States, its customs, culture, institutions, and values. The purpose is not to inculcate them with these American characteristics, but to assist them in adapting to the United States and to Americans for their period of training. These broadening experiences are also intended to help participants understand first hand the processes of a democratic society and the private enterprise system as well as to develop trust and understanding so that cooperation and commerce will readily grow.

21C. DESCRIPTION

OIT works through cooperative agreements with two non-profit organizations which maintain networks throughout the United States available for programming participants into home hospitality and for arranging community contacts. They are:

1. The National Council for International Visitors (NCIV)

The NCIV is a Washington-based organization which coordinates the activities of more than 100 local councils in both large and small cities throughout the United States. While several councils in large cities have skeletal paid staffs, all depend largely or wholly on volunteers to arrange and carry out the services provided to foreign visitors including AID participants. The local councils specialize in programming short-term visitors and can be particularly effective with technical participants. In addition to home hospitality, the councils can arrange meetings with professional counterparts to supplement the training program as well as tours of local business enterprises. With very few exceptions, these services are without charge.

21C1

2. The National Association for Foreign Student Affairs (NAFSA)

NAFSA is an organization with both individual and institutional membership throughout the United States. Membership is particularly focused on foreign student advisors and other international student office staff, teachers of English as a Second Language, and other fields dealing with foreign students. NAFSA has several sub-organizations, one of which is the Community Section (COMSEC). COMSEC membership, on most campuses, is available to arrange home hospitality and other community contacts for foreign students. With its focus on campuses, COMSEC is especially appropriate for long-term academic and campus-based technical participants.

21D. PROCEDURES

1. Programming specialists tap the resources of these two organizations as follows:

a. NCIV -- Requests for services may be directed to the NCIV headquarters at Meridian House, 1623 Belmont Street, N.W., Washington, D.C. 20009, Telephone: (202) 332-1025 or (800) 523-8101. NCIV publishes and continually updates a directory of specific services provided by all of the 100 local affiliated councils. Contractors may obtain copies from NCIV. With the directory, requests for services can be sent directly to the local council.

b. NAFSA/COMSEC -- Requests for assistance may be directed to the NAFSA headquarters at 1860 19th Street, N.W., Washington, D.C. 20009, Telephone: (202) 462-4811. While NAFSA also publishes a directory of local COMSEC chapters and services, it is not continually updated and local contacts may be out of date. Therefore, requests for assistance should be directed to NAFSA for forwarding to the current local contact.

2. To use these resources, the programming specialist must initiate the request as early as possible -- describing the individual's or group's program objective, the specific assistance sought, the available time and location, the visitor'(s) name(s), background, professional areas of interest, and any special considerations such as dietary restrictions. Lead time requirements vary by local affiliate; many are able to arrange services on very short notice (depending upon the season and current volume of foreign visitors), while others require greater lead time. In all cases, it must be remembered that the services are being provided by volunteers.

CHAPTER 22

MID-WINTER COMMUNITY SEMINARS

22A. POLICY

It is AID policy that missions and bureaus as well as contractors should, whenever feasible, ensure that AID-sponsored participants whose programs last at least one year (academic year in the case of participants at academic institutions) attend a Mid-Winter Community Seminar.

22B. PURPOSE

Mid-Winter Community Seminars are a primary means to expose participants to substantive programs which supplement their formal training at a time during the Christmas holidays when training institutions are generally closed down. The seminars also provide participants with an opportunity to experience American communities and know American families in order to develop some insights into American culture, values and institutions. At the same time, they offer to American host families an opportunity to meet participants and witness the AID program in action. The seminars are considered important and necessary adjuncts to training programs by conveying an understanding of the United States and its people as a society in continuous development and of its institutions which have traditionally contributed to that development.

22C. DESCRIPTION

1. Each year during the academic Christmas break, OIT sponsors the Mid-Winter Community Seminars under the leadership and coordination of the National Council for International Visitors (NCIV). The individual programs are presented by more than 30 local NCIV affiliates.

2. Local programs vary, but are similar in that they are built around a substantive topic, include home hospitality, and provide social, cultural, and recreational activities. Substantive programs, typically encompassing at least 3 or 4 days of the 9-day program, include topics such as arid agriculture, management skills, international finance, volunteerism, community health, local government, urban problems and private enterprise. Emphasis is on practical applications including tours to installations and meetings with actual practitioners rather than academic theory. Local NCIV affiliates select the theme drawing upon local resources and design the program under the guidance of NCIV.

22D. PROCEDURES

1. Bureaus and Missions

Bureaus and missions must ensure that funding for Mid-Winter Community Seminars is included in the funding for individual participant programs. Participants programmed through OIT are funded from their PIO/Ps. Participants programmed by other bureau, mission and host country contractors/grantees are enrolled by the payment of tuition directly to NCIV. The tuition varies by seminar site. In some cases, seminar plans may include charges for lodging and/or other group costs in addition to tuition. Such costs should be considered payable from the participant's per diem for the seminar, whether billed to the participant on arrival or to the contractor in advance. See appropriate Participant Training Notice for current per diem rates for Mid-Winter Community Seminars (See Attachment 22A).

2. Participants

With the guidance of their programming specialists, participants select a first, second and third choice seminar from among those available after NCIV circulates the offerings to the contractors. Assignments are made on a first come-first served basis with regard to balance in participant mix. Attendance is not restricted geographically except by a maximum travel cost; a change in geographic area from the site of training is encouraged.

3. Spouses and Children

In many instances, individual seminars are able to accommodate the spouses of participants, whether the spouses attend with the intention of participating in the seminar or merely accompany the participant to the seminar site with no intention of participating.

a. Participating Spouses -- Participants with spouses may be nominated for joint attendance only when both can participate fully in all scheduled activities, substantive, cultural and recreational. This participation includes home hospitality. It is not possible for the seminar coordinators to make commitments for participation without the assurance that the spouse will, in fact, do so. The spouse must be adequately competent in English to participate in the program. The participant is responsible for all costs of the spouse, including tuition, food and lodging, and incidental expenses. Arrangements for participation and tuition payment must be made in advance. In cases when both husband and wife are AID-sponsored participants individually, both are enrolled separately in the same or different seminars.

22D3

b. Accompanying Spouses -- When approved by the seminar coordinator in advance, spouses may accompany the participant without participating in the seminar. The presence of the spouse, however, does not relieve the participant from the obligation of fully participating in all scheduled seminar activities including organized social and cultural activities. In particular, the participant must accept a home hospitality invitation if included in the seminar program, even if it is not possible for the spouse to join him/her or the invitation cannot be extended to the spouse. The participant is responsible for all costs of the spouse.

c. Children -- Unless specifically planned for and announced in advance by the individual seminar sites, **no** children are allowed to accompany a participant under any circumstances. There are rarely any arrangements available to care for children, and their presence would disrupt seminar plans such as home hospitality, room arrangements, and various activities.

4. Participant Attendance

Participants who are enrolled in seminars are obligated to arrive on schedule and participate fully in all scheduled activities. Seminar coordinators are required to report to the responsible programming specialists those participants who arrive late, depart early, or fail to participate in scheduled activities. Program specialists then withhold from future maintenance payments the amount for those days missed, unless the cause of non-attendance was beyond the participant's control such as illness, late university closing, transportation delays, etc.

AID 1380-94 (4-77)

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING

PARTICIPANT TRAINING NOTICE

SUBJECT	REFERENCE	NOTICE NO.
PER DIEM Rates for FY 88 Mid-Winter Community Seminars	HB 10, CHAP. 22	89-5 11/22/88
	CANCELLATION DATE	Page 1 of 2 Pages
	SUPERSEDES AMENDS TN 89-2 dated 10/12/88	

Because of the differences in lodging costs at the various Mid-Winter Community Seminars (MWCS), a modified per diem allowance for participants attending the FY 88 seminars has been established.

The allowance equals the double occupancy rate at a specific locale, as indicated below, plus $25. Where only single rooms are available, the lodging may be based on the single room charge. In either case, the per diem may not exceed the amount indicated below plus $25. If a participant wishes to occupy a single room where double rooms are available, he/she must pay the difference in cost from personal funds or from the $25.

In no case may the total per diem exceed the standard maximum rate of $65 ($75 for designated high cost cities and $90 for exceptional high cost cities).

During the period of attendance, the participant continues to receive the full, established maintenance allowance plus the total of the MWCS lodging and $25.

Also indicated below are the seminar fees for each location for your convenience in preparing budget figures.

The lodging costs and seminar fees are:

CITY	DOUBLE OCCUPANCY RATE	SEMINAR FEE
Atlanta, GA	$32.50	$351
Baltimore, MD	$45.00	$350
Baton Rouge, LA	$35.00	$314
Boston, MA	$27.42	$360
Buffalo, NY	$24.30	$280
Chicago, IL #1	$40.48	$314
Chicago, IL #2	$22.00	$297
Cincinnati, OH	$34.00	$289
Columbus, OH	$27.50	$360
Des Moines, IA	$30.00	$380
Detroit, MI	$32.45	$350

Irvine, CA	$34.90	$240
Jackson, MS	$29.15	$333
Lincoln Univ., PA	$25.00	$320
Little Rock, AR	$25.68	$262
Los Angeles, CA #1	$47.60	$400
Los Angeles, CA #2	$35.00	$350
Melbourne, FL	$25.00	$340
Memphis, TN	$27.06	$277
Milwaukee, WI	$27.75	$320
Minneapolis, MN	$25.20	$271
New York, NY #1	$39.00	$390
New York, NY #2	$25.00	$383
Orlando, FL	$31.00	$320
Philadelphia, PA	$28.88	$314
St. Louis, MO	$27.00	$350
San Francisco, CA	$40.00	$383
San Juan, PR	$34.00	$286
Scottsdale, AZ	$30.00	$286
Seattle, WA	$24.00	$328
Spokane, WA	$31.27	$312
Syracuse, NY	$20.00	$263
Tampa Bay, FL	$10.00	$283
Tucson, AZ	$30.12	$267
Tulsa, OK	$26.88	$380
Washington, DC	$28.00	$383

CHAPTER 23

INTERPRETER AND ESCORT SERVICES

23A. POLICY

It is AID policy that participants are provided interpreter/escort services when not proficient in the language of training.

23B. DEFINITIONS

1. Interpreters -- qualified individuals with the sole responsibility of providing simultaneous and/or successive translation services to one or more participants.

2. Escorts -- AID officials who provides assistance with participant travel, logistics and scheduling, home hospitality arrangements, and serves on behalf of AID as the representative of the participants in meetings or other situations. In the absence of an individual official serving as escort officer, an interpreter may serve as an escort.

23C. RESPONSIBILITIES

1. Contractor-Managed Participants

If the costs for interpreters and/or escorts are authorized by the contract, the contractor makes all arrangements and funds the interpreters and/or escorts from the contract.

2. Participants Funded Through OIT

a. Responsibility for arranging services for participants managed by OIT's contractor/RSSA is delegated to those contractor/RSSA. They are responsible for making all arrangements including payment. Missions and bureaus request interpreter/escort services by:

(1) indicating in Block 17 of the PIO/P that these services are needed; that salary, per diem, transportation, and miscellaneous expenses are authorized; and the dollar amount provided; and

(2) stating in the Bio-data (page 3 of the PIO/P) that the participant(s) require(s) an interpreter/escort.

b. The Office of Financial Management places in the Master Disbursing Account the funds transferred by the PIO/P, including those for interpreter/escort services, which are drawn down for this purpose by OIT and its contractor/RSSA.

23C2

c. OIT or its contractor/RSSA, as appropriate, issues a Letter of Assignment to the interpreter/escort, based upon an umbrella contract which establishes salary levels and other conditions of employment. Salaries are maintained at the levels established by the Department of State for its interpreters. In addition to the basic compensation, there is supplemental pay for serving as escort officer and for providing interpreter services to a group of five or more participants. The interpreter/escort receives the same travel and per diem as the participants served.

CHAPTER 24

PARTICIPANT TRAINING INFORMATION SYSTEM

24A. POLICY

It is AID policy that AID maintain current and accurate data on all AID-sponsored participants.

24B. PURPOSE

Participant data are required for management purposes by the administrator, bureaus and missions, and OIT. Participant training data are also necessary for external information including the Congress, other Federal agencies, and the United States academic community.

24C. DEFINITIONS

1. Participant Training Information System (PTIS) -- the Agency's computer-based repository of official data on all AID-sponsored participants including those managed through OIT, AID direct contractors and grantees, host country contractors and host country government entities.

2. Project Implementation Order/Participants (PIO/P) -- AID Form 1380-1, which originates at the funding source, normally in a mission, and is required for all participants including those directly managed (funded PIO/Ps) and contract-managed (unfunded PIO/Ps), (see Chapter 6 -- Project Implementation Order/Participants (PIO/P) and Supplemental Documentation).

3. IAP 66A - Certificate of Eligibility for Exchange Visitor (J-1 visa) -- a form which permits AID participants to request a J-1 visa from the United States Consulate for entering the United States under the AID Exchange Visitor Program (see Chapter 14 -- Visa Requirements).

4. Participant Data Form (PDF) -- AID Form 1381-4, which is the primary data input document for the PTIS (Attachment 24A). It also serves for enrolling a participant in the AID Health and Accident Coverage (HAC) Program.

5. Medical Certification Cable -- cable from mission to OIT certifying that the participant has undergone a standardized medical examination (see Chapter 13 -- PreDeparture Medical Examinations) and is in good physical health or if pre-existing medical conditions are discovered, that those conditions are waived from HAC coverage.

24D. RESPONSIBILITIES

1. OIT is responsible for maintaining the PTIS and for preparing reports based on data from it.

2. Bureaus and missions with projects having participant training elements are responsible for ensuring that PIO/Ps are submitted to OIT. missions issuing the initial IAP 66As for participants must also submit the blue copy to OIT. The AID grantees and direct contractors, host country contractors, and/or host country government entities must provide PDFs to OIT within the prescribed time limits.

24E. PROCEDURES

1. General Description

a. The PTIS is designed to contain data on all AID-sponsored participants, however funded or managed, and whether trained in the United States or a third country.

b. All data within the PTIS for a single participant record is derived from four documents -- the PIO/P, the PDF, the Medical Certification Cable and the IAP 66A. Data entry is performed by OIT and responsible organizations must ensure that the required documentation is submitted to OIT within the prescribed deadlines.

If deadlines are not observed, OIT takes action to notify appropriate Agency management about organizations which are out of compliance with Agency regulations.

c. Receipt of the PIO/P, PDF, and the Medical Certification Cable determine the participant's eligibility for HAC coverage.

d. When a contractor, grantee or host government entity prepares on behalf of the responsible bureau or mission for submission a PIO/P or IAP 66A, the AID project officer ensures that such entity has all of the information required including the project and PIO/P numbers. The PIO/P must be signed and submitted to OIT by the mission.

2. The PIO/P and IAP 66A

a. The PIO/P is described in Chapter 6 -- Project Implementation Order/Participants (PIO/P) and Supplemental Documentation, of this handbook.

b. The IAP 66A is described in Chapter 14 -- Visa Requirements, of this handbook.

24E

3. The Participant Data Form (PDF)

a. All initial PDFs must be submitted to OIT before the participant arrives in the United States to assure HAC enrollment. Amendments to the PDF must be submitted within 30 days of the event being recorded, except amendments involving HAC enrollment, which should be forwarded to OIT before the beginning of the event.

b. The PDF is a pre-numbered, multicopy, four color, no-carbon-required form.

c. In the upper left hand corner of the PDF is a unique Control Number, which serves as the identification (I.D.) number for the participant. No two forms have the same number. (Blank [unnumbered] PDFs are also available for program changes only, in which case the original PDF number is entered in the space provided.)

(1) This number must always be used in identifying the participant and becomes his/her unique I.D. number for the duration of the current training program.

(2) A participant must never be assigned more than one number during the same training program.

(3) No PDF number is ever assigned to more than one participant.

(4) Blank, (unnumbered) PDFs should never be submitted for new participants.

d. Data on the PDF are organized into four parts.

(1) Part One is administrative data that are largely available from training documents received prior to the arrival of the participant for training.

(a) Programming specialists should complete Part One of the PDF when the PIO/P arrives in their office.

(b) Block 9 of Part One (Requested Start Date) is omitted.

(c) It is critical that the country of origin and the country of training be provided.

24E3d

(2) Part Two is program data which should be available no later than the day the participant arrives in the United States or in a third country for training.

(a) The white copy enrolls the participant in the Participant Training Information System (PTIS), which is the central repository for records of all AID-sponsored participants, and must be submitted as soon as a firm on-board date is known to:

Office of International Training (OIT)
Statistical Unit
Agency for International Development
Washington, D.C. 20523

(b) Blocks 28 through 33 contain training contractor information necessary for OIT recordkeeping and proper communications. The campus or other training location must also be included, also the city and state location and the start and end dates at the facility.

(3) Part Three is reserved for program changes. A notation of the item being changed such as Block 22, "Insurance Entitlement End Date," should be shown under Part Three in the space to the left; i.e., (Block 35), and the new date provided in the "Program Change" space. Changes must be submitted within 30 days of the event necessitating the change with the exception of Insurance Entitlement Dates, which should be submitted to OIT as soon as possible.

(a) Any time there is a major program change or information in the participant's record needs to be updated, the OIT Statistical Unit must be notified using BLUE copies. When possible, use the blue copies of the original PDF with the pre-printed participant identification number. If these are not available, use blue copies of a blank, unnumbered PDF with the participant identification number typed in the space indicated.

(b) Changes may include program extension, change of training site, program termination, etc.

(c) All data fields must have a day, month, and year.

(d) Extra BLUE copies are available from AID OIT upon request.

(4) Part Four -- Termination/departure information crucial for both the PTIS and the HAC program.

24E3d

(a) Part Four of the PDF must be completed and submitted within 30 days of the completion and/or termination of the participant's program and departure. Periodic analysis of PTIS data reveals participants still in the United States with extended training programs long after the estimated completion date has passed. In other cases participants have returned home, but OIT has not been informed (see Chapter 33 -- Nonreturnees). Apart from invalidating Agency statistics, erroneous status information can result in visa extension problems and nonpayment of HAC claims. Careful reporting will ensure accurate PTIS data and help programming specialists avoid lengthy data justifications.

(b) Program changes and terminations on the blue copies of the PDF are to be submitted to both OIT and the HAC program administrator. Do not submit PDFs to the AID Cashier's office.

(c) Block 37 must be completed only if the participant does not depart upon completion of his/her program. Did the participant:

1. Obtain a waiver? -- Block 37, #1, or

2. Depart voluntarily when contacted? -- Block 37, #2.

(d) Block 38. A departure date must be given for each participant. If no actual departure date is given, follow (a) above.

(e) Participants whose programs are completed and/or terminated remain in active status in the PTIS if the information in Blocks 37 and 38 is not provided.

(f) Block 39. The I-94 admission visa number must be supplied. This number may be found on the participant's visa.

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 ☐ FEMALE
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/DD)

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 ☐ SF ☐ SEATTLE ☐ MIAMI ☐ NEW ORLEANS ☐ BOSTON ☐ CHICAGO ☐ NEW YORK ☐ D.C. ☐ HONOLULU ☐ OTHER
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)

INITIATE PARTICIPANT PROGRAM

INSTRUCTIONS

This report must be completed by anyone who has responsibility for programming AID sponsored participants. The report provides information used by AID for statistical records and to facilitate enrollment in the Health Accident Coverage (HAC) program. This report should be prepared and submitted as soon as sufficient information has been received by the programming agent, contractor or grantee to complete Parts I and II of the form.

The white copy is to be sent to:

Agency for International Development (AID)
Office of International Training (OIT)
Statistical Unit
Washington, D.C. 20523 - 1601

The blue copies are to be used to indicate any changes in the participant's program *(i.e. extensions, change in training site, program termination)*. One copy is to be sent to AID/OIT Statistical Unit. Each time that there is a change in a participant's program a blue copy must be completed and sent to A.I.D.

The salmon copy is to be retained in the participant's file folder.

PART I – ADMINISTRATIVE

1 - 3 Enter participant's name *(last, first, middle)*
4. Enter participant's date of birth *(year, month, day)*
5. 'X' appropriate sex
6. Enter country name *(see Block 1 of PIO/P)*
(Code for statistical use only - DO NOT enter data)
7. Enter name of country where training will take place
(Code for statistical use only - DO NOT enter data)
8. 'X' type of training participant will receive
(A) Academic - a program in an accredited institution of higher education leading to a degree
(B) Technical - all training not classified as academic
9. Enter date actual training program will begin *(year, month, day)*
10. Enter number appearing in Block 3 of PIO/P
11. Enter all numbers which appear in Block 2 upper right-hand corner of PIO/P
12. *For OIT programming agency use only*

PART II – PROGRAM DATA

13. Enter arrival date in U.S. *(year, month, day)*
14. Enter complete field of training *(code will be supplied by AID)*
15. Enter complete major course of study *(code will be supplied by AID)*
16. Enter complete future occupation *(code will be supplied by AID)*
17. Indicate appropriate degree objective for academic training
18. Enter program completion date *(year, month, day)*
19. *For OIT programming agents use only*
20. 'X' appropriate box
21. Enter date of departure from home country *(year, month, day)*
22. Enter date of return to home country or release from AID sponsorship
23 - 27 *(Code for statistical use only)*
Training Facility - Enter name(s) of facilities, city, state; starting and ending dates at each facility *(year, month, day)*
28 - 34 *(Contractor use only)*
28. Enter full name of contractor/grantee
29. Enter complete contract/grant number
30. Indicate appropriate contracting agency
31. Enter full name of your staff person to be contacted by the Health Accident Coverage (HAC) claims processor
32. Enter complete mailing address
33. Enter complete telephone number
34. Indicate date sent to the Health Accident Coverage (HAC) claims processor

PART III – PROGRAM CHANGES (all AID participants)

35. Use this portion of the form to correct or change specific items of information previously submitted. Enter in left-hand column item number changed. Enter in right-hand column a clear, concise description of the change.
36. Enter data forwarded to the OIT statistical unit

PART IV – PROGRAM COMPLETION DATA

37. 'X' appropriate returnee status
38. Enter departure date from U.S. *(year, month, day)*
39. Enter information from I-94 found in passport
40. Indicate whether program completed or cancelled
41. Indicate degree category
42. Enter date returned to home country. This information should be verified by home country
43. Indicate appropriate port of exit
44. Enter date sent to the OIT statistical unit.

CHAPTER 25

THE HEALTH AND ACCIDENT COVERAGE (HAC) PROGRAM

25A. POLICY

1. It is AID policy that all participants financed by AID, in whole or in part whose training is in the United States, including those programmed by host country contractors and host country government entities, must be enrolled in AID's HAC Program unless there is specific U.S. legislation to the contrary.

2. It is AID policy that participants in third country training are not eligible for HAC, but must be enrolled in a comparable insurance program. If the sending Mission is unable to secure coverage, it must cover, from project funds, any medical costs including medical evacuation for the participant. Mission must be prepared for the possibility for high costs of medical treatment.

3. It is AID policy that participants' dependents in the United States are not eligible for HAC, but must be covered at their own expense by a comparable health and accident coverage program for the entire length of their sojourn in the United States while the participant is in training (see Chapter 15 -- Dependents of Participants).

4. It is AID policy that individuals transferring from another funding source to AID funding, who are already in the United States, must be enrolled in HAC at the time of transfer. They must undergo the standard participant medical examination at that time and are subject to this handbook's medical provisions (see Chapter 13 -- PreDeparture Medical Examinations).

25B. DEFINITION

* Health and Accident Coverage (HAC) - a self-funded program administered by the Office of International Training through a contractor which is responsible for receiving and reviewing all claims and issuing checks in payment for those claims covered by HAC. *

* REVISED

25C. PARTICIPANT COVERAGE

1. Recognizing that AID participants are from developing countries rarely with funds freely convertible to U.S. funds and that maintenance allowances are austere, HAC covers the full cost of required medical services without deductions or co-payments. Some allowance is made for dental treatment services, primarily for the alleviation of pain. Specific HAC medical and dental coverage is described in the HAC brochure, which is published by the HAC administrator (Supplement 25A).

2. HAC coverage begins at the time the participant leaves his/her home country and continues until the moment of return to the home country -- in both cases by direct flight without layovers greater than those required for plane connections -- unless such coverage is terminated earlier by AID.

3. If a part of the participant 's training begins in the U.S. and concludes in a third country, HAC coverage applies in that country providing the duration of the training in the United States is greater than that in one or more third countries. If a part of the participant 's training begins in a third country and concludes in the U.S., only the U.S. portion will be covered by HAC. HAC is not available for training wholly in one or more third countries or in the home country.

4. The Health and Accident Coverage (HAC) Program will cover medical claims for participant only, incurred as a result of operating a motor vehicle, whether or not such vehicle is owned by the participant.

5. The Health and Accident Coverage (HAC) Program will cover the medical costs related to pregnancy unless identified as a pre-existing medical condition. The medical costs for care of the infant are excluded. Specific coverage is described in the HAC brochure (supplement 25A).

6. Effective May 3, 1991, the Health and Accident Coverage Program will cover the usual, customary and reasonable (UCR) costs associated with medical expenses when two or more surgical procedures are performed at the same time setting through the same or different openings for related or unrelated conditions.

25D. LIMITATIONS AND EXCLUSIONS

1.The following items are excluded from the HAC Program and expenses incurred by participants for such non-covered services are their own responsibility for payment. The HAC brochure should be consulted for specific coverage and exclusions.

* REVISED

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a. The cost of treatment for pre-existing conditions and related illnesses identified during the predeparture examination and for which the cognizant AID mission waived HAC coverage, and pre-existing conditions identified by certified physicians after arrival in the U.S. *

b. Routine examinations, X-rays or laboratory tests that may be required for registration at institutions and for fulfilling various stages of the program such as student teaching.

c. Charges for illness or injury resulting from unauthorized employment.

d. All cosmetic services including surgery will be excluded from coverage unless certified as necessary as part of an attending physician's treatment of a covered injury during the period of training.

e. Benefits for dental care are limited to:

(1) Annual maximum of $750 (limited to $350 for participants on training programs of less than six months' duration) for the relief of pain and correction of the disorder causing pain. (Periodontal work is not covered except as necessary to relieve pain and within the $750 maximum.)

(2) One annual prophylaxis (cleaning, scaling, and polishing) treatment after the completion of one full year of training with HAC coverage not to exceed $55. *

These benefits <u>do not include</u> the replacement of teeth missing prior to the beginning of HAC coverage.

f. Charges for vaccinations or other immunizations.

g. Injury or sickness contracted or sustained by the participant while on active military duty or naval service of any country at war, or which is the result of or is caused by, any act of war.

h. Medical costs related to fertility, or the treatment of infertility, sterility or impotence.

i. Medical care of infants.

j. Termination of pregnancy, unless life threatening.

k. Cost of taxis or other transportation to and from the doctor's office or other place of treatment.

* REVISED

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l. Charges in connection with expenses which are not recommended and approved by a physician who is attending the participant.

m. Charges which the participant is not required to pay.

n. Charges for vision care limited to:

Eye examinations by a licensed ophthalmologist or optometrist are covered with actual charges up to the usual, customary and reasonable fees for such services. If recommended by such treating specialist, actual charges for eye glasses or contact lenses will be covered up to $100 no more than once a year. <u>There is no coverage extended to those participant's whose time in training is less than six (6) months</u>.

o. Hospital room and board charges in excess of the normal charge for semi-private accommodations; private accommodations are paid only for patients requiring isolation; i.e., contagious diseases, etc.

* p. Outpatient psychotherapy coverage in excess of $1,500 per year unless prior written authorization is received from the Director of OIT.

q. The repair and replacement of an existing prosthetic device as prescribed by a licensed physician because of normal deterioration or breakage is also covered after the participant has been in training a minimum of one year.

r. Charges for elective surgery.

s. Charges for acupuncture.

2. Medical expenses are limited to usual, customary and reasonable costs of such services in the area of the country in which the service is provided. When the total claims for an outpatient single illness or medical condition exceed $10,000 ($25,000 when hospitalized), the HAC administrator must be authorized by the Director, OIT to make the payment.

3. In the event of uncertain situations, a pre-surgical second opinion must be obtained. Such second opinion must be from an organization or physician not associated with the organization or physician that provided the first pre-surgical opinion. *

25E. ENROLLMENT

1. Participants are enrolled in HAC by submission of the following documents to OIT Statistical Unit: *

a. PIO/P (funded and unfunded)

b. participant Data Form (PDF)

c. Medical Certification Cable (and as appropriate, the medical examination form when coverage is waived for a pre-existing condition) and related illnesses

Upon enrollment, the HAC contract administrator issues within 5 business days the HAC identification card, generally to the participant's programming officer for forwarding to the participant. The control number on the PDF form is the participant 's HAC card identification number, which must be used on all HAC transactions. *

2. For coverage effective January 1, 1992, the HAC premium will increase to $63.00 per participant training month and must be paid on a quarterly basis. Premiums for training programs of six months or less duration may be paid in full.

The HAC entitlement period begins the date of participant 's departure from his/her country and continues to the date of return to home country by the most direct route.

HAC premium payments are calculated by training months which begin on the first day of the entitlement period and end thirty days later, i.e. February 12, 1992 to March 12, 1992. Premium payments are not prorated for any partial periods of coverage. The HAC premium will be $63.00 whether the coverage period is one day, ten days, or thirty days.

Premium payments for HAC coverage must be accompanied by correspondence indicating the following:

a. Contract Number
b. participant 's name
c. participant 's participant Data Form (PDF) Number
d. Amount of payment for each participant
e. Entire Entitlement Period Dates
f. Actual Period Payment will apply per participants

* REVISED

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An example of AID HAC premium information required per quarterly payment:

Contract Number:_____

NAME	PDF#	AMT OF PAYMENT	ENTITLEMENT DATES	PYMNT DATES
John Doe	712345	$189.00	1/1/92-12/31/92	1/1/92-4/1/92

Checks for HAC premiums should be made payable to the ~~AID HAC~~ Program and mailed with the above information directly to:

The AID Cashier
FM/CAD, Room 603, SA-2
Agency for International Development
Washington, D.C. 20523

A copy of the check and the HAC premium payment information should be sent to:

*

HAC Administrator
FM/FM/CMP/DC, Room 700, SA-2
Agency for International Development
Washington, D.C. 20523-0209

*

3. Under no circumstances is a participant to be enrolled twice in HAC. If there are changes in a program such as a program extension, it is essential to extend HAC coverage by submission of the revised program data to OIT's participant Training Information System (PTIS). In using a blue copy of the PDF for these purposes, the original participant number must be used. The original number assigned never changes.

4. The AID Office of Financial Management, Overseas Project Accounting (FM/OPA) and the Office of International Training (OIT) have initiated a new policy for refunds/credits. OIT and FM/OPA must approve all refunds/credits before the contractor can take the credit. The contractor must send a letter to FM/OPA with the request for credit and provide the original payment information and the reason for credit. FM/OPA will research the payment information and mail a credit memorandum to the contractor to apply on future HAC payments. The contractor can apply it by returning the credit memorandum with the next HAC payment. The same participant information required for HAC premium payments should be included with the credit memorandum so credit can be applied to the proper account. No credit will be applied to payments for less than ninety days. Premium payments not accompanied by the information requested in 25 E.2 will be returned to the contractor without being processed.

* REVISED

25F. DOUBLE COVERAGE BY EDUCATIONAL INSTITUTIONS OR OTHERS

1. In some cases, AID participants enrolled in an educational institution or other training site may also be covered by a mandatory health program sponsored by that institution. Such program may be an insurance plan or may consist of campus health facilities. While the insurance coverage or facilities offered may differ considerably from institution to institution, their cost is included in the tuition or a separate mandatory fee. AID contractors may pay the cost of the double coverage providing that the cost of such plan does not exceed that required of all other students or all other foreign students. Other coverage does not exempt AID participants from the HAC Program.

2. Participants with such double coverage are required to use the institution's insurance or health facilities to the maximum extent of coverage before employing the HAC program. The HAC contract administrator is required to ensure that claims submitted to HAC have first exhausted the coverage of the other plans. In the event the HAC program pays claims covered by such other plans the HAC program will seek reimbursement from such plans pursuant to the Assignment and Subrogation Statement signed by the participant as part of the Conditions of Training (Chapter 18 -- Participant Responsibilities, Attachment 18A).)

25G. THE AID PARTICIPANT COUNSELOR

The AID participant counselor must be informed by the responsible programming officer whenever a participant 's mental or physical condition is likely to interfere with the training program; or when the costs of treating such condition * are likely to exceed $10,000 (see Chapter 27 -- Counseling). *

25H. REPATRIATION OF TERMINALLY ILL OR INCAPACITATED PARTICIPANT

Except as provided below, an AID participant is repatriated to the country of origin whenever:

1. The participant is diagnosed as having a mental or physical disease or disorder which will unduly delay or prevent successful completion of the training program; and/or

2. The participant is diagnosed as having an illness or disability, terminal or otherwise, which, regardless of immediate capacity to continue the training, will render him/her unlikely to contribute to the home country's development for which the training was designed.

This requirement may be waived only by concurrent approval of the director of OIT, the cognizant mission director, and the cognizant central or regional bureau.

* REVISED

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In cases of such diagnosis, HAC will cover medical costs only until the point of repatriation. If repatriation is delayed after diagnosis beyond the earliest time when repatriation is medically feasible, HAC coverage will terminate as of the date of initial feasibility.

25I. DEATH OF PARTICIPANT

In the event of the death of a participant, HAC pays reasonable costs related to the conduct of a funeral in the United States and/or for the preparation and transportation of the remains to the home country of the participant in accordance with the legal, religious, social and cultural requirements prescribed by the participant 's background as stipulated by AID upon advice from the cognizant embassy. The AID counselor can provide liaison services with the foreign embassy as well as with the AID mission and the host country for these arrangements and for HAC payment.

25J. SUBMISSION OF CLAIMS

1. The participant is ultimately responsible to ensure that all claims for medical services are submitted to the HAC contract administrator. However, in most instances, medical providers will actually submit the claim. HAC claim forms, which are available from the HAC contract administrator, should be used; however, if the billing agency insists on using the universal claim form, such form will be honored.

2. Each claim, regardless of the form used, must include the participant's name, full identification number as it appears on the HAC identification card, and signatures of the participant and the medical provider, a diagnosis, date of service, and the type of service provided. It must be submitted promptly to the HAC contract administrator.

3. All claims must be submitted within one year of the date that service was provided.

25K. THE HAC CONTRACT ADMINISTRATOR

The HAC contract administrator, its address and telephone numbers are:

*

AdminaStar Solutions, Inc.
AID HAC Program
P.O. Box 40849
Indianapolis, Indiana 46240-0849
Toll Free Telephone: (800) 551-5995 *

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7/1/92

USAID

U.S. AGENCY FOR

INTERNATIONAL

DEVELOPMENT

THOMAS JEFFERSON FELLOWSHIP
HEALTH AND ACCIDENT COVERAGE
(HAC) PROGRAM

for

AID Sponsored Foreign Nationals
in the United States
During Periods of Training

Effective July 1, 1992

Telephone

Long Distance Toll Free: **(800) 551-5995**

Sponsored By:

Office of International Training
Agency for International Development
Washington, DC 20523

Agency for International Development **Thomas Jefferson Fellowship (TJF) Health and Accident Coverage** (HAC) Program

This brochure is for the international students and trainees who are in the United States under the auspices **of the U.S. Agency for International Development's (AID's) TJF Training Program,** as well as for providers of medical services. It describes the health and accident insurance coverage provided for most AID **TJFs** and procedures for applying for that coverage.

The Health and Accident Coverage (HAC) Program is self-funded program established by the Agency to pay for covered medical services needed by AID **TJFs** who are enrolled in the program.

Coverage of the **TJFs** while in training in the United States begins at the time of departure from the home country and continues until the time of return to the home country by the most direct route. This includes coverage for any allowed layover of up to 24 hours if the travel time by the most direct route exceeds 14 hours.

All **TJFs** should read this brochure carefully and become familiar both with coverage and with claims procedures. It is especially important to understand the exceptions to and limitations of coverage to avoid incurring personal liability for medical expenses.

Medical providers (physicians, hospitals, etc.) should understand that <u>not all AID **TJFs**</u> and <u>no non-AID foreign students</u> are enrolled in this program. Medical providers should require the patient to present proof of enrollment as well as other identification with a photograph **such as passport or student identification.** Also, the <u>spouses and other dependents of AID **TJFs** are not covered by this program</u>.

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Important Points
<u>to Remember</u>

1. The AID **TJF** Counselor must be informed by the responsible programming officer or the **TJF** whenever a **TJF's** mental or physical condition is likely to interfere with the training program or when the costs of treating such condition are likely to exceed **$25,000** when hospitalized, or **$10,000** per illness without hospitalization, (**$1,500** for outpatient psychotherapy).

2. Generally AID **TJFs may** use any licensed medical doctor or surgeon of their choice and any accredited hospital. However, **TJFs** at some academic or training institutions may find that they are covered by a mandatory health/accident insurance plan at their institution or have access to medical facilities in addition to their HAC coverage. Such mandatory plans may range from minimal health office or nurse to care to comprehensive insurance coverage. Any **TJF** with such mandatory coverage must use those facilities and insurance first. To the extent that there is double coverage, HAC will pay only the eligible amount not payable by the other plan. If you do not know the extent of mandatory coverage, check with your advisor before going to see a doctor.

   Similarly, **TJFs** with families in the United States must have medical insurance for their spouse and/or children. In many cases, such insurance also covers the **TJF**. When, as a result there is double coverage, HAC pays only the eligible remainder after the other insurance plan pays the amount which is payable under its coverage.

3. Expenses for health care vary greatly throughout the United States and among different medical providers within the same community. However, "usual, customary and reasonable" charges for each community have been established; and HAC pays <u>only</u> those usual, customary and reasonable charges. HAC does not pay the extra or higher costs that some medical providers may charge. Therefore, it is best to ask the medical provider, in advance of treatment, what the charges will be and contact the office of the claims processor, **AdminaStar Solutions, Inc.**, to determine if charges are within the established usual, customary and reasonable charges.

4. For identification purposes and to ensure eligibility, **TJFs** should present to the medical provider both the HAC identification card and another current, photo-identification **such as a passport, university identification, etc.**

5. Dependents of eligible **TJFs** are not covered under the HAC Program. Because of the high cost of medical services in the United States and because a serious accident or illness can result in medical and surgical costs of many thousands or even tens of thousands of dollars, **TJFs** are required to obtain medical insurance for dependents which provides adequate coverage. There are several sources of information concerning medical insurance: the foreign student advisor or foreign student insurance commissioner at the university or training institution, the state insurance commissioner, or individual insurance carriers.

6. The claims processor will process claims and pay the covered expenses as soon as feasible. However, the claim form(s) must be properly and fully completed, including all necessary identifying information and signatures. Claims which are incomplete will be rejected, resulting in delays in the processing and payment of the claims.

7. If a **TJF** receives an accidental injury which is covered by other insurance including bodily injury clauses, there may be double coverage. HAC generally pays insurance claims for such injuries only after the other insurance has paid it benefits, and then pays only the difference between the amount paid and the amount covered by HAC. However, to avoid hardship to the **TJF** while the case is under consideration or in litigation, accident-related claims will be processed and paid. By signing a "Conditions of Training" form prior to traveling to the United States, or simply by accepting HAC, the TJF has agreed to repay HAC for such claims from any money received from the other insurer upon settlement of the case with the other insurance company. See the detailed explanations on "Coordination of Benefits" and "Subrogation" in this brochure.

8. All claims must be submitted within one year of the date that service was provided. Claims will not be considered for processing if received by AdminaStar Solutions more than one year after the service was provided. Please read carefully all parts of this brochure. In addition to the descriptions of insurance coverage and exclusions, attention is called to information on:

   - Claims procedures
   - Appeals procedures
   - Subrogation agreements
   - Coordination of benefits with other insurers

Summary of Benefits

The following expenses are covered under the HAC Program. Please refer to the applicable sections of this Brochure for a detailed description of benefits. Payment for specific claims is subject to such limitations and exclusions as are stated herein.

- Hospital expenses
- Surgical expenses
- Anesthesia expenses
- X-Ray and radioactive therapy expenses
- Laboratory tests and X-rays
- Doctor's visits (in-patient and out-patient)
- Vision care and glasses (see specific limits on page 6)
- Hearing aids
- Dental care (see specific limits on page 6)
- Drugs and medicines prescribed by a physician
- Miscellaneous expenses
- Funeral in the U.S. and transportation of mortal remains to home country
- Emergency treatments after accidents (including automobile accidents
- Pregnancy (unless identified as a pre-existing condition)

What's Covered Under the Program

Hospital Expenses

If a TJF is confined to a hospital, HAC will pay the hospital's actual charges for the following services. **If an insured is hospitalized prior to his/her termination date, and the hospitalization continues uninterrupted past the termination date, medical expenses for the duration of the hospitalization will be covered up to the UCR costs.**

Room and Board

The daily rate the hospital would normally charge for semi-private accommodations; private accommodations are available only for patients that require isolation, e.g., for contagious disease, when ordered by the attending physician. The costs of telephone service, television rental and other similar services of a personal nature are the responsibility of the **TJF**.

Miscellaneous Hospital Charges

The cost of necessary services such as the operating room, laboratory tests, x-rays, anesthesia and drugs.

Emergency Out-Patient Expenses

Miscellaneous hospital charges incurred by a patient due to emergency out-patient treatment for an accident including inquiries resulting from an automobile accident are covered by HAC. Payment will be determined by the nature of the injury and the services required.

Surgical Expenses

Benefits for surgical procedures are payable when prescribed as necessary (non-elective) and performed by a legally qualified physician in a hospital, doctor's office or elsewhere up to the usual, customary and reasonable fees for such procedure.

Benefits are payable up to the UCR fees when two or more surgical procedures are performed at the same time setting through the same or different openings for related or unrelated conditions.

Note: Non-Elective vs. Elective Surgery

No benefits are payable for elective surgery.
Elective surgery includes:

- cosmetic services, including surgery, unless related to a covered injury;

- surgery to correct a long-standing condition or impairment which was known prior to selection for training, unless there is deterioration in such condition so as to render the TJF unable to pursue the training program.

Surgery which is necessary because of any of the following is covered:

- injury which results from an accident, including injuries resulting from automobile accidents;

- an immediately life-threatening situation;

- a situation in which there is a significant and reasonably sudden change which does or will threaten life or general well-being;

- an illness or condition which significantly impairs or will impair the **TJF's** ability to pursue the training program.

In the event of uncertain situations, a pre-surgical second opinion must be obtained. Such second opinion is considered a covered expense **and must be from an organization or physician not associated with the organization or physician that provides the first pre-surgical opinion.** If the second opinion confirms that the proposed surgery is for a non-elective situation as defined above, HAC will cover the expense. If uncertainty remains, physicians are advised to obtain advance approval from the Director, Office of International Training.

Anesthesia Expenses

Anesthesiologists' fees are covered under HAC for the actual charges incurred but not for more than the usual, customary and reasonable charges normally made for such services. However, no benefits are payable if the anesthesia is administered by the operating surgeon or surgical assistant.

Other Medical Services

X-Ray & Radioactive Therapy Expenses

HAC will pay an amount up to the usual, customary and reasonable charges for services recommended or performed by a licensed physician in the treatment of a covered **TJF** with X-ray, radium or radioactive isotopes.

Laboratory Tests and X-Ray Expenses

If laboratory tests or X-ray examinations are recommended or performed by a licensed physician for diagnostic purposes, HAC will pay up to the usual, customary and reasonable charges for such services.

Doctor's Visits (In-Patient and Out-Patient)

Subject to the usual, customary and reasonable provision, HAC will pay for the actual charges incurred by a **TJF** for medical treatment by a licensed physician, whether the services are provided in a doctor's office, at home or in a hospital.

Vision Care and Glasses

Eye examinations by a licensed ophthalmologist or optometrist are covered with actual charges up to the usual, customary and reasonable fees for such services. If recommended by such treating specialist, actual charges for eye glasses or contact lenses will be covered up to $100 no more than once year. There is no coverage extended to those **TJFs** whose time in training is less than six (6) months.

Hearing Aids

Hearing aids and/or their fitting are covered upon recommendation of a licensed physician. Tests required for purchase and/or fitting of hearing aids are also covered, if recommended by a licensed physician.

Drugs and Medicines Prescribed by a Physician

Drugs and medicines in increments of not more than a one month supply and obtained by a doctor's prescription are covered in full. If prescribed drug and medicine costs are included in a doctor's or hospital's bill, they can be paid directly to the medical provider if the provider accepts assignment of the claim for services and prescriptions.

Dental Care

HAC dental Benefits are limited to:

1. Annual maximum of **$750** (limited to **$350** for TJFs on training programs of less than six months duration) for the relief of pain and correction of the disorder causing the pain. (Periodontal work is not covered except necessary to relieve pain and within the **$750** maximum.)

2. One annual prophylaxis (cleaning, scaling, and polishing) treatment after the completion of one full year of training with HAC coverage not to exceed **$55.00**.

These benefits do not include the replacement of teeth missing prior to the beginning of HAC coverage.

The above limitations do not apply to the repair and restoration of teeth, gums, and prosthetic devices required as a result of a traumatic injury. In such cases, the claim must be submitted with a written medical diagnosis and plan of treatment. If the treatment will exceed $5,000, advance approval must be obtained from the Director, OIT.

Miscellaneous Expenses

In addition to the covered expenses described above, HAC recognizes the following as covered expenses up to the usual, customary and reasonable charges for the service and area involved:

1. Therapeutic services performed by a licensed practitioner including but not limited to: licensed physical therapists; licensed occupational therapists; and licensed psychotherapists. These services must be under recommendation of the attending physician. Also, outpatient psychotherapy coverage is limited to **$1,500** per year of training without prior approval by the Director, OIT.

2. Local ambulance service to and from the hospital.

3. The repair and placement of an existing prosthetic device as prescribed by a licensed physician because of deterioration or breakage is covered after **TJF** has been in training a minimum of one year.

4. **Purchase or** use of other medical supplies, equipment, medicines and services as may be deemed necessary and prescribed by the attending physician.

5. Services performed by a licensed chiropractor for the relief of pain, not to exceed $1,000 and 30 office visits per year of training, when prescribed by the attending physician.

6. Detection of treatment for allergies, not to exceed $1,000 per year of training for **TJFs** on training programs greater than six months duration. No benefit applies for **TJF** on training programs of less than six months duration.

Funerals In The United States And Preparation And Transportation Of Remains

In the event of a **TJFs** death, HAC will pay reasonable costs related to the conduct of a funeral in the United States and for the preparation and transportation of remains to the home country, in accordance with legal, religious, social and cultural requirements prescribed by the **TJFs** background and as stipulated by AID upon advice from the cognizant embassy. The amount to be paid for such expenses will be determined by AID.

The AID **TJF** Counselor can be liaison with the foreign embassy as well as with the AID Mission and the host country for the arrangements and for HAC payment.

Non-Covered Expenses

The following are the major expenses not covered under HAC:

1. Treatment of pre-existing conditions, including pregnancy (e.g., conditions identified during the pre-departure examination for which the cognizant AID Mission waived HAC coverage, **and unidentified conditions diagnosed as pre-existing by qualified physicians and/or medical review board of HAC administration)**.

2. Illness or injury resulting from unauthorized employment.

3. Services not recommended by a qualified physician or for which a **TJF** was not required to pay.

4. Routine physical, x-ray or laboratory examinations required for registration at universities or for eligibility for any component of the program, such as student teaching.

5. All cosmetic services, including surgery, unless it is necessary because of a covered injury sustained during the period of training.

6. Dentistry, except as specifically described under benefits.

7. Vaccinations or other immunizations.

8. Taxicabs or other transportation to and from the doctor's office or other place of treatment, except local ambulance service as noted under miscellaneous expenses.

9. Medical costs related to fertility or the treatment of infertility, sterility or impotence.

10. Termination of pregnancy, unless life threatening.

11. Illness or injury resulting from war or any act of war.

12. Services or supplies not necessary for treatment, or which are unreasonable, or which are not prescribed by the attending physician. A service or supply is considered necessary only if it is broadly accepted professionally as essential to the treatment of the disease or injury.

13. Medical care of infant immediately upon birth.

14. Acupuncture.

Coordination of Benefits

Quite frequently, **TJFs** are covered under more than one health plan. Such arrangements may result in duplication of coverage where two plans are paying benefits for the same hospital and medical expenses. It is not intended that greater benefits be received than the actual medical expenses incurred. For that reason, HAC has a provision to coordinate the benefits payable under that HAC Program with benefits payable under that health coverage. Under this coordination of benefits provision, the total benefit received by any one person from this plan and any other plan, policy or coverage may not exceed 100% of the total allowable expense under that HAC Program.

TJFs with such double coverage are required to use the university's health insurance or health facilities to the maximum extent of coverage before employing the HAC Program.

When double coverage exists, the HAC Program will pay expenses for covered charges after any other plan, policy or coverage pays its benefits in full.

On the form submitted to the claims processor, **TJF** must report any duplicate coverage they may have, including any mandatory university or institution plan. This coordination of benefits provision will apply with regard to any other plan, policy or coverage which provides for the payment of medical benefits.

Subrogation

Subrogation is the process by which the **TJF** agrees, by signing the "Conditions of Training" prior to departure from home country or simply by virtue of enrollment in HAC, that HAC can regain - by legal action if necessary - benefits paid through HAC to the **TJF** (or to a medical provider on his/her behalf) from the person who caused an injury (as in an automobile accident) or that person's insurance plan.

Under the HAC's subrogation provision, a **TJF** has the following obligations:

1. To cooperate with HAC representatives to take such action as may be necessary or appropriate to recover from any third party, as damages, those payments made by HAC.

2. To pay immediately to HAC through the HAC administrator any money recovered from third persons for expenses paid by HAC.

3. To avoid any action which would impair, prejudice or discharge HAC's right to subrogation. If asked to waive any rights or sign any documents covering any conditions for which payment for HAC has been received or is expected, the **TJF** must contact the HAC administrator, **AdminaStar Solutions, Inc.**, before doing so.

How to Submit Claims for Benefits

Thomas Jefferson Fellows Actions

Phone the HAC administrator for forms, if necessary, at toll free (800) **551-5995.**

Always carry the HAC card and, if it is necessary to go to a doctor or hospital, present it along with other photo-identification.

Ask what the charges may be for the services needed and be sure to ask the doctor or hospital if it will accept HAC Program payment as assignment of fees paid in full. Give them a copy of the medical, hospital or vision care claim form and ask that the bill and form be sent directly to the HAC administrator.

Submit any claim to any other health coverage plan you may have before submitting a claim to HAC. Then file a claim with HAC for the uncovered balance of charges, if any.

To file a claim, follow the instructions below for prompt settlement.

It is important to obtain and keep all receipts for any payments for medical expenses, in the event you later require additional treatment for the same illness. Claim forms, bills, or statements should be mailed to the HAC administrator at the address shown herein only after completion of your medical treatment, unless the treatment will continue longer than twenty days after the accident or onset of sickness.

Procedures for Submission of Claims

Each claim form must include the **TJFs** name, full identification number as it appears on the HAC identification card, signatures of the **TJF** and the medical provider, a diagnosis, date of service, and the type of service provided. Incomplete claim forms will be returned without processing. (Please type or use pen with black ink.)

Have doctor or other provider of medical services (hospital, laboratory, etc.) complete its portion of the claim form, including:

1. Name and age of patient;
2. Nature of illness or injury;
3. If an injury, when, how, and where it occurred;
4. Date or dates of services rendered;
5. Itemized breakdown of charges;
6. Total charges;
7. By whom paid;
8. Balance due, is any;
9. Name, address, and phone number of medical provider;
10. I.D. number and signature of doctor or provider of services.

Attach all receipts from the hospital, dentist, doctor, lab and/or druggist.

Mail the completed form and all receipts to:

AdminaStar Solutions, Inc.
P.O. Box 40849
Indianapolis, Indiana 46240-0849

Remember, each claim must show TJF's name and full identification including the AID HAC I.D. number and period of entitlement as they appear on the HAC I.D. card.

Other Pertinent Reminders

Do not submit any claim for excluded services as specified in this HAC brochure.

Do not permit your HAC card to be used by any other person for medical services. If you have dependents with you, they must their own separate insurance program; dependents cannot be covered by HAC. Use by any other person constitutes fraud and is subject to criminal prosecution.

Write your name exactly as it appears on your HAC card.

Do not use the HAC claims forms for any other health care plan.

To Providers of Health Care
Services

Please use the **TJF's** HAC I.D. card for the pertinent **TJF's** information, e.g., name, I.D. numbers, etc., to fill out the claim form.

Please accept "assignment" of the **TJF's** claim which will ensure that you receive payment directly from the HAC administrator most promptly.

Please accept for the services which you provide the "usual, customary and reasonable" charges for your area, as this program cannot pay more and AID **TJFs** are provided minimal living allowances.

Fill out completely those portions of the claims forms necessary for the case, attach the itemized bills, sign, date and forward the claim to the HAC administrator. If there is other coverage, it must be pursued before the HAC administrator can process a claim.

All claims must be submitted within one year of the date that service was provided.

Inquiries

Inquiries concerning HAC entitlement and/or benefits should be directed to one of the following numbers during normal business hours (9:00 to 5:00 EST, Monday to Friday, except holidays). During non-business hours, recorded messages can be left at the same number and calls will be returned during the next workday.

1-800-551-5995
AdminaStar Solutions, Inc.
AID HAC Program
P.O. Box 40849
Indianapolis, IN 46240-0849

Claims Appeal

If a claim for benefits under this HAC Program is totally or partially denied, the **TJF** has the right to appeal.

An appeal of a denied claim must be made in writing and should include an explanation of why you think the claim should be paid. You may submit whatever additional information you believe will be helpful to the Agency in its review of your appeal.

To receive consideration you must present your request for a review to the HAC administrator within 30 days of the denial of the original claim, or as soon thereafter as is feasible. The Agency's decision on an appeal will be made in writing within 60 days of receipt of your formal written request and will include the specific reasons for its decisions and references to the relevant provisions of HAC involved in your case.

THE HEALTH AND ACCIDENT COVERAGE PROGRAM
is

ADMINISTERED BY

AdminaStar Solutions, Inc.
P.O. Box 40849
Indianapolis, Indiana 46240-0849

CHAPTER 26

MONITORING OF PARTICIPANTS

26A. POLICY

It is AID policy that all training activities and participants attending academic or technical programs be monitored.

26B. DEFINITION

Monitoring of Participants - the regular tracking and updating the status of: participant nominations, placement efforts, on-going training activities and where appropriate, participant attendance, performance and successful completion of the training.

26C. PURPOSE

The purpose of the monitoring activity is to assure that all phases of the participant's training experience are successful. This will include assurances that:

1. The participant has arrived, settled into appropriate living quarters and is participating in the training program.

2. The program of training arranged meets the requirements of the AID mission.

3. The participant is enrolled in a full course of study if in an academic program or is regularly attending scheduled activities and/or sessions of a technical program.

4. Adequate levels of achievement are being met.

5. There are no serious personal or health problems which will impair the successful completion of the program.

6. Departure arrangements are made upon completion or termination of the program and the appropriate AID mission is informed of the arrangements.

7. Where a certificate is awarded for the participant's training, the AID mission is so advised.

26D. PROCEDURES AND RESPONSIBILITIES

1. U.S. Monitoring

a. Monitoring is performed by the organization responsible for arranging U.S. training; that is, OIT's contractor/RSSA or an outside contractor.

b. Monitoring activities may involve:

(1) the review of relevant documentation (e.g., candidate resumes, English language test scores, Academic Enrollment and Term Reports); communications from the training institutions; attendance records (if kept); special reports; and when appropriate, for lengthy technical training programs (five months or longer) at universities or institutes, the submission of the Academic Enrollment Term Report (AETR);

(2) telephone calls with participants, training institution registrars, faculty advisors, foreign student advisors and others; and

(3) site visits (to programs that are held in one location and for more that one month) to evaluate new training institutions and/or programs or to interview participants, their academic advisors and others while participants are in training.

c. Within the above monitoring context, contractor's staff should "advise" participants -- a one-on-one process -- across the spectrum of monitoring functions. Personal matters, dependent issues, financial constraints, housing matters, cultural adjustment, health problems, legal issues, including compliance with tax laws, contact with Americans, homestays, and other individual participant questions are discussed.

d. Contractors that arrange U.S. academic participant training should regularly submit progress and financial status reports to AID.

e. Technical evaluation of programs designed to meet the requirements of an AID project, particularly those that AID intends to continue funding, including interviewing the participant, to ensure that the training is appropriate, well prepared and cost-effective.

* f. Contractors and programming agents are delegated the authority to approve participant ownership of private motor vehicles, provided that (1) there is a demonstrated need to own and operate a motor vehicles, e.g., the absence of adequate transportation on a large, widespread campus or the need to travel to a distant research location; *

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* Revised

26D1f

* (2) adequate liability insurance coverage maintained; (3) the participant provides proof of compliance with local registration and inspection requirements; and (4) the training program is of at least twelve months duration with at least six months remaining at the time a vehicle is to be obtained. Contractors and programming agents must take particular care to ensure that adequate liability insurance is maintained. *

2. Mission Monitoring

a. AID missions are responsible for monitoring the progress of participants through the use of Academic Enrollment and Term Reports and other communications from contractors (Attachment 26A).

b. Missions are also responsible for communicating with the appropriate agents in the United States or third country when monitoring information is not provided.

c. Missions should determine if participants return home at the conclusion of their program and notify the U.S./third country agent immediately of any failure to return.

26E. MONITORING REPORTS AND FORMS

Monitoring reports requirements are established through AID's contractual arrangements with contractors. It is expected, although not currently required, that contractors will make a minimum of two contact per term with each participant enrolled in an academic program and a minimum of one contact during the life of each technical program. The result of those contacts should be provided to the project manager handling the particular contract. In addition, any general monitoring or site visits to institutions and reports prepared as a result of those visits should be shared with the appropriate AID offices, bureaus and missions.

There are four reports/forms that must be completed as part of the monitoring cycle.

1. Participant Data Form (PDF) -- This form (AID 1381-4) is completed for all AID participants in training. It notifies AID of the participant's arrival. It is used to enroll the participant in the health plan and to advise AID of all changes regarding the participant's program. Finally, it is used to inform AID that the program has ended and the participant has returned home. Instructions on completing the PDF are contained in Chapter 24 -- Participant Training Information System.

* Revised

2. The Academic Enrollment and Term Report (AETR) -- Academic participant progress is monitored by reviewing Form AID 1380-69, Academic Enrollment and Term Report (Attachment 26A). The AETR is is required at the end of each term. This form may also be used to monitor the progress of technical participants enrolled in universities or colleges for non-degree training of five months or longer or when the program is given by a training institute whose programs have a formal structure. The AETR is to be submitted for academic participants at the end of each term. Contractors are responsible for obtaining this report from academic institutions and providing it to AID missions. Missions should work closely with contractors to identify potential academic problems.

3. Visa Extension and Support Information (IAP 66A) -- Each participant arriving in the United States is to be on a J-1 visa. This is arranged in the host country. As part of the monitoring function, it is necessary for the programming agent to insure that the student continues to have a valid visa and to secure the necessary approvals to maintain a valid visa from OIT. Procedural information on this activity is contained in Chapter 14 -- Visa Requirements.

4. Returned Participants Follow-up Activities Report -- The Report is explained in Chapter 35 -- Follow-Up.

ATTACHMENT 26A
HB 10, TM 10:108

(Please read instructions on the reverse of last copy before completing this form.)

AGENCY FOR INTERNATIONAL DEVELOPMENT ACADEMIC ENROLLMENT AND TERM REPORT	1. NAME OF PARTICIPANT	2. DATE
	3. COUNTRY	4. PIO/P NO.
5. NAME OF INSTITUTION	6. PROGRAM OFFICER AND AGENCY	

TO BE COMPLETED BY PARTICIPANT

7. MAILING ADDRESS AND TELEPHONE NUMBER	8. ACADEMIC ADVISOR – NAME, TITLE, DEPARTMENT, AND TELEPHONE NUMBER

9. TYPE OF HOUSING ACCOMMODATIONS: ☐ DORMITORY ☐ APARTMENT ☐ ROOM

10. COURSES IN WHICH YOU ARE NOW ENROLLED:

Starting date: _____ Ending date: _____

COURSE NO.	COURSE TITLE	CREDIT UNITS	AUDIT UNITS

11. COURSES COMPLETED LAST TERM:

Starting date: _____ Ending date: _____

COURSE NO.	COURSE TITLE	CREDIT UNITS	GRADE	AUDIT UNITS

12. TRAINING OR FIELD TRIPS AWAY FROM CAMPUS *(Dates, location, purpose)*:

CUMULATIVE GPA ☐

13. PARTICIPANT'S COMMENTS ON ACADEMIC PROBLEMS:

Signature of participant: _____ Date: _____

TO BE COMPLETED BY ACADEMIC ADVISOR

15. DEGREE OBJECTIVE AND MAJOR FIELD	15. EST. DATE OF DEGREE COMPLETION	16. ☐ SPECIAL STUDENT ☐ UNDERGRADUATE ☐ GRADUATE

17. ACADEMIC ADVISOR'S COMMENTS:

Signature of Academic Advisor: _____ Date: _____

18. COMMENTS BY OIT/RSSA/CONTRACTOR/OTHER

CHAPTER 27

COUNSELING

27A. POLICY

1. It is AID policy that AID makes its best effort to safeguard the overall health and well being of its participants while they are in the United States for education and training.

2. It is AID policy that AID provides a counseling service to assist participants in resolving serious health, emotional, legal or other problems that may affect their training programs.

3. It is AID policy that contractors responsible for managing AID participants must inform the OIT counselor of serious problems involving participants.

27B. DEFINITIONS

1. Counseling - assistance with serious health, emotional, legal or other problems that may affect a participant's training program.

2. AID Counselor - a staff member in OIT trained to make arrangements for necessary services to resolve a participant's problem.

27C. DETERMINATION OF COUNSELING NEED

1. Counseling is the responsibility of contractor or project manager until the nature or seriousness of the problem jeopardizes program objectives or AID policies governing participant training, at which time the AID Counselor must be advised of such problem.

2. An AID Counselor is available to assist in the resolution of problems of all AID-sponsored participants, regardless of the organization providing program management.

3. Problems or reasonable indication of problems which might seriously affect a participant's training program are brought to the attention of the Counselor at the earliest possible time to permit prompt and remedial action.

4. When a contractor has any doubt regarding the degree of seriousness of a participant's problem or the need for AID involvement, the counselor is to be contacted by telephone (see Chapter 28 -- AID Participant Emergency Contact Information). Together the counselor and contractor can decide on the nature of the counseling intervention required.

27C

5. Problem situations which should be referred to the counselor include, but are not limited to:

a. Emotional illness

b. Severe physical illness or injury

c. Death

d. Misconduct

e. Arrest

f. Nonreturn to the home country

27D. ROLE OF THE COUNSELOR

The counselor serves as the coordinator of information and action relating to participant problems and is the contact with physicians, attorneys, university staff, contracting staff, project managers, program specialists contractor, and embassies as well as with the participant. The counselor retains this role until necessary decisions are made and problems are resolved. The counselor may undertake the following types of actions, as appropriate to the situation:

a. Provides information cables to missions regarding participant problems and classifies cables to control distribution of information. The counselor cables recommendations with regard to actions and decisions to obtain mission and the cooperating government's approval.

b. Arranges for medical escorts to accompany sick participants to their home countries as necessary and coordinates all matters relating to the death of a participant, including shipping of remains and personal effects.

c. Is available to contractors for discussion and advice on participant concerns.

27E. PROCEDURES

1. Emergency Referrals

a. In the event of an emergency requiring the attention of the Counselor, anyone having knowledge of the situation may contact the Counselor using the Emergency Contact Instructions in Chapter 28 -- AID Participant Emergency Contact Information.

27E1

b. Emergency referrals must contain all available information to enable the Counselor to take immediate action. Such information should include at a minimum:

(1) The participant's name

(2) Location

(3) Telephone numbers of physicians, hospitals, legal authorities, and university and training staff

2. Nonemergency Referrals

a. Routine, nonemergency referrals are made directly to the Counselor in the office of International Training by the responsible contractor during normal office hours.

b. Nonemergency referrals are to include the participant's PIO/P and PDF (insurance) numbers, home country, training location and objectives, copies of pertinent letters and cables, and the name of the person to contact at the training site. Appropriate telephone numbers must be included as well as names of physicians and hospitals.

3. Monitoring the Case

a. After a referral and until the participant's problem is solved, the counselor assumes full responsibility for the case and coordinates all actions necessary to resolve the problem. All inquiries concerning the participant should be handled by the counselor's office.

b. The contractor retains responsibility for the participant's fiscal matters and travel arrangements and works with the counselor to coordinate necessary changes in the training program. (The contractor may also take other actions at the counselor's request.)

c. When the participant's problem is resolved, program management reverts to the contractor.

CHAPTER 28

AID PARTICIPANT EMERGENCY CONTACT INFORMATION

28A. POLICY

It is AID policy that all AID-sponsored participants studying in the United States must have access to assistance at all times in case of emergencies.

28B. DEFINITION

Emergency assistance -- assistance provided or coordinated by the AID counselor or other AID officer if the counselor is unavailable to resolve or alleviate serious participant problems such as illness, accident, emotional or adjustment difficulties, legal infractions, etc.

28C. REQUIREMENTS

The availability of emergency assistance services serves to enhance participants' regard for and confidence in both the program and the United States. All contractors should be familiar with Chapter 27 -- Counseling as it relates to reporting emergency situations. All contractors must also make the following information on emergency referrals available to universities, training coordinators, other individuals having responsibilities for participants' programs, and the participants themselves.

28D. PROCEDURES

1. The procedures outlined below must be followed in order of priority in reporting emergency situations affecting participants.

   a. Emergency Contact -- Week Days

   Monday - Friday, 8:45 a.m. - 5:30 p.m.

   The AID Counselor
   OIT/RS
   Room 214C, SA-16
   1621 North Kent Street
   Rosslyn, Virginia
   Telephone: (703) 875-4066.

28D1

b. Emergency Contact -- Evenings, Weekends, Holidays -- The AID duty officer should be contacted whenever the AID counselor cannot be reached. The duty officer will contact the AID counselor or other appropriate personnel. The duty officer can be reached as follows:

(1) At all times through the Department of State Operations Center. Telephone: (202) 647-1512.

(2) Through the GSA Switchboard Operator on:

(202) 655-4000 from 8:00 a.m. to 12:00 midnight weekdays;

(202) 634-3600 from 12:00 midnight to 8:00 a.m. weekdays and all day on weekends and holidays.

2. Contractors should ensure that all universities, training coordinators, and others having responsibility for a participant's program have the emergency contact information and are instructed to provide the following information when reporting an emergency:

a. Name and location of participant

b. Telephone numbers of the contact, participant, hospital, doctor, or other in authority

c. The participant's PIO/P and HAC Program Insurance I.D. number, if available

CHAPTER 29

EMPLOYMENT OF PARTICIPANTS

29A. POLICY

It is AID policy that participants (holders of J-1 visas) not work or accept employment except in connection with a fellowship, assistantship, on-the-job training, or practical training experience which is an integral part of the participant's approved program as reflected in the PIO/P and IAP 66A. In these cases when a salary or stipend is paid, the participant's maintenance allowance shall be reduced by the net amount of salary or stipend paid.

29B. REGULATIONS

1. The Mutual Educational and Cultural Exchange Act of 1961, as amended (22 U.S.C., 2451 et seg.).

2. No. 22, Code of Federal Regulations, Chapter V - United States Information Agency, Part 514-Exchange Visitor Program.

29C. PROCEDURES

1. Exceptions to the above policy must be applied for in writing using AID form 1381-5A, Request for Approval of AID-Sponsored Participant Work, designed for this purpose (Attachment 29A), which may be authorized only by the Director of OIT in accordance with the regulations of the U.S. Immigration and Naturalization Service (INS). The regulation cited above permits the part-time employment (not to exceed 20 hours a week) of a participant holding a J-1 visa under the following conditions:

a. such employment is required by an urgent financial need which has arisen since the participant arrived;

b. it does not cause the participant to reduce preparation and studies below the full-time level; and

c. it has the written approval from the participant's programming specialist and is approved by the Director of OIT.

29C1c

Further, financial need arising from a participant's having his/her dependents here in the U.S. is not considered by OIT to be sufficient justification for part-time employment. AID does not encourage participants to bring dependents, and participants who bring their dependents are required to provide proof of their ability to support the dependents (see Chapter 15 -- Dependents of Participants).

2. In those cases where the contractor believes a participant has sufficient need and justification for part-time employment to warrant an exception to the policy, the AID Form 1381-5A should be submitted to the Director of OIT. The "Justification of Request" portion of this form should contain the following information:

a. the nature of the financial need and justification for part-time employment;

b. the time period during which the employment will occur;

c. the nature of the employment, salary, and hours per week;

d. a statement verifying that the participant's academic performance has been above average and is not likely to suffer as a result of the employment; and

e. the name of the responsible individual who will monitor the participant's employment and its effect, if any, on the overall program.

3. The completed form should be sent to Office of International Training, Room 215 SA-16, Agency for International Development, Washington, D.C. 20523.

4. If a participant's program is affected by the employment, the contractor must notify OIT immediately and take steps to have the participant discontinue the employment.

ATTACHMENT 29A
HB 10, TM 10:108

Send in Duplicate To:

Director
Office of International Training
Agency for International Development
Washington, D.C. 20523

_____
Date

TO: Director, Office of International Training

SUBJECT: Request for Approval of A.I.D.-Sponsored Participant to Work

Participant Name: _____ I.D. Number: _____

Country: _____ PIO/P: _____

Training Period: _____

Training Objective: _____

Training Institution: _____

Name of Contractor: _____

Name of Programmer: _____

Address: _____

_____

Telephone: ( ) _____

Justification for Request: (Include proposed duties and relevance to course of study, salary offered)

_____

_____

_____

_____

_____

Approved: _____

Disapproved: _____

Date: _____

AID 1381-5A

CHAPTER 30

PROGRAM EXTENSIONS AND TRANSFERS

30A. POLICY

1. It is AID policy that program extensions not be granted unless there is clear justification for continued training. In the case of academic training which will exceed three years in length, the program extension must be granted by waiver either in the initial Participant Implementation Order/Participant (PIO/P) or in an amended PIO/P signed by the mission director.

2. It is also AID policy that contractor transfer must be documented by a Project Transmittal Sheet (Attachment 30A [AID 1382-8]) in order for the new contractor to be aware of student progress and expenditures to date.

30B. DEFINITIONS

1. Program Extension -- a time extension to a participant's program which was not anticipated by the AID mission.

2. Contractor Transfer -- the transfer of programming responsibility from one entity to another.

30C. PROCEDURES

1. Extension and Program Transfers

a. Once the need for an extension is known, the participant is to notify his/her program specialist and provide written support from the academic advisor. The statement from the advisor should contain:

(1) The reason for the extension. If the the extension causes the entire program to run beyond a three (3) year total a justification is also required.

(2) The exact amount of time required for the extension.

b. The program specialist assesses the need for the extension and decides whether to process the request or not.

30C1

c. If the decision is made to process the request, the program specialist seeks approval from the mission or project manager, who in turn seek concurrence from the host country. This request should include:

(1) Reason for the extension

(2) Academic progress reports

(3) Length of time required

(4) Whether additional funds are required from the mission to support the extension.

d. An amended PIO/P must be processed when the extension requires additional funds.

e. In the case of an amendment to add time, but with sufficient monies remaining in the PIO/P to cover the time extension, a cable confirmation of approval will be sufficient to extend the participant.

f. In all cases of program extensions and contractor transfers, Participant Data Forms must be completed showing the participant's change of status.

g. Under no circumstances will AID relinquish visa sponsorship. Control of sponsorship is one of the main ways of ensuring that the participant returns to the home country and fulfills the obligation to development. Where the time extension will cause a participant to be out of visa status, care must be taken to process the proper visa requests/forms.

h. Contract Participants -- Contractor personnel in the United States or third country propose extensions directly to their project officer or in accordance with the provisions of their written agreements. Extensions of visas, however, are arranged by preparing form IAP 66A and forwarding it to OIT for authorization, (see Chapter 14 -- Visa Requirements).

2. Contractor Transfers

In the case of a shift of programming responsibility from one entity to another, the AID Project Transmittal Sheet must accompany the case. This document provides the recipient organization with the necessary fiscal data to continue appropriate maintenance and allowance payments.

HB 10, TM 10:108
ATTACHMENT 30A

PROJECT TRANSMITTAL SHEET

(Send one Copy Back to Original Contractor)

CONTRACT

Name		Administrator	
Country		PIO/P	
Transferring From		Transferring To	
Arrival Date	Estimated		Departure
Grant Paid Through		Maintenance Paid Through	
Tuition Obligated Through	Paid Through		Estimated Funds to Be Obligated to A.I.D.W *(For transfers)*

IAP-66A:

International Ticket *(for return travel)*

Comments: *(reason/conditions of transfer)*

Signature	Date
Signature	Date
Signature	Date
Received By	Date

382-8 (6/88)

CHAPTER 31

PROFESSIONAL SOCIETY MEMBERSHIPS

31A. POLICY

It is AID policy that membership in an American professional society or a subscription to a society's professional journal be made available to all participants with the exception of those participants who are receiving scholarships or fellowships in the context of AID guidance on the Tax Reform Act of 1986. Such participants are not eligible for professional memberships or journal subscriptions. At their discretion, and if the appropriate membership/subscription is available overseas, missions may arrange for a maximum of three years' funding.

31B. DEFINITION

American Professional Society -- a non-profit organization chartered in the United States or a jurisdiction thereof for the purpose of the professional advancement and exchange of information among professionals in a specific discipline. Professional societies generally publish a periodic journal.

31C. PURPOSE

Membership in an American professional society or association provides the opportunity for the participant to establish contacts with other professionals in the same professional or technical field and to keep abreast of professional and technical developments.

31D. REQUIREMENTS

1. AID funds memberships as follows:

a. three years of professional membership established at the conclusion of the training programs or if membership is not feasible, a three-year subscription to an approved society's journal if the society is able to provide overseas mailing and

b. total cost of membership for professional society and/or journal subscription is not to exceed the established allowance ceiling for professional societies over the life of training (see the current Participant Training Notice concerning allowances and/or maintenance rates).

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2. All AID-funded participants are eligible who are in AID training programs a minimum of 30 days and are proficient in English.

3. AID will fund membership in and/or the subscription cost for the journal of any recognized American society that is relevant to the training and expected field of employment.

31E. PROCEDURES

1. Membership and subcriptions for non-fellowship or scholarship recipients are arranged by the contractor in consultation with the participant during the last months or weeks of the participant's program.

2. Memberships and subscriptions for fellowship or scholarship participants -- wherever trained and however managed -- are initiated by the AID mission in the host country upon the participant's return from training.

3. Missions should counsel participants to join societies which will accept advance payments for three years. For societies not accepting advance payment for three years of membership, the membership should be obtained for as many years as allowed (up to three).

4. Missions are encouraged to assume responsibility for renewal or extensions of memberships or subscriptions on behalf of participants (see Chapter 35 -- Follow-up).

CHAPTER 32

TERMINATION OF A PARTICIPANT'S TRAINING PROGRAM

32A. POLICY

It is AID policy that all participants be afforded every reasonable opportunity to complete their programs. However, AID participants are also subject to certain restrictions and requirements contained in this Handbook or established under applicable law of the country of training and the violation of any of these may result in the termination of AID sponsorship and return home.

32B. DEFINITION

Termination -- the ending of AID sponsorship of the participant and the return to the home country.

32C. REQUIREMENTS

1. The termination of AID sponsorship will occur as a result of:

   a. Normal on-schedule completion of program.

   b. Successful early completion of academic or technical training.

   c. Voluntary action by the participant.

   d. Expiration of project time.

   e. Lack of project funds.

   f. Overwhelming mission/host country need for return to home country.

2. AID reserves the right to terminate early the training programs of participants as a result of:

   a. failure in their academic or technical program;

   b. failure to carry a full course load or laboratory schedule as prescribed by the academic or training institution;

   c. failure to pursue effectively the practical training phase of their programs;

32C2

d. having health problems which materially interfere with the training program;

e. conducting themselves contrary to the laws of the country of training;

* f. owning an automobile without prior AID approval from their contractor or programming agent;

g. being convicted of driving while intoxicated; termination and repatriation considered in cases of conviction for serious infractions or reckless or negligent driving; *

h. bringing dependents to the country of training without prior approval (see Chapter 15 -- Dependents of Participants);

i. obtaining employment in the United States or country of training without prior AID approval (see Chapter 29 -- Employment of Participants); or

j. failure to abide by the commitments in the Conditions of Training (Chapter 18 -- Participant Responsibilities, Attachment 18A) or to comply with other requirements specified in this Handbook.

32D. PROCEDURES

1. The procedure for termination, and departure from the United States or country of training, is as follows:

a. Prior to termination the contractor, the receiving mission or the third country training institution informs the mission and the project manager of the established program completion date.

b. The contractor in the United States, the receiving mission or the institution for third country training completes the Participant Data Form (PDF) 1381-4 and forwards it to OIT within thirty (30) days of the termination (see Chapter 24 -- Participant Training Information System).

c. If applicable, the professional society membership is applied for and a book shipping allowance is provided to the participant (see Chapter 11 -- Allowances and Chapter 31 -- Professional Society Membership).

* Revised

d. If applicable, the participant completes a program evaluation form for the contractor (see Chapter 34 -- Evaluation).

e. The contractor writes a letter to the participant outlining travel reservations and ticket arrangements.

f. The contractor cables the mission with the ETA and flight information.

g. The mission cables OIT, the project manager and the contractor confirming the participant's return or notifies the above of the participant's nonreturn (see Chapter 33 -- Nonreturnees).

h. If upon termination, the participant fails to report to the contractor or fails to return to the home country, the contractor must inform the OIT visa officer (703-875-4114) of all circumstances and proceed as outlined with respect to nonreturnees (see Chapter 33 -- Nonreturnees).

2. When the program of an AID-sponsored participant is terminated due to his/her poor performance in the program, misconduct or unlawful or prejudicial conduct in the United States, the contractor is to inform the OIT counselor of the problem(s) involving the participant. Together the counselor and contractor can coordinate the program termination. The OIT visa officer is also to be informed. In cases of training in a third country, the receiving mission and/or third country training institution are to provide an explanation of the cause for termination. In cases of early program termination involving sensitive personal information that could negatively affect the participant's future, the use of official Department of State/AID communications facilities, when available, and possible Limited Official Use (LOU) classification should be considered.

When the mission and project manager have been advised of the early termination, the contractor, the receiving mission or the third country training institution then follows the procedures established previously for a routine termination and departure (see Chapter 27 -- Counseling and Chapter 14 -- Visa Requirements).

CHAPTER 33

NONRETURNEES

33A. POLICY

1. It is AID policy that upon completion of their planned training programs, AID-sponsored participants are obligated to return to their home countries to apply their skills in development-related activities for which the training was authorized.

2. It is also AID policy that: "All feasible steps should be taken to ensure that AID-sponsored trainees return to work within their home countries and in positions where there training is utilized effectively" (see Handbook 1, Part VII - 31, issued July 1, 1975).

3. It is AID policy that recommendations to grant a waiver of the two year residency requirement are very rarely made. The Agency does not consider marriage to an American citizen, the existence of American citizen children, and/or a "no objection" statement from the participants embassy in United States to be in themselves a valid basis for granting the waiver.

33B. DEFINITION

Nonreturnee -- An AID-sponsored participant who has been formally reported by the mission, contractor, training institution or other entity as not having returned to his/her home country. A nonreturnee may have remained in the United States or Third Country beyond the AID program termination date or may have departed the country of training, but traveled to and stayed in another country to delay or avoid returning to the home country.

33C. REGULATIONS

1. AID-sponsored participants who come to the United States for training do so under a J-1 exchange visitor visa. The J-1 visa regulations are promulgated in 22 Code of Federal Regulations, Chapter V - United States Information Agency, Part 514 Exchange Visitor Program. The J-1 visa obligates the holder of the visa to return to the home country for a minimum of two years before being eligible to apply for a U.S. immigrant visa or certain classes of non-immigrant visas (see Chapter 14 -- Visa Requirements).

33C

2. AID missions must include in every bi-lateral project with participants terms and conditions which bind the host country to ensure that AID-sponsored participants will return at the end of their training and are employed for an agreed upon period. The minimum length of service is normally not less than two years for each year, or partial year, of training. Bonding participants to return is an option some missions use and may be included in project agreements.

33D. PROCEDURES

1. In the United States:

a. If a participant fails to report to the program specialist for departure formalities upon completion of the planned training program, the case must be referred to OIT's visa officer in writing. Notification should contain the following information concerning the participant:

(1) date and place of birth;

(2) last known address and phone number;

(3) program duration and any other pertinent program information.

b. The visa officer immediately attempts to contact the participant by telephone to ascertain the participant's departure plans and, if necessary, discuss with him/her the importance of adhering to the conditions of training and the provisions of the J-1 visa regulation.

c. If this fails, the visa officer notifies the cognizant bureau training officer and mission, indicating that the next step is notification to the Immigration and Naturalization Service (INS) for the initiation of deportation proceedings (or other appropriate action). The mission is requested to take any appropriate action through the host government, participant's family or employer which would serve to encourage the participant's return.

d. The visa officer formally notifies the INS that the participant is delinquent in returning home and requests that INS initiate deportation action.

2. In the mission:

a. Missions and project managers, including those in AID/W, are to monitor closely participants who have been in training for an extended period, in order to ensure that their training is justified, on

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schedule and that, when relevant, a position is available in the host country when the participant returns. Mission training offices are to maintain current documentation supporting each program extension. In cases where further training is determined not to be justified, the participant will be ordered to return home. If he/she does not do so, the participant will be treated as a nonreturnee.

b. Contractors are to notify the mission and host country on completion of a participant's training program and provide the departure date and his/her estimated time of arrival back home (see Chapter 16 -- Travel and the Arrival Notice System).

c. Missions must maintain a centralized and up-to-date data base (AID Administrator's cable, State 157335, of May 22, 1985) in collaboration with the host government and, when appropriate, the private sector which lists their AID-sponsored participants for project implementation, participant monitoring and follow-up. Returned participants are to be shown on the list by current employment, title and their individual addresses (see Chapter 35 -- Follow-up).

d. Missions must be able to identify participants who do not return home at the end of their training programs. Appropriate action should be taken through the host country, the participant's family or employer to encourage the participant to return. After further verification of their intended nonreturn by the contractor responsible for managing the participants, the mission must notify OIT for referral to the Immigration and Naturalization Service (INS). Missions are to advise the contractor within 30 days after identifying a nonreturn situation, contractors then have 30 days to investigate and report a participant's continued presence in the United States and OIT then has 30 days in which to consult with all parties and report the case to the INS. This formula is intended to rapidly bring nonreturn cases to the INS for resolution.

e. Missions are to monitor closely the nonreturn of all AID-sponsored participants from the host country. Should the number of nonreturnees begin to hamper development efforts the mission and host country should plan a course of action which halts this attrition. Options available to missions and host governments are:

(1) bonding participants;

(2) setting limits on their passports;

(3) the denying of family members from joining the participant during their program;

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(4) suspending long-term training, U.S. training or all training;

(5) conducting overseas training only on a reimbursable basis.

Bills of Collection may also be issued to a host government for the cost of a nonreturnee's training (see Handbook 19, Financial Management, Chapter 10 J. -- Accounting for Participant Training).

f. A mission with a high nonreturn rate is to take all appropriate corrective actions and assure these are operative before entering into any new project agreements which sponsor participant training. In missions with understaffed training offices and large training projects, AID directors should budget contractual service funds to monitor and follow-up participants.

g. OIT will submit to the missions for verification a monthly computer listing entitled, "Report of Participants In Training During Fiscal 19__, U.S. Training Only," which will cover all participants known to have been in training in the United States. It will list each participant's "Estimated End Date," "Termination Date," and "Visa End Date." missions are to review the report to verify the return of their participants and when a participant is friend not to have returned as scheduled the mission is to follow the procedures outlined this chapter.

CHAPTER 34

EVALUATION

34A. POLICY

1. It is AID policy that information be systematically collected to assess and describe the value of the Participant Training Program and that the Participant Training Program be evaluated regularly using data largely generated by and readily available from the mission's Participant Training Management System (PTMS) or other mission and/or AID/W project information systems.

2. It is AID policy that information collected be used for ongoing monitoring and evaluation of mission participant training projects and projects with participant training components so as to make adjustments and improvements as needed in the management and implementation of such projects or components.

3. It is also AID policy that information generated from ongoing monitoring and evaluation also be used for periodic mid-course evaluations of participant training projects and participant training components as well as for impact evaluations during and after the life of such projects to determine if the participant training contributed to meeting not only the more immediate purposes of the project, but also the long-range development goals of the host country.

34B. DEFINITIONS

1. Participant Training Monitoring and Evaluation -- the ongoing assessment, as objectively as possible, of the appropriateness of participant training programs, their success or failure in terms of trainee satisfaction, and the achievement of program objectives for the purpose of making mid-course improvements in program operations whether it be a general participant training project or a participant training component in another project.

2. Participant Training Impact Evaluation -- the assessment, either during the life or after the conclusion of a project, of the effectiveness of the participant training in terms of the benefits to the individual trainee's work, to the host country employing organization, and to the host country's development objectives. Data and other program information collected during ongoing monitoring and evaluation should form the basis and starting point for the evaluation of project impact on the host country over the long term.

34B

3. Participant Training Evaluation System (PTES) -- the methods, activities, data collection capacity of the PTMS, and generic forms that form the basis on which AID systematically collects and assesses information on participant training, whether for making corrections and improvements in program implementation and operations or for evaluating the overall impact of the Participant Training Program.

34C. REQUIREMENTS

1. It is a requirement that AID monitor and evaluate both the operational effectiveness and impact of its Participant Training Program. The program is an investment and AID, the host countries, and Congress expect a return on the investment in terms of objectively verifiable development benefits to insure continued support.

2. The systematic ongoing monitoring and evaluation of participant training is required to obtain feedback on the effectiveness and success of the participants and their training programs for the sake of improving future programs.

3. It is required that the information and evaluation systems built into AID projects and programs at the outset contain specific responsibility for monitoring and evaluating the participant training component of the projects and to relate these to other project implementation activities. These evaluation elements are to be used and maintained throughout the life of the project.

4. It is required that evaluations of participant training projects and participant training components of other projects be included in both mission and AID/W annual evaluation plans. Participant training evaluations may be scheduled both during and after the end of a project and should address implementation and management issues as well as broader issues such as the effectiveness and relevance of the training, its cost effectiveness, participants' utilization of training, and the impact of the participant training on the host country's human resources development, institutional development, and overall development goals.

5. It is required that the Participant Training Evaluation System (PTES), which consists of generic questions and topics, be part of all AID evaluations in order that a consistent and worldwide primary database of relevance, effectiveness and efficiency be available on which broad evaluations may be structured. This standardized core evaluation system allows for comprehensive analysis of relevant participant training information.

34D. PROCEDURES

1. Participant Training Evaluation System (PTES)

a. The evaluation system provides information for the following basic purposes:

(1) ascertaining whether the program was administered in compliance with the participant training policies and procedures * outlined in this Handbook and related Handbook Circulars; *

(2) describing characteristic features of the programs;

(3) determining whether the participant training programs were appropriate and accomplished their designated training objectives; and

(4) determining if the program yielded intended and/or unanticipated results.

b. The PTES creates a central core of information which must be routinely gathered in a standardized manner so that statements can be made and generalizations may be drawn about the worldwide Participant Training Program. Pertinent information from source documents and questionnaires can be stored in and recalled from a computer program such as the Participant Training Management System (PTMS).

c. The core PTES information is augmented by the specific information gathering needs of the mission, host country, contractor and/or other entity. In order to meet the needs of various audiences, the PTES must be used across diverse situations and populations. The PTES allows for multiple methods and permits the exploration of a variety of evaluative questions not proposed in this chapter. Additional data requirements, the means for gathering these data, and related analysis and reporting are to be determined as needed by the interested AID and host country office.

d. The PTES system is based on a linear progression from preparation through training to return and then resumption or assumption of the work for which the participant training was preparative. Information is gathered prior to a participant's departure, during the training phase and after the participant returns. Training needs assessment information, as described in Chapter 4 - Training Needs Assessment And Selection Of Participants, is an integral part of the evaluation system.

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* Revised

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2. Source Documents and Evaluation Instruments

a. General information related to participant training at the project level is found in a variety of AID planning, budgeting and implementation documents. These documents can include the mission's Country Training Plan (CTP), the Project Paper (PP), Project Implementation Order/Participants (PIO/P), Training Implementation Plan (TIP), Academic Enrollment and Term Reports (AETR), Training Cost Analysis (TCA) reports, and former Project Evaluation Summary (PES) reports, plus special reports and audits.

b. Specific information related to participant training at the participant level is gathered from participants using PTES questionnaires. These formats consist of four sets of generic questions to which specific additional questions may be added by the mission and/or project manager and contractor. The formats are:

(1) Departure for Training Questionnaire (DTQ)

(2) Return from Training Questionnaire (RTQ)

* (3) Post-Training Questionnaire I (PTQI)

(4) Post-Training Questionnaire II (PTQII)

3. Evaluating the Participant and the Training Program

a. The participant is evaluated at four points on a personal time-frame:

(1) the first questionnaire (DTQ) is administered just prior to departing for training to ascertain grasp of proposed training program, preparation for training and expectations for training's application to present or future career;

(2) the second questionnaire (RTQ) is completed on return from the training program to determine his/her assessment of the training program and the administrative support provided during time overseas; and

(3) the third questionnaire (PTQI) is designed to evaluate the application, or lack of application, of the training on the job and is administered six (6) months after return. *

* Revised

* (4) the final questionnaire (PTQII) is completed two years after return and at regular intervals thereafter to evaluate the long term impact of the participants' training program.

b. The mission training officer, or equivalent, is responsible for administering the evaluation system. He/she will:

(1) Administer the questionnaires to the participants:

(a) immediately prior to departure (DTQ);

(b) immediately upon return from training (RTQ);

(c) after at least six months on the job (PTQI); and

(d) after two years on the job (PTQII)

(2) Translate the questionnaire responses into usable data through computer processing by the PTMS. (If it is not feasible to process by computer, then through hand tabulation.)

(3) Interpret the participants' training programs in reports completed at the end of the project, or at other points, and forward the reports to the project manager and the program officer.

c. The PTES and other mission questionnaire instruments form the data basis for more encompassing reports or analyses on participant training. Information and data can be collected on a group of individuals or on a project or program basis for mission use, particularly for the training and program offices and mission top management, and for AID/W.

4. <u>The Participant Training Evaluation System (PTES) Questionnaires</u>

The PTES questionnaires consist of four sets of questionnaires. These sets gather basic core information plus (a) process information related to implementation and management issues and (b) information fundamental to assessing effectiveness and impact. The mission, host country, contractor and/or other entity may add additional evaluative questions to these generic Agency-wide questionnaires in order to obtain information to meet the needs of various audiences. The questionnaires are designed for data input to a computerized system of record processing. These standardized questionnaires may also be processed by hand.

The four sets of questionnaires are contained in Attachment 34A, "Generic Questionnaires for the Participant Training Evaluation System." *

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* Revised

ATTACHMENT 34A

GENERIC QUESTIONNAIRES
FOR THE PARTICIPANT TRAINING EVALUATION SYSTEM

GUIDANCE ON THE USE OF GENERIC QUESTIONNAIRES

The following four questionnaires have been developed in accordance with the Participant Training Evaluation System (PTES) described in Handbook 10. The purpose of these questionnaires is to gather uniform data from all Missions on the departure, return and follow-up stages of a participant's training program. Each questionnaire consists of 9-15 key questions which will provide the basis for evaluating the effectiveness of the overall Participant Training Program. Missions may add, indeed, are encouraged to add additional questions in order to collect information specific to a development project or for varying host country/USAID needs.

The first questionnaire is designed to be administered upon departure for training; the second immediately upon completion of training; the third six months after the completion of training; and the fourth two or more years after the completion of training.

The survey format of the generic questionnaires has been designed to permit easy tabulation and machine coding into the PTMS or other Mission information system for eventual statistical analysis. The format includes yes/no and multiple choice questions, as well as difficulty and satisfaction scales of one to five. This format has been used with success in terms of response patterns by about 600 participants in previous evaluations of Mission participant training programs in Rwanda, Botswana, Zimbabwe, Burma and Haiti. Where Missions add on questions, it is suggested that this format be followed to facilitate the analysis.

The following are examples of the sort of questions Missions may want to add to the generic questionnaires:

1. Departure Questionnaire

   o On what basis were you selected for training?

   (USAIDs may construct this as either open-ended or multiple choice depending on Mission's selection criteria)

   _____

   _____

o What arrangements have you made with your employer during your absence in training?

( ) Resigned
( ) Leave without pay
( ) Leave with partial or full pay

2. Return Questionnaire

o How much notice were you given regarding your departure date?

Date Notified	Date Departed	Number of days and/or weeks
_____	_____	_____

o Did you have any problems with the following administrative arrangements? Please specify:

_____

_____

(or Mission may construct this as a scale of difficulty: (N) none, (S) some, (M) much)

( ) Visa or immigration procedures
( ) Using medical insurance
( ) Maintenance allowance/per diem
( ) Travel arrangements
( ) Accommodations
( ) Support from Program Monitor (AID/Contractor)
( ) Academic/personal counseling at training site

o What recommendations would you make for improving the administration of the training program?

_____

_____

3. Post Training Questionnaires

o Have you experienced any of these difficulties in re-adjusting after your return from training?

(or Mission may construct this as a scale of difficulty: (N) none, (S) some, (M) much)

( ) Readjusting to your job
( ) Readjusting to cultural norms or life style
( ) Readjusting to family life

o Is your U.S. degree recognized at the appropriate level compared to similar degrees from other countries?

Yes ( ) No ( )

o Can you give examples of any changes, or new ideas, you have introduced in your work as a result of your training program?

(e.g., different procedures, techniques, equipment, etc.)

_____

_____

_____

o Since your return, how often have you corresponded with an organization you visited or person you met during training?

( ) often

( ) occasionally

( ) seldom

Reason for correspondence:

_____

_____

o Do you receive any professional publications?

Yes ( ) No ( )

If so, what?

_____

_____

o Have you received a Certificate of Achievement from the USAID Office since you completed your training program?

Yes ( ) No ( )

The preceding three sets of questions are only examples of additional questions Missions may wish to ask at the time it conducts the PTES.

INSTRUCTIONS FOR QUESTIONNAIRE

1. The questionnaire includes both close-ended questions with a choice of answers, and open-ended questions requiring a written response. Please read each question carefully and answer all questions as candidly and completely as possible.

2. For close-ended questions with a choice of answers, please mark an "X" in the space provided. For example:

Compared to the level of satisfaction you had in your previous job, does your current job have:

(x) More satisfaction
( ) Same satisfaction
( ) Less satisfaction

3. Some responses are provided on a sliding scale of one to five. In such cases, please circle the appropriate number which best reflects your view. For example: How satisfied are you with your on the job training program overall?

Very Satisfied		Moderately Satisfied		Not Satisfied
1	2	3	4	5

4. Please use pen (not pencil) to complete the questionnaire and write as legibly as possible. If you wish to make a correction, please clearly mark out the original response as follows:

Very Satisfied		Moderately Satisfied		Not Satisfied
1	2	3	4	5

5. If you need more space for any question or wish to make further comments, feel free to use the "comments" section at the end of the questionnaire.

DEPARTURE FOR TRAINING QUESTIONNAIRE

1. Are you aware of the purpose and objectives of your proposed training program?

   Yes ( ) No ( )

2. Are you aware that AID is financing your training?

   Yes ( ) No ( )

3. Have you participated in a previous AID-sponsored training program?

   Yes ( ) No ( )

   If yes, please specify field of training, location and dates:

   _____

   _____

4. Do you feel that you are adequately prepared to begin your training program?

   Yes ( ) No ( )

   If no, what additional information do you think might have better prepared you for your program?

   ( ) English Language Training
   ( ) Information on health insurance
   ( ) Information on training institutions
   ( ) Information on travel arrangements
   ( ) Information on accommodations and allowances
   ( ) Other _____.

5. Do you know what job you will be returning to?

   Yes ( ) No ( )

6. Does your current job involve supervising others?

   Yes ( ) No ( ) Not Currently Employed ( )

   If yes, how many people do you supervise: _____

7. Do you expect to receive a job promotion or salary increase after completing your training?

Yes ( ) No ( ) Don't know ( ) Not Applicable ( )

8. What benefits do you expect to receive from this training program? (Please number in rank order. Rank all that apply.)

( ) Enhanced professional capabilities

( ) Career advancement/better job opportunities

( ) Exposure to other culture(s) and social system(s)

( ) Professional contacts

( ) Obtaining a degree or certificate

Other: _____
(specify)

9. What contributions do you expect to make when you return to your organization/job after completing your training? (Please number in rank order. Rank all that apply.)

( ) Manage a project, office, division, or company

( ) Initiate new projects or services

( ) Improve operational procedures, programs or services

( ) Influence or make policy

( ) Train others (workshops, on-the-job training, etc.)

( ) Participate in research activities

( ) Not returning to a specific organization/job

Other: _____
(specify)

Additional Comments: _____

_____

_____

_____

RETURN FROM TRAINING QUESTIONNAIRE

1. Are you returning to the same position you occupied before training?

   Yes ( ) No ( ) No Prior Job ( )

   If no, what is your new position?

   _____ _____
   Job Title Dept/Agency/Company

2. Did the training you receive fulfill its designated objectives?

   Yes ( ) No ( )

   If no, please explain why: _____

   _____

3. Which of the following orientations, if any, did you attend in preparation for your training program:

   ( ) Pre-departure orientation in home country
   ( ) Arrival orientation in country of training
   or
   ( ) Did not attend an orientation

4. Were you adequately prepared for your training program?

   Yes ( ) No ( )

   If not, what would have helped you to become better prepared?

   _____

   _____

5. To what extent did you encounter any social or cultural adjustment problems:

No Problems	Some Problems	Many Problems
1	2	3

If many problems were encountered, explain: _____

_____

_____

6. Did you have English language training either in the United States or prior to departure for training?

   ( ) Had English language training prior to departure
   ( ) Had English language training in the United States
   ( ) Did not have English language training.

7. To what extent did you experience problems with the English language?

	No Problems	Some Problems	Many Problems
Speaking.....	1	2	3
Understanding....	1	2	3
Writing.....	1	2	3
Reading.....	1	2	3

8. How satisfied are you with the following aspects of your training program:

	Very Satisfied		Moderately Satisfied		Not Satisfied
Program Content and Delivery (technical level, length, amount of information)..	1	2	3	4	5
Relevance of Training to Job.....	1	2	3	4	5
Applicability of Training to Host Country Conditions.....	1	2	3	4	5
Balance of Theory and Practice.....	1	2	3	4	5
Competence of Instructors.....	1	2	3	4	5
Adequacy of Training Facilities.....	1	2	3	4	5
Administrative Arrangements.....	1	2	3	4	5
Chance to meet Americans (or nationals of country of training).....	1	2	3	4	5

If not satisfied with any aspect, please explain: _____

_____

_____

_____

9. How satisfied are you with your overall training experience?

Very Satisfied		Moderately Satisfied		Not Satisfied
1	2	3	4	5

10. What have been the greatest benefits from your training program? (Please number in rank order. Rank no more than three items)

( ) Enhanced professional capabilities

( ) Career advancement/better job opportunities

( ) Exposure to other culture(s) and social system(s)

( ) Professional contacts

( ) Obtaining a degree or certificate

Other: _____
(specify)

11. As a result of your training, what contributions are you now prepared to make upon return to your organization/job? (Please number in rank order. Rank all that apply).

( ) Manage a project, office, division, or company

( ) Initiate new projects or services

( ) Improve operational procedures, programs or services

( ) Influence or make policy

( ) Train others (workshops, on-the-job training, etc.)

( ) Participate in research activities

( ) Did not return to a specific organization/job

Other: _____
(specify)

Additional Comments: _____

_____

_____

_____

_____

POST TRAINING QUESTIONNAIRE
(First Version)

1. What is your current job position (Title, Dept/Agency/Company)?

_____ _____

List other job positions you have held since returning from training, starting with the most recent:

Job Title	Dept/Agency/Company	Dates

2. Did you experience difficulties in finding a job upon return from training?

Yes ( ) No ( )

If yes, why and how long did you wait for a job assignment? (List number of months waited)

_____

_____

_____(months)

3. Are you presently in the job for which you were trained?

Yes ( ) No ( )

If not, explain:_____

_____

4. Compared to the level of responsibility in your job before training, does your current job have:

( ) More responsibility
( ) Less responsibility
( ) Same responsibility
or
( ) No prior job

5. Does your current job involve supervising other people?

Yes ( ) No ( )

If yes, how many people do you supervise? _____

6. How has your training been recognized by your colleagues? (Check all that apply)

( ) Increased duties and responsibilities
( ) Increased esteem or prestige
( ) Negative recognition
or
( ) No recognition given

7. How has your training been recognized by your superiors? (Check all that apply)

( ) Job promotion
( ) Salary Increase
( ) Increased duties and responsibilities
( ) Increased esteem or prestige
( ) Negative recognition
or
( ) No recognition given

8. How relevant is your training to your present job?

Very Relevant		Somewhat Relevant		Not Relevant
1	2	3	4	5

If not relevant, explain: _____

_____

9. How much are you able to use the knowledge and skills learned from your training program in your present job?

Large Amount		Moderate Amount		Small Amount
1	2	3	4	5

If small amount, explain: _____

_____

10. Have you been able to fully use your training in your present job?

Yes ( ) No ( )

If no, what have been the constraints? (Please number in rank order. Rank as many as apply).

( ) Lack of equipment, supplies, or resources
( ) Lack of qualified staff
( ) Lack of support from superiors
( ) Resistance to change by others
( ) Too many other responsibilities
( ) Training was not applicable to local conditions

Other: _____
(specify)

11. Which of the following activities have you been able to undertake in your job as a result of your training? (Check all that apply)

( ) Manage a project, office, division, or company
( ) Initiate new projects or services
( ) Improve operational procedures, programs or services
( ) Influence or make policy
( ) Train others (workshops, on-the-job training, etc.)
( ) Participate in research activities

Other: _____
(specify)

12. What do you consider to be the greatest benefits from your AID-sponsored training program? (Please number in rank order. Rank no more than three items)

( ) Enhanced professional capabilities
( ) Career advancement/better job opportunities
( ) Exposure to other culture(s) and social system(s)
( ) Professional contacts
( ) Obtaining a degree or certificate

Other: _____
(specify)

13. How satisfied are you with your overall training experience?

Very Satisfied		Somewhat Satisfied		Not Satisfied
1	2	3	4	5

If not satisfied, please give suggestions for improvements:

_____

_____

_____

14. How much have you been able to share the ideas and techniques learned from your training program with your colleagues and/or supervisors?

Large Amount		Moderate Amount		Small Amount
1	2	3	4	5

If a small amount, explain: _____

_____

15. Have you received any other training outside your home country since you completed your AID-sponsored program?

Yes ( ) No ( )

If yes, please specify field of training, dates, location and sponsor:

_____

_____

Additional Comments: _____

_____

_____

_____

_____

POST TRAINING QUESTIONNAIRE
(Second and Subsequent Versions)

1. What is your current job position (Title, Dept/Agency/Company)?

_____ _____

If you have held other job positions since returning from training, please specify starting with the most recent:

Job Title	Dept/Agency/Company	Dates

2. Compared to the level of responsibility in your previous job, does your current job have:

( ) More responsibility
( ) Less responsibility
( ) Same responsibility
or
( ) No prior job

3. Does your current job involve supervising other people?

Yes ( ) No ( )

If yes, how many people do you supervise? _____

4. How many job promotions have you received since you completed your AID-sponsored training program?

( ) One job promotion
( ) Two job promotions
( ) Three or more job promotions
or
( ) No job promotions

5. How relevant is your training to your present job?

Very Relevant		Somewhat Relevant		Not Relevant
1	2	3	4	5

If not relevant, explain : _____

_____

6. How much are you able to utilize the knowledge and skills learned from your training program in your present job?

Large Amount		Moderate Amount		Small Amount
1	2	3	4	5

If small amount, explain: _____

_____

7. Have you encountered any constraints to more fully using your training in your present job?

Yes ( ) No ( )

If yes, please indicate the kind of constraints encountered:

( ) Lack of equipment, supplies, or resources
( ) Lack of qualified staff
( ) Lack of support from superiors
( ) Resistance to change by others
( ) Too many other responsibilities
( ) Training is not applicable to local conditions

Other: _____
(specify)

8. Which of the following activities have you been able to undertake in your job since completing your AID-sponsored training? (Check all that apply)

( ) Manage a project, office, division, or company
( ) Initiate new projects or services
( ) Improve operational procedures, programs or services
( ) Influence or make policy
( ) Train others (workshops, on-the-job training, etc.)
( ) Participate in research activities

Other: _____
(specify)

9. What do you now consider to be the greatest benefits from your AID-sponsored training program? (Please number in rank order. Rank no more than three items)

   ( ) Enhanced professional capabilities
   ( ) Career advancement/better job opportunities
   ( ) Exposure to other culture(s) and social system(s)
   ( ) Professional contacts
   ( ) Obtaining a degree or certificate

   Other: _____
   (specify)

10. How satisfied are you now with your overall training experience?

Very Satisfied		Somewhat Satisfied		Not Satisfied
1	2	3	4	5

   If not satisfied, explain: _____

11. How much have you been able to share the ideas and techniques learned from your training program with your colleagues and/or supervisors?

Large Amount		Moderate Amount		Small Amount
1	2	3	4	5

   If small amount, explain: _____

12. Have you received any other external training since you completed your AID-sponsored program?

   Yes ( ) No ( )

   If yes, please specify field of training, dates, location and sponsor:

   _____

Additional Comments: _____

CHAPTER 35

FOLLOW-UP

35A. POLICY

1. It is AID policy that projects with participant training components be designed and implemented so that participants will return to the project no later than six months prior to the Project Assistance Completion Date (PACD) in order to permit orderly reintegration.

2. It is AID policy that projects with participant training contain additional specific funding for appropriate continuing education and follow-up activities on the participants' return.

3. It is AID policy that every AID mission, in collaboration with the host country, provide general follow-up activities to returned AID participants and maintain and update records for a minimum of three years on former participants who were trained for periods of three months or longer. Certificates of Achievement, however, are to be awarded to all returned participants, no matter how short the training, in a forum that allows appropriate public recognition.

4. It is AID policy that when a returned participant demonstrates significant professional achievement in his/her job and/or personal advancement, the mission will extend the minimum follow-up period beyond three years in order to further track and support the individual.

5. It is also AID policy that follow-up activities are to encourage friendship and understanding between the United States and other countries by continuing to broaden the returned participants' knowledge about the United States, its people, institutions, culture and American goods and services.

35B. DEFINITIONS

1. Continuing Education Activities -- short training programs, workshops and seminars for returned participants, generally held in the host country, designed to further the technical and management aspects of the AID project. The technical assistance component of a development project may fund these activities.

2. Follow-Up -- is a two part process that includes:

a. activities for returned AID participants designed to further the technical and non-technical objectives of all AID-sponsored participant training; and

35B2

b. the maintenance of mission records on former participants for the purpose of tracking and contact.

35C. REQUIREMENTS

1. AID Mission Responsibilities

a. Mission Directors - Are to assign a mission employee as follow-up officer with responsibilities for general follow-up activities and recordkeeping and then:

(1) give personal attention and support in collaboration with the host country to implementing participant follow-up activities as is warranted by the importance of the activity;

(2) periodically determine host country interest and mission capacity to implement any or all of the recommended follow-up activities;

(3) assure that "Certificates of Achievement" (Attachment 35A) award ceremonies are held at least once a year, if not more frequently; and

(4) approve the Returned Participants Follow-Up Activities Report, (Attachment 35B), which is to be prepared annually by the mission and is to be based on current and historical mission/host country records.

b. Project Officers - Are to actively support follow-up:

(1) when designing projects with a participant training component, by assuring that specific funding is included to provide returned participants with appropriate continuing education and follow-up activities during the life of the project;

(2) when designing and then implementing projects with participant training, by assuring that all participants return from training at least six months prior to the PACD and resume project activities in order to facilitate their reintegration by orienting the returned participant to project activities through team-building and by suppling continuing education and follow-up;

(3) when implementing a project, by assuring that the technical assistance team, if any, and host country provide all required activities to the returned participants; and

35C1b

(4) when implementing a project, by assisting the mission's follow-up officer to conduct follow-up activities and maintain a timely and complete record of all returned participants, including the identification of successful former participants for supplemental follow-up activities and possible reporting to OIT as a "Success Story."

c. Follow-Up Officers - Are to:

(1) plan and develop the mission's general follow-up program and with each project officer ensure implementation of individual project follow-up activities;

(2) maintain personal and/or written contact with returned participants for a minimum of three years, especially those participants who have received training for three months or longer, in order to obtain the information needed to (a) accomplish general follow-up objectives and (b) maintain statistics and data on returned participant for impact and/or evaluation activities;

(3) arrange for the formal presentation of "Certificates of Achievement" to all returned AID-sponsored participants;

(4) by December 31 of each year, submit to OIT the Returned Participants Follow-Up Activities Report (Attachment 35B); and thereafter, whenever appropriate, notify OIT of any activities of special merit and participant "success stories" as these occur; and

(5) undertake or assist in the conduct of any of the follow-up activities suggested in this chapter.

The Participant Training Management System (PTMS) may be effectively used in support of follow-up activities and recordkeeping.

2. OIT Responsibilities

OIT is to:

a. formulate AID follow-up policy and strategy and stimulate, assist and guide the Agency's worldwide follow-up program;

c. compile for the deputy administrator an annual survey of AID's worldwide follow-up activities based on all Returned Participants Follow-Up Activities Reports.

35D. PROCEDURES FOR SPECIFIC FOLLOW-UP ACTIVITIES

Mission follow-up activities are to be designed to (a) assist all returned participants who were in programs of three months or longer to utilize, reinforce, extend and transmit to others the technical and managerial knowledge acquired during their training and (b) promote friendship and understanding between the United States and the host country.

1. Certificate of Achievement

AID awards a "Certificate of Achievement" to every foreign national who successfully completes an AID-sponsored participant training program in the United States or a third country in order to give personal recognition to the participant and to create a favorable climate for continued follow-up activities. In order to do this:

a. Missions are to determine the most effective method of presentation for the "Certificate of Achievement" on the basis of local conditions and social attitudes as well as AID program objectives in the host country. Formal ceremonies of presentation are recommended with the collaboration and participation of host country officials, mission and other U.S. Government officials, and the former participants' supervisors, families, and friends;

b. Missions are to inscribe, by typing or hand-lettering, each Certificate, which is then to be signed by the mission director; and

c. Missions are to report to OIT on presentations of significance and when doing so are to include the date and place of the event, names of prominent persons in attendance, newspaper clippings, photographs with identifying captions when available, and any other information that could be useful and of interest. The presentation of certificates is an occasion to further develop AID objectives and to emphasize the importance of human resources in development programs.

The "Certificate of Achievement" is available from OIT on request.

2. Conferences, Workshops, and Seminars

Conferences, workshops, and seminars for returned participants can be organized along technical lines to extend the participants' training in modern techniques or to expose them to advanced technical and managerial knowledge. Through lectures and discussions, the participants can be assisted to further develop new ideas and then to

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introduce these into their jobs. U.S. or host country project personnel or other recognized practitioners in specific technical fields take the lead in such activities. The mission may also request the TDY services of experts from other missions, AID/W, other U.S. Government agencies, or private organizations in the United States when desirable and funds are available. Outside of a specific AID project, the best results from this sort of activity are achieved when the host government or an alumni association of returned participants takes the lead in the conference, workshop or seminar's primary sponsor.

3. Publication of Newsletters and Professional Journals

a. A newsletter, preferably technically oriented, is valuable in those countries where many participants are far from the capital city. It can help maintain systematic contact with participants who:

(1) share a professional interest in sector and project development and in AID/host country achievements;

(2) are interested in the professional and social activities of former participants; and

(3) seek information about the availability of technical publications, aids, services, etc. Missions having a substantial number of returned participants should examine the possibility of publishing a newsletter with general follow-up or project funds;

b. A professional journal, in contrast to a newsletter, can provide more formal technical information to assist participants in expanding and monitoring their knowledge and training. A journal can also contain articles on specific technical applications, the technical accomplishments of participants and examples of various proven methods of overcoming problems. To achieve their purpose and assure continuous written and personal contact with returned participants, journals need to be issued at least quarterly.

4. Creation and Support of Alumni Associations (General or Professional)

a. Alumni associations can be an important source of support for mission programs and are to be considered when developing follow-up plans with the host country.

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b. The formation of a general AID participant alumni association is encouraged only if circumstances in the host country are politically favorable, participants show earnest personal interest, and sufficient numbers of returned participants are willing to assume the leadership and responsibilities necessary to assure the continuous and meaningful operation of an association.

c. The formation of AID-sponsored professional associations for returned participants in technical subjects such as agriculture, health or education may prove to be quite successful. A host country association in a technical field, however, may have greater long-range benefit for the host country and its professional members. To prepare a favorable climate for the development of such associations, missions should provide initial encouragement and assistance through either the organization of conferences, workshops and seminars. These can be along technical lines and include as a topic the establishing of an association by the returned participants and others.

d. Although mission/contractor personnel can play key roles in stimulating their development, providing guidance and support to such organizations, real organizational viability is only obtained by independence. The successful association must be organized and maintained by its own membership. Missions should have only informal relationships with alumni associations once they are established.

5. Organization of a Technical Literature Service

a. In host countries where returned participants are unable to purchase technical literature and materials and where participants have little or no contact with U.S. sources of technical information, missions can establish a "Technical Literature Service." A service should be established only with the cooperating country's consent, collaboration, and when possible future sponsorship is assured.

b. As a means of implementing a Technical Literature Service, missions are authorized to purchase for presentation or loan to returned participants copies of textbooks, professional or technical books, periodicals, and other publications.

c. Missions should place returned participants on the publication mailing lists of USIA and AID to receive each agency's periodical publications and provide them with other relevant AID literature when available. Technical projects may want to purchase books or other appropriate publications for its participants by their specializations. Procurement of books is handled through the mission or contractor's procurement facilities in accordance with AID procedures.

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6. Extension of Membership in American Professional Societies

Missions are authorized to renew professional society memberships, or to enroll returned participants in American professional societies and to pay for subscriptions to journals for participants who do not possess the required funding for their own membership.

7. Use of Returned Participants to Orient New Participants

Selected returned participants should be invited to assist in orienting new participants prior to their departure for training abroad. The returned participants' experiences overseas, when objectively reported, can be invaluable in briefing new participants to the requirements of travel and life abroad (see Chapter 17 - Predeparture Orientation).

8. Organization of English Language Refresher Courses

Courses in technical English organized especially for homogeneous professional groups broaden their knowledge of professional terms and help them to expand their access to technical information in their fields. Maintenance English also supports former participants' proficiency in a language with worldwide use and permits the obtaining of social and cultural information.

ATTACHMENT 35A
HB 10, TM 10:108

Agency for International Development

Certificate of Achievement

This certifies that, under the program of the Agency for International Development of the Government of the United States of America in cooperation with other Governments,

has successfully completed participation in a technical cooperation program

in the field of

for the period:

Issued at _____

This ____ *day of* _____

_____
Administrator

ATTACHMENT 35B

GUIDELINES FOR PREPARING RETURNED PARTICIPANTS FOLLOW-UP ACTIVITIES REPORT

COUNTRY _____ FISCAL YEAR _____
DATA BEGINS _____

1. RETURNED PARTICIPANT DATA	MALE	FEMALE	TOTAL
a. Number of all participants returned from U.S. training in last FY (bilateral, regional and centrally-funded):			
OIT/IT Managed	____	____	____
Contractor Managed	____	____	____
Total	____	____	____
b. Number of all participants returned from third-country training in last FY (bilateral regional and centrally-funded):			
OIT/IT Managed	____	____	____
Contractor Managed	____	____	____
Total	____	____	____
c. Number of those participants who returned from a combined US/third-country training program last FY (bilateral regional and centrally-funded):			
OIT/IT Managed	____	____	____
Contractor Managed	____	____	____
Total	____	____	____

d. Total number of all returned participants last FY (add totals in a + b + c):

OIT/IT Managed	____	____	____
Contractor Managed	____	____	____
Total	____	____	____

e. Total number of participants who did not return ("No-go") after completing their AID and host country approved training in the U.S. or third countries last FY: ____ ____ ____

(No AID-sponsored participant is to remain in the U.S. or third country of training without the express permission of both AID and the host country. Failure to return home is termed "No-go".)

f. Percent of non-returnees in last FY year [e - (d + e)]: ____ ____ ____

g. Cumulative number of participants returned from training abroad in <u>all</u> prior fiscal years (or other time frame), including last FY (verify last FY number with OIT/IT departures report): ____ ____ ____

h. Cumulative number of participants who did not return from training abroad in all prior years (or other time frame), including last FY: ____ ____ ____

i. Percent of non-returned participants to date [h - (h + g)]: ____ ____ ____

2. CONTACT WITH RETURNED PARTICIPANTS

a. Who maintains general follow-up contact with returned participants?

___ FSN Training (Follow-Up) Officer
___ Mission/host country (contractors)
____ Other: ____
____ Not Maintained

b. How frequently are contacts made?

___ More than once a year
___ About once a year
___ Less than once a year
___ N/A

If less than once a year, please explain: _____

_____

c. What kind of contacts?

___ Professional or Work-Related
___ Social or Personal

4. Do returned participants have a debriefing interview at the mission on their return from training?

____ Yes ____ No

d. Does the mission administer follow-up interviews or questionnaires after participants return to monitor their training utilization? ____ Yes ____ No

If yes, please describe: _____

_____

3. Does the Mission Present Certificates of Achievement?

____ Yes, formal ceremony
____ Yes, both
____ Yes, informal presentation
____ No, not presented

4. Other Returned Participant Follow-Up Activities:

a. Conferences/workshops/seminars? ___ Yes ____ No

If yes, please describe: _____

_____

b. Alumni Association?
_____ General
_____ Professional
_____ Both types
_____ None

c. Newsletters/Journals?

_____ Alumni
_____ Technical
_____ Both types
_____ None

d. Memberships in U.S. Professional Associations?
_____ Yes, mission enrolls returned participants
_____ Yes, mission renews participants' memberships
_____ Both types
_____ No, mission does not provide membership services

e. Are returned participants involved in orienting new participants? _____ Yes _____ No

f. Does mission make technical materials available for returned participants? _____ Yes _____ No

If yes, please describe how these are made available: _____

_____

g. Are English language refresher courses offered to returned participants? _____ Yes _____ No

h. If the mission does not conduct any of the above activities, are there plans to do so in the future? ___ Yes _____ No

5. Who is Responsible for Coordinating Follow-Up Activities?

_____ FSN Training (Follow-Up) Officer
_____ mission/host country contractor
_____ USIS
_____ Host Government
_____ Other: _____

6. How is Follow-Up Funded?

_____ Mission Rep. Funds
_____ Local Currency Agreements
_____ Project-Related
_____ Separate TA Project
_____ Embassy Rep. Funds
_____ Other: _____

7. Returned Participant Directory and Information

a. Does mission produce a participant directory? __ Yes __ No

b. Is the directory updated? __ Yes __ No

c. Is the directory used? __ Yes __ No

By whom? _____

8. Participant Training Management System (PTMS)

a. Does the mission use the PTMS to maintain its follow-up records? __ Yes __ No

b. It is used in supporting evaluation activities? __ Yes __ No

9. Host Government Commitment: Is there a formal agreement(s) between the mission and host government to re-intergrate participants in appropriate positions upon their return?

____ Yes ____ No

10. SUCCESS STORIES:

AID/W is interested in receiving "success stories" from each country if they are available. These should be narratives containing information describing the outcomes of training, especially when there is a clear relationship between the skills and knowledge learned during AID training and some event, achievement, or improvement that occurred after the participant's return. The accomplishment or training outcome should be an "impact on economic or social development" in general, or an impact on participant performance in particular. Each success story should contain the participant's name, sex, and field of training; period and location of training; position before and after training; and description of the accomplishment through examples of the participant's job-related training utilization or innovative behavior resulting from the training experience. Photographs and newspaper articles would be helpful if available.

Name: _____ Male ____ Female ____

Position Before Training: _____

Position After Training: _____

Training Program (length, location, and field of study): _____

_____

Description of Accomplishment: (examples of innovative behavior upon return and/or relevant utilization of skills and knowledge from training):

Personal Quote Regarding Benefit of Training (if possible):

_____

CHAPTER 36

EXCEPTIONS TO HANDBOOK 10

36A. POLICY

It is AID policy that exceptions from policy, requirements or procedures contained in this Handbook 10 and the supplemental series of Participant Training Notices are authorized only when essential to the participant training program or where special circumstances make such exceptions in the best interest of AID-sponsored participant training. Exceptions will be approved only by the Director, Office of International Training (OIT) or his/her duly authorized representatives, or as otherwise provided in this Handbook. Exceptions to participant allowances are to be submitted to the Chair, OIT Allowance Committee, who has delegated authority for this class of exception (Chapter 11 -- Allowances).

36B. DEFINITION

Exception to Handbook 10 -- an approved specific and limited deviation from the policies, requirements, procedures, allowances or standard regulations in the Handbook, or supplemental Participant Training Notices.

36C. PROCEDURES

1. Requests to deviate from policy, requirements, procedures, or allowances as specified in Handbook 10 are submitted to the Director, OIT, or his/her representative.

2. Each request for an exception to Handbook 10 must contain as a minimum:

a. identification of the provision, policy, requirements, allowance or procedure from which an exception is sought;

b. a full description of the exception and the circumstances in which it will be used;

c. the name of the participant and identification of the training program affected, including the dollar value if applicable;

d. a statement as to whether the exception has been requested previously and, if so, circumstances of the previous requests;

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e. a description of the intended effect of the exception, and other potential effects, such as implications for participant tax liability or tax withholding requirements; and

f. detailed reasons supporting the request, including any pertinent background information which will contribute to a fuller understanding of the deviation sought.

3. The request should be submitted on standard letterhead stationery in the format demonstrated in Attachment 11B, Chapter 11, Allowances.

4. OIT will review the request, coordinate with other relevant AID offices when appropriate, and submit a response as soon as possible. This type of review will normally take a minimum of 10 working days.

CHAPTER 37

REIMBURSABLE TRAINING PROGRAMS

37A. PURPOSE

This chapter provides information which AID mission personnel are encouraged to make available to foreign governments and other international organizations which may be interested in training participants in the United States on a host government-funded basis.

37B. AUTHORIZATION

The programs described in this chapter are authorized under Section 607(a) of the Foreign Assistance Act of 1961, as amended, which reads as follows:

> Sec. 607(a), Furnishing of Services and Commodities. Whenever the President determines . . . any agency of the United States Government is authorized to furnish services and commodities on an advance-of-funds or reimbursement basis to friendly countries, international organizations, the American Red Cross, and voluntary non-profit relief agencies registered with and approved by the Agency for International Development (including foreign voluntary non-profit relief agencies so registered and approved when no United States voluntary non-profit relief agency is available).

To date, the training programs administered by the Reimbursable Training Program (RTP) have operated only on an advance-of-funds basis. Accordingly, before the start of a training period, RTP advises the sponsoring government or international organization of anticipated program and overhead costs during the training period, and the sponsor deposits funds into a trust account in the United States Treasury. RTP draws on these funds, as needed, to implement the training.

37C. ORGANIZATION

Reimbursable Training Programs is a division of the Office of International Training (OIT/RTP). A staff of personal services contractors, under direct-hire management by an assistant director, implements the reimbursable training programs, offering a range of services similar to those provided for AID-funded participant training programs. Sample agreements are attached as Supplements 37A and 37B.

37D. INQUIRIES

Any country or international organization interested in pursuing reimbursable training should contact:

Reimbursable Training Programs
c/o Assistant Director
Office of International Training
Agency for International Development
Washington, D.C. 20523

SUPPLEMENT 37A

Illustrative text of Section 607(a) training agreement between RTP and other governments:

AGREEMENT BETWEEN

THE GOVERNMENT OF _____
and the
GOVERNMENT OF THE UNITED STATES OF AMERICA

ON THE TRAINING OF _____

THIS AGREEMENT is made this _____ day of _____, 19___ BETWEEN the Government of _____, acting through _____(hereinafter referred to as the _____ _____), and the Government of the United States of America acting through the U.S. Agency for International Development, Office of International Training, Division of Reimbursable Training Programs (hereinafter referred to as ("RTP").

WHEREAS, the _____ desires to obtain training assistance in order to meet human resource development requirements; and WHEREAS, the Government of the United States of America is prepared to assist in arranging for such training and development on an actual cost (non-profit) basis;

NOW IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE I

The _____ shall send and RTP shall receive and place suitably qualified _____ participants for training in the United States beginning _____, 19___ with the expectation that there will be approximately _____ short-term and _____ long-term academic trainees during the first year.

ARTICLE II

RTP will provide professional and administrative services, as detailed in Annex A of this Agreement, for participants to receive training at various training institutions and facilities in the United States. Among the services to be furnished, RTP will:

(a) select appropriate institutions in the United States for training the participants;

(b) prepare appropriate documentation and make arrangements for the placement of participants in the selected United States institutions;

(c) provide administrative support to participants while in the United States;

(d) other (specify from Annex A).

ARTICLE III

The _____ will identify and select participants for training, with RTP assistance, as stated in Annex A, Item 1, and will specify the training program for each such participant.

ARTICLE IV

A. The _____ will be responsible for the travel of the participants to and from the United States and for making all pre-departure arrangements, including providing passports, obtaining visas and arranging pre-departure orientation. The _____ will also insure that immediate family, i.e., spouses and children accompanying participants have valid return tickets and visas.

B. The _____ will insure that candidates selected for the program undergo a complete physical examination, including x-rays and that the resulting medical reports and international immunization records are made available to the _____ and to RTP prior to the candidates acceptance into the program. RTP reserves the right to not accept a candidate into the program due to serious medical disabilities.

C. RTP agrees to arrange health and accident coverage for treatment for illnesses or accidents which occur while participants are in training in the United States. Such coverage will be paid by _____. The _____ agrees, when so advised by RTP, to pay medical costs in excess of the amounts covered by insurance.

D. The _____ will provide all necessary academic records and transcripts required for placement in U.S. educational institutions.

ARTICLE V

Training programs for individual participants under this Agreement will be approved by the _____.

ARTICLE VI

A. The _____ will be responsible for all costs of participant training and training support services incurred under this Agreement, including insurance and the indirect costs of administering this program. Payment for training services will be made directly by RTP to the providers of services, such payments to be made from funds held in trust for this purpose.

B. It is understood and mutually agreed that the administrative costs of and charges for the program are based on an expectation of a minimum of _____ participants. If the expected numbers of participants do not materialize, administrative charges will be subject to a corresponding adjustment as detailed in the annual budget attached as Annex ___.

ARTICLE VII

Estimates of costs plus appropriate contingency amounts, will be set out in a proposed annual budget and payment schedule, mutually agreed upon by the _____ and RTP. Annual budget estimates and payment schedules for subsequent years will be prepared by RTP and will be transmitted to _____ not later than _____ of each subsequent year as annexes to this Agreement.

ARTICLE VIII

To provide the basis for annual budget estimates as provided in Article VII above, the _____ will forward to RTP by _____ of each year, the number of participants and to the anticipated program duration of each for whom placements are being requested during the succeeding training year which begins September 1.

A. The _____ agrees that it shall, within ten (10) days of the effective date of this Agreement, as provided for in Article XVI, deposit in a United States Dollar Trust Fund Account to be designated by RTP, the total estimated budget amount for the _____ training year; i.e., the period _____, 19 __ to _____, 19__. The _____ further agrees to deposit on or before July 1 of each succeeding year, the total estimated budget amount for the immediately succeeding training year, i.e., September 1 to August 31.

B. The _____ will promptly remit additional funds to the RTP-designated United States Dollar Trust Fund Account when the financial reports referred to in Article X indicate that funds remaining in the Account are insufficient to cover anticipated expenditures for the costs of training requested and training in progress. It is agreed that when the Contingency Fund falls to fifty percent of the amount established in the budget, the _____ will make additional remittances to the United States Dollar Trust Fund Account to bring the Contingency Fund up to the established budge amount.

c. Deposits to the aforementioned special trust fund account shall be made by United States Dollar check payable to the Reimbursable Training Programs and transmitted to the Office of Financial Management, Agency for International Development, Washington, D. C., 20523, or by transfer through the Federal Reserve Bank in accordance with instructions to be provided by RTP.

D. Balances remaining in the Account as of the end of any training year, will automatically be carried forward and will be credited in the budget at the beginning of subsequent training years.

ARTICLE IX

A. RTP will account for all costs incurred in the administration of this program and will charge these costs against the United States Dollar Trust Fund Account established by the _____ and will provide the _____ with quarterly financial reports.

B. The financial reports referred to in Paragraph A of this Article will provide data on cumulative deposits into the United States Dollar Trust Fund Account from the _____, amounts disbursed, amounts accrued for unbilled expenses, and the unexpended balance.

C. RTP will also provide a comparison of budgeted and actual costs on a quarterly basis, and where appropriate, will request additional trust fund deposits from the _____.

D. RTP will send all financial reports to the following address:

_____
_____
_____
_____

ARTICLE X

A. At the conclusion of the program and a final accounting, RTP will submit to the _____ statement setting forth all expenditures made under the Agreement.

B. After the costs of furnishing the services provided for herein and related charges have been paid, and there has been a final accounting, RTP will promptly refund to the _____ any funds remaining in the United States Dollar Trust Fund Account.

ARTICLE XI

The _____ and RTP will use their best efforts to ensure that the _____ participants return to _____ as soon as they have completed their courses of study.

ARTICLE XII

The _____ agrees that no claim will be brought against the Government of the United States or its employees that may arise as a result of the services furnished under this agreement, and further agrees to hold the Government of the United States harmless against any and all claims that may arise as a result of the services furnished under this Agreement.

ARTICLE XIII

The parties to this Agreement agree to consult with reference to any issue or disputes that may arise concerning the implementation of this Agreement.

ARTICLE XIV

This Agreement may be amended by mutual consent of both parties.

ARTICLE XV

This Agreement shall come into effect when signed by the duly authorized representatives of the Government of _____ and the Government of the United States.

ARTICLE XVI

This Agreement shall remain in effect until sixty (60) days after receipt by either party written notification of the intention of the other to terminate it. In the event of such termination, the parties will consult regarding an orderly closeout of the program.

ARTICLE XVII

The provisions of the Agreement shall not prejudice the implementation of any other exchanges that may be concluded by the parties.

ARTICLE XVIII

All annexes to this Agreement shall become an integral part of it.

For the Government of the United States of America	For the Government of the _____
Date	Date

SUPPLEMENT 37B

SERVICES TO BE FURNISHED BY OIT/RTP UNDER A REIMBURSABLE 607(a) AGREEMENT

The United States Government will provide the following services for the _____.

1. Assist in the screening and selection of participants by informing _____ of standards and requirements of participating educational institutions and by reviewing credentials of candidates identified for training.

2. Identify and make contractual arrangements with appropriate educational and training facilities.

3. Place participants in educational and training institutions according to their needs and abilities.

4. Assist in the development of appropriate, specialized and individualized curricula to meet the needs of the _____ and the participants.

5. Prepare regular reports for the _____ on the progress of the participants.

6. Provide assistance as needed in orientation, housing and reception of participants in the communities in which their studies will take place, and/or in Washington, D. C.

7. Upon the request of the _____, arrange for supervised occupational experience for participants.

8. Assist the participants in maintaining current visa status during the period of their training in the United States.

9. Maintain records on individual participants progress and performance and monitor the education of the participants based on the goals agreed upon between the United States Government and _____.

10. Advise the _____ of any costs for treatment incurredin excess of the limits of health and accident coverage as provided in Article IV of this Agreement for which payment cannot be obtained from participants' government under this Agreement.

11. Arrange for additional language training as and when needed for the student to carry out successfully his or her program.

12. When necessary, arrange for travel of participants within the United States for purposes related to their training programs.

APPENDIX A

GLOSSARY OF HANDBOOK 10 TERMS

AID Counselor - a staff member in OIT trained to make arrangements for necessary services to resolve a participant's problem.

Academic Participants - those who are enrolled in an academic institution with the objective of obtaining an academic degree; e.g., A.A., B.A., B.S., M.A., M.S., and Ph.D.

Accompanying Excess Baggage - in the case of air carriers where passenger baggage limits are set according to weight, an allowance to provide for accompanying baggage in excess of the amount permitted on the ticket at the beginning and/or end of training. Permissible AID baggage allowances are explained under International Travel Funded by AID

American Professional Society - a non-profit organization chartered in the United States or a jurisdiction thereof for the professional advancement and exchange of information among professionals in a specific discipline. Professional societies generally publish a periodic journal.

Budget Worksheet - a document structured in accordance with the Training Cost Analysis system which communicates the cost estimate of each funded PIO/P program to the office for International Training (OIT), the office of Financial Management (FM), and ultimately the AID project which sponsors the training.

Call Forward Date - upon issuance of the TIP and its approval by the Mission, the programmer establishes the date the participant is to arrive in the U.S. for training. This date is know at the Call Forward Date (CF).

Confirmation Cable - the confirmation cable refers to the cable transmitting the line item estimated costs for a PIO/P-funded training program to AID missions/offices.

Contractors - for the purpose of this Handbook:

a. organizations which are under contract with AID missions and bureaus or host country government; or

b. recipients of grants from AID missions and bureaus; or

c. under interagency agreement; or

d. host country government entities such as embassies in Washington which are responsible for planning and/or managing participant training, including selection, placement, oversight and follow up.

Contractor Transfer - the transfer of programming responsibility from one entity to another.

Continuing Education Activities - short training programs, workshops and seminars for returned participants, generally held in the host country, designed to further the technical and management aspects of the AID project. The technical assistance component of a development project may fund these activities.

Counseling - assistance with serious health, emotional, legal or other problems that may affect a participant's training program.

Dependents - the spouse and/or children of the participants.

Domestic Travel - travel within the United States or third country of training (either by air, rail or bus) undertaken during the authorized training program. Domestic travel does not includes daily commuting to and from training sites.

Emergency Assistance - assistance provided or coordinated by the AID counselor or other AID officer if the counselor is unavailable to resolve or alleviate serious participant problems such as illness, accident, emotional or adjustment difficulties, legal infractions, etc.

Escorts - AID officials who provide assistance with participant travel, logistics and scheduling, home hospitality arrangements, and serves on behalf of AID as the representative of the participants in meetings or other situations. In the absence of an individual official serving as esort officer, an interpreter may serve as an escort.

Exception to Handbook 10 - an approved specific and limited deviation from the policies, requirements, procedures, allowances or standard regulations in the Handbook, or supplemental Participant Training Notices.

Exchange Visitor Program - a program of a sponsor designed to promote interchange of persons, knowledge and skills, and the interchange of developments in the field of education, the arts and sciences, which has been designated as such by the Director of the United States Information Agency (USIA), to promote mutual understanding between the people of the United States and the people of other countries.

Followup - activities for returned AID participants designed to further the technical and non-technical objectives all AID-sponsored participant training.

Health and Accident Coverage (HAC) - a self-funded program administered by OIT through a contractor which is responsible for receiving and reviewing all claims and issuing checks in payment for those claims covered by HAC.

Host Country Managed - training which is managed by a host country's entity, the host country's Embassy in the United States or country(ies) of training and/or a contractor responsible for placement and monitoring of the participants. (All requirements of Handbook 10 apply in such instances and whether or not there is in fact a contractor, the requirements normally handled by a contractor must be assumed by the host country.)

IAP 66A - the USIA Associate Director for Educational Affairs' certificate of eligibility for exchange visitors (J-1) status. This is the AID version of the J-1 visa application form.

Incidental Travel Expenses - taxi or bus fares, departure taxes at airports, and/or an emergency telephone call when not met on arrival in country of training.

Inflation Factor - a percentage of the budget estimate applied to those budget line items which may increase over the life of the training program. The inflation factor is not charged on programs of short duration as actual costs are known. Inflation is calculated on educational costs and living allowances beginning with the second year of all academic programs. The rate of inflation is adjusted periodically to reflect actual rates of inflation experienced in the U.S. economy.

International Travel - round trip travel usually by air as well as travel between the participant's home city and the point of departure and return.

Interpreters - qualified individuals with the sole responsibility of providing simultaneous and/or successive translation services to one or more participants.

Layover - a rest period of not less than 12 hours nor more than 24 hours authorized in advance and taken during a scheduled flight in excess of 14 hours.

Master Disbursing Account - an account established to accept funds from missions and AID offices that choose to use the funded PIO/P process. Once a program is designed, costs agreed upon and a confirmation cable prepared, missions/offices are required to transfer the funds to the Master Disbursing Account should be made periodically, but not less than quarterly. It is from the account that all charges from OIT contractors are paid.

Nonreturnee - an AID-sponsored participant who has been formally reported by the mission, contractor, training institution or other entity as not having returned to his/her home country. A nonreturnee may have remained in the United States or third country beyond the AID program termination date or may have departed the country of training, but traveled to and stayed in another country to delay or avoid returning to the home country.

Orientation - a program to provide the participant with an understanding of American culture, values and institutions -- not for emulation, but to encourage friendly and productive relationships between the countries and to facilitate personal and professional ties which can foster the participant's continued technical growth and contributions after their return home.

OIT Contractor/RSSA - contractors and U.S. Government agencies under contract to or other arrangements with AID's office of International Training, with responsibilities for participants essentially similar to those of contractors.

Participant - a foreign national whose education or training is funded and/or sponsored by AID and takes place outside of his/her home country. The term is a shortened form of "Participant in Development."

Participant Documentation - the package of participant training material sent to OIT, or an AID mission in a third country, which documents and which may fund a training program request.

Participant Training Evaluation System (PTES) - the methods, activities, data collection capacity of the PTMS, and generic forms that are the basis on which AID systematically collects and assesses information on participant training, whether for making corrections and improvements in program implementation and operations or for evaluating the overall impact of the Participant Training Program.

Participant Training Impact Evaluation - the assessment, either during the life or after the conclusion of a project, of the effectiveness of the participant training in terms of the benefits to the individual trainee's work, to the host country employing organization, and to the host country's development objectives. Data and other program information collected during ongoing monitoring and evaluation should form the basis and starting point for the evaluation of project impact on the host country over the long term.

Participant Training Information System (PTIS) - the Agency's computer-based repository of official data on all AID-sponsored participants including those managed through OIT, AID direct contractors and grantees, host country contractors and host country government entities.

Participant Training Management System (PTMS) - a comprehensive microcomputer system developed by OIT and SER/IRM for use by missions in the planning and management of their training protfolio and individual participant programs.

Participant Training Monitioring and Evaluation - the ongoing assessment, as objectively as possible, of the appropriateness of participant training programs, their success or failure in terms of trainee satisfaction, and the achievement of program objectives for the purpose of making mid-course improvements in program operations whether it be a general participant training project or a participant training component in another project.

Participant Training Program - the sum total of AID's worldwide training portfolio which is composed of all training conducted outside host countries under all AID funding mechanisms.

Participant Training Specialist (PTS) - a Foreign Service National (FSN), third country national or personal services contractor of an AID mission who has responsibility for the management and implementation of participant training, also known as the training officer.

Participant Training - the human resources development component of a development project which may also include technical assistance and commodities procurement, or the entire activity of a project which trains foreign nationals outside their home country to fulfull the host country's human resources development objectives.

Personal Extension of Stay - an authorized extension in the United States or third country of training not to exceed 30 days beyond the training termination date for personal reasons, not to include further training. Such extensions must be requested at least 10 days in advance, approved by both the AID mission and host government, and financed by other than AID funds.

Predeparture Orientation - a formal or informal orientation provided to AID-sponsored participants in the host country prior to departure that is to address those administrative and cultural aspects of the training program that are of immediate value to the departing participant.

Program Extension - a time extension to a participant's program which was not anticipated by the AID mission.

Programming Officers - employees of contractors and OIT's contractor/RSSA who actually manage participant programs.

Project Implementation Order/Participants (PIO/P) - Form AID 1380-1, which is used to document and /or request and fund a participant training program. It consists of Page 1 - Face Sheet; Page 2 - Training Request; and Page 3 - Biographic Data.

Selection - the systematic process of choosing individuals who are to be AID-sponsored participants in accordance with selection criteria.

Selection Criteria - standards which have been established for choosing individuals as participants such as professional experience, educational level, and employment status.

Sponsor - any reputable United States agency or organization or recognized international agency or organization having United States membership and offices which makes application to the director of USIA for designation of a program under its sponsorship as an Exchange Visitor Program and whose application is approved.

Stopover - an approved stop while enroute usually on return home, not delaying return beyond 10 days and not at AID expense.

Technical Participants - those whose training does not have an academic degree as an objective; training may be short courses, on-the-job training, observation tours, or university courses without the objective of a degree.

Termination - the ending of AID sponsorship of the participant and the return to the home country.

Training Cost Analysis - a system used to collect data on the line item expenditures involved with AID participant training. The system employees a standard set of definitions for reporting of costs and is to be used by all placement agents.

The Training Implementation Plan (TIP) - a description of the program to be followed by the participant as specified in the Project Implementation Order/Participant (PIO/P). It is prepared by the program specialist responsible for arranging the program. It is clearly detailed and descriptive. Each segment of the plan or training module states the purpose of that segment, the name of the training site or institution, how the purpose is to be achieved and the duration of the program. The TIP should also include the program specialist's concurrence and/or comments on degree objectives proposed in the PIO/P based on the participant's transcripts, curricula and other related participant information.

Training Needs Assessment - an analysis of the knowledge, skills and attitudes possessed by individuals of a target group, i.e., a human resources assessment, in order to measure whether there is a "gap" or training need between existing competencies and required performance levels. The target group may be individuals encompassed by a project, an entire sector, or at a country level.

Training Needs - specific knowledge, skills or attitudes that an individual must acquire in order to perform a specific task or occupy a position effectively.

APPENDIX B

HANDBOOK 10 FORMS

1. Academic Enrollment and Term Report (AETR): AID 1380-69 (6/88) - [Chapter 26 -- Monitoring of Participants]

2. Analysis Worksheet (TCA): AID 1382-12 (6/88) - [Chapter 5 -- Training Cost Analysis]

3. Associate Directorate for Educational and Cultural Affairs Certificate of Eligibility for Exchange Visitor (J-1) Status (IAP 66A) - [Chapter 14 -- Visa Requirements]

4. Budget Estimate Worksheet (TCA): AID 1382-10A (6/88) -[Chapter 5 -- Training Cost Analysis]]

5. Conditions of Training: AID 1381 -6 (7/88) - [Chapter 18 -- Participant Responsibilities]

   English: AID 1381-6 (7/88)
   French: AID 1381-6a (7/88)
   Arabic: AID 1381-6b (7/88)
   Spanish: AID 1381-6c (7/88)

6. Dependent Certification: AID 1380-5 (6/88) - [Chapter 15 -- Dependents of Participants]

7. Medical History and Examination for Foreign Applicants: AID 1382-1 (6-87) [Chapter 13 -- Predeparture Medical Examinations]

8. Participant Data Form (PDF): AID 1381-4 (6-83) - [Chapter 24 -- Participant Training Information System]

9. Participant English Language Testing and Training Report: AID 1380-14 (6/88) - [Chapter 12 -- English Language Training and Testing]

10. Participant Training Budget Worksheet: AID 1380-95 (6/88) - [Chapter 10 -- Participant Training Budget Worksheet]

11. Project Implementation Order/Participants (PIO/P): AID 1380-1 (12-79) - [Chapter 6 -- Project Implementation Order/ Participants (PIO/P)and Supplements Documentation]

12. Project Transmittal Sheet: AID 1382-8 (6/88) - [Chapter 30 -- Program Extension and Transfers]

13. Proposal Worksheet (TCA): AID 1382-11A (6/88) - [Chapter 5 -- Training Cost Analysis]

14. Quarterly Report (TCA): AID 1382-13 (6/88) - [Chapter 5 -- Training Cost Analysis]

15. Request to Work: AID 1381-5A - [Chapter 29 -- Employment of Participants]

16. Training Cost Analysis Forms and Instructions (TCA): AID 1382-9 (6/88)- [Chapter 5 -- Training Cost Analysis]

CHAPTER 38

PARTICIPANT TAXES

38A. POLICY

1. In order to comply with federal tax law and current Internal Revenue Service (IRS) regulations, all participants whose programs are funded by AID must file a tax return if amounts received exceed the current tax year's Personal Exemption.

2. It is AID policy to pay participant income taxes on the income resulting from the official training program. However, AID will not pay taxes under the following circumstances:

a. For participants who are in non-returnee status;

b. For penalties and/or interest resulting from the tax return not having been reviewed by OIT.

c. For participants in AID job-related training programs less than 24 months who return to the United States after training and incur a retroactive tax liability for the time spent while under AID sponsorship.

d. For tax liabilities incurred as a result of funds received from sources other than AID which are not a part of the participants' approved program.

3. According to current IRS regulations, Non-Resident Aliens on job-related travel (e.g. training) in the United States can deduct their living expenses if their stay is less than 24 months. If individuals stay on in the United States over 24 months or return within the year of departure, they may be responsible for retroactive tax liabilities on expenses that they previously had been able to deduct. In other words, the IRS views potential tax liability in relationship to time. Missions should be aware of this when former short-term participants request to return to the United States for additional USAID sponsored training or request extensions. The Mission must decide tax responsibility for any retroactive tax liabilities, penalties and interest that might occur. Participants must be informed of these decisions. It is also suggested that Missions obtain a written release from participants who wish to return to the United States on their own after training, stating that any retroactive taxes levied on previous USAID sponsorship will be the participant's responsibility.

38A 4. It is likely that participants studying in the United States under a scholarship/fellowship or in job-related training of 24 months or longer will have a tax liability. OIT will approve the amounts but payments must be authorized by Missions for these training-related taxes.

5. It is the responsibility of the participants, who believe they have a tax liability, to submit their tax returns to OIT for review before submission to the IRS. Failure to do so, or failure to do so before the OIT deadline for tax return review, will result in the participant being held responsible for possible late filing fees and/or other penalties and interest.

6. Contractors should familiarize participants with current IRS regulations upon their arrival in the United States. This orientation should include the signing of a Power of Attorney, and if appropriate, the IRS W4 Form and Tax Treaty Exclusion Statement. OIT and IRS requirements, procedures and responsibilities relating to U.S. Income Tax and filing should also be discussed.

38B. DEFINITIONS

1. Tax Payments -- OIT does not pay participant tax liabilities directly. OIT reviews participant tax returns for those participants currently in the United States, and completes tax returns on behalf of participants who have departed the United States based on a signed IRS 2848 Power of Attorney Form. OIT will communicate approved participant tax liabilities to the contractor. The contractor will in turn contact the sponsoring Mission or Bureau and ask for payment authorization based on the OIT approval. OIT suggests, if possible, that the contractor obtain a blanket Mission approval for payments of all participant tax liabilities incurred in that tax year. These blanket approvals must be obtained on a year-by-year basis.

2. Statement of Expenditures -- Under IRS regulations, all contractors are required to file an IRS 1042 Form listing all participants for whom they have financial responsibility, and an IRS 1042S Form for each participant to the IRS before March 15 of each year. Failure to do so could result in fines, penalties and interest being levied upon the contractor, which will not be reimbursed by AID In addition, OIT requires that contractors submit a statement of expenditures to each participant before March 15.

The statement of expenditures should be on contractor letterhead and contain line item break outs of all expenses paid to the participant for the previous tax year (See Supplement 38A for an example of a statement of expenditures).

38B2 Statement of expenditures must also accompany all Power of Attorney Forms submitted to OIT on behalf of returned participants.

3. Power of Attorney -- Contractors are required to obtain a signed Power of Attorney from every participant before the end of training. The Power of Attorney should be kept on file until the final year of training. The contractor will submit the Power of Attorney form as an attachment to the final statement of expenditures (if total expenditures exceeds the Personal Exemption), to OIT for processing (See Supplement 38B for copy of IRS Form 2848 Power of Attorney).

Participants are to complete all items highlighted by a single asterisk on Page 1 of the Power of Attorney. The contractor must have two witness signatures indicated by the double asterisks on page 2 of the Power of Attorney.

OIT will forward the completed Form 1040NR and approval of any tax liability for Mission payment authorization to the contractor. If, after review, OIT believes the departed participant has no tax liability, OIT will submit the Power of Attorney and Form 1040NR directly to the IRS.

4. Tax Categories -- For tax purposes, OIT has defined five tax categories for AID participants.

a. Category 1 - Scholarship/Fellowship:

Those participants in an accredited U.S. academic institution studying for a degree or for training to prepare the student for gainful employment in a recognized occupation. Duration of program is irrelevant in this category. These participants will probably have a tax liability and are subject to withholding. Participants receiving their scholarship prior to 8/17/86 are not subject to the 1986 Tax Reform Act, and can deduct all of their expenses which in effect reduces their tax liability to zero (unless they have income from sources other than the AID scholarship). If the initial scholarship has expired and the student is on an extension granted after 8/17/86, that student is subject to the provision of the Tax Reform Act of 1986 as applied to the extension.

b. Category 2 - Job-Related Training, Less Than 24 Months:

Participants in Academic or Technical Training less than 24 months studying to enhance their performance on their current job held in their home country, and who will not receive a promotion or will not transfer to another occupation as a result of their training. Participants falling under this category will probably not have a tax liability, and will not be subject to withholding if the contractor has a signed W-4 Form on file.

38B4 c. Category 3 - Job-related Training, More Than 24 Months:

Participants in Academic or Technical Training more than 24 months studying to enhance their skills for the job held in their home country, and who will not receive a promotion or will not change occupations as a result of their training. Participants falling under this category will probably have a tax liability on a portion of the AID grant, and will be subject to withholding. Further, participants are urged to keep all receipts for three years in case of an IRS audit.

d. Category 4 - Non Scholarship/Fellowship, Non Job-Related:

Participants who are not studying for a degree, and who do not meet the definition of job-related as stated in 2 or 3 above. These participants are usually high school, 4-H, or Experience America trainees. Category 4 participants will have a tax liability, and are subject to withholding if the expenditure exceeds the personal exemption.

e. Category 5 - Participants From Tax Treaty Countries:

Participants from tax treaty countries can be from any of the above Categories. These participants usually do not have a tax liability, and are usually not subject to withholding, if the tax treaty status is indicated on a W-4 Form which the contractor must have on file. These students must file a tax return in order to receive the benefits of the treaty. In addition, these participants must sign a Tax Treaty Exclusion Statement and enclose it with their Form 1040NR when filing a tax return. A list of countries holding tax treaties with the United States will be given to contractors in the tax packet distributed by OIT at the beginning of each year.

5. Withholding -- In order to ensure that tax liabilities are paid, the IRS requires that a certain percentage of monies paid to a participant are withheld from that individual and paid directly to the IRS.

However, in the case of AID participants, certain categories of funds are exempt from withholding. IRS regulations exempt from withholding amounts of living expenses for subsistence paid to non-resident alien trainees under the Mutual Securities Act of 1954 (and by extension under the Foreign Assistance Act of 1961, as amended), even if such amounts are subject to taxation under the Internal Revenue Code. In addition, tuition, books, fees, supplies, and equipment required for courses of instruction at an accredited institution of higher education are excluded from taxation and are, therefore, exempt from withholding. If withholding is necessary, the monies cannot be taken from participant allowances.

38B5 Students who are in job-related training for less than 24 months, or students covered by a tax treaty may be exempt from withholding IF they complete a W-4 Form certifying they will owe no tax. This means that withholding applies to any payment:

a. That is not tuition or maintenance for students in the United States for longer than 24 months in job-related training (Category 3 participants).

b. That is not tuition, qualified fees, or maintenance for any student in an accredited institution of higher education and who is not in job-related training (Category 1 participants).

c. That is not maintenance for any student in other than an accredited institution of higher education and not in job-related training (Category 4 participants).

Withholding is calculated at 14% of the covered expenses.

38C. PROCESS

Since IRS documents and laws change from year to year, OIT will contact each contractor at the beginning of the year with specific instructions regarding the preceding tax year.

38D. BUDGETING

1. Missions and contractors will have to budget for participant taxes. If withholding and/or tax payment is necessary, a line item in the budget must be created from which this money can be taken. Maintenance cannot be the source for withheld taxes. In order to make budget estimates, the Mission and contractor will have to determine the categories of students to be trained. No budgeting for taxes will be required for:

a. Job-related trainees in the United States for less than 24 months who will sign a W-4 Form certifying no taxes will be due.

b. Tax Treaty participants who are in the United States for less than the allowable limits of the treaty.

c. Participants whose total payments from AID will not exceed the Personal Exemption. This amount changes yearly.

38D Budgeting will be required for all other categories.

2. In order to make reasonable estimates, the Mission and contractor will have to:

a. Calculate for Scholarship/Fellowship students (Category 1 Participants):

Yearly cost of program _____

Subtract any excludable tuition/fees/book estimates - _____

Subtract Personal Exemption - _____

Balance _____

Multiply Balance by 15% = Tax Liability _____

b. For Job Related Students in training over 24 months (Category 3 Participants):

Yearly cost of program _____

Subtract any deductible tuition, fees, book estimates, training costs, other non-maintenance related costs (considered business related expenses) -_____

Subtract Personal Exemption -_____

Balance _____

Multiply Balance by 15% = Tax Liability _____

c. Non-Scholarship, Non-Job Related Students (Category 4 Participants):

Total program cost _____
Subtract Personal Exemption -_____

Balance _____

Multiply Balance by 15% = Tax Liability _____

3. Since tax rates may change over time, Missions may wish to add a percentage point or two to the tax calculation for budgeting purposes i.e. apply 16% or 17% to the balance.

HB 10, ATTACHMENT 38A

YOUR COMPANY LETTERHEAD

NAME: (as reported to IRS)

COUNTRY: PIO/P#:

PROGRAM CONTACT: TRAINING DATES:

CATEGORY ___

The following expenditures have been made by (name of your company) in (tax year) for the above named participant in the U.S.A.I.D. Participant Training Program:

TUITION AND FEES
BOOKS AND EQUIPMENT
RESEARCH/DISSERTATION EXPENSES
TYPING
LANGUAGE TRAINING
PROF. SOCIETIES/MEMBERSHIPS
HAC INSURANCE
BOOK SHIPMENT
MAINTENANCE (not per diem)
DOMESTIC TRAVEL
INTERNATIONAL TRAVEL
PER DIEM
MIDWINTER AND SEMINAR REG. FEES
OTHER - (PLEASE specify what "other" is)

TOTAL EXPENDITURES:

Form **2848**
(Rev. February 1988)
Department of the Treasury
Internal Revenue Service

Power of Attorney and Declaration of Representative

▶ See separate instructions.

OMB No. 1545-0150
Expires : 12-31-90

Part I **Power of Attorney**

(Please type or print)

			For IRS Use Only		
* Taxpayer(s) name(s)		Taxpayer identification number *	File So.		
			Level		
			Receipt		
* Address (number and street)		Plan number (if applicable) N/A	Powers		
			Blind T.		
* City, state, and ZIP code		Telephone number *	Action		
			Ret. Ind.		

hereby appoint(s) the following individual(s)*

Name	CAF Number	Address	New Address	Telephone Number
		A.I.D./ SA-16		703-875-4147
		Room 201		
		Washington, D.C. 20523-1601		

as attorney(s)-in-fact to represent the taxpayer(s) before any office of the Internal Revenue Service for the following tax matter(s) (specify the type(s) of tax and year(s) or period(s) (date of death if estate tax)):

Type of tax (Individual, corporate, etc.)	Federal tax form number (1040, 1120, etc.)	Year(s) or period(s) (Date of death if estate tax)
Individual	1040NR &	
	Attachments	

The attorney(s)-in-fact (or either of them) are authorized, subject to revocation, to receive confidential information and to perform any and all acts that the principal(s) can perform with respect to the above specified tax matters (excluding the power to receive refund checks and the power to sign the return, unless specifically granted below). See Regulations section 1.6012-1(a)(5) for information on returns made by agents. (List excludable powers below. Indicate if you are granting the power to sign the return.)

The above named individual is also authorized to sign my tax return as I am no longer in the U.S. and have been gone more than 60 days prior to the due date for this return.

☒ Send originals of all notices and all other written communications in proceedings involving the above tax matters to the appointee first named above, and a duplicate copy of all notices and all other written communications to the taxpayer named above, or

☐ Send copies of all notices and all other written communications addressed to the taxpayer(s) in proceedings involving the above tax matters to:

1 ☐ the appointee first named above, or
2 ☐ (names of not more than two of the appointees named above) .....

* Initial here ▶ ..... if you are granting the power to receive, but not to endorse or cash, refund checks for the above tax matters to :

3 ☒ the appointee first named above, or
4 ☐ (name of one of the above designated appointees) .....

This power of attorney revokes all earlier powers of attorney and tax information authorizations on file with the Internal Revenue Service for the same tax matters and years or periods covered by this power of attorney, except the following:

.....

.....

(Specify to whom granted, date, and address including ZIP code, or refer to attached copies of earlier powers and authorizations.)

Signature of or for taxpayer(s)

(If signed by a corporate officer, partner, or fiduciary on behalf of the taxpayer, I certify that I have the authority to execute this power of attorney on behalf of the taxpayer.)

*

....
(Signature) (Title, if applicable) (Date)

(Also type or print your name below if signing for a taxpayer who is not an individual.)

....
(Signature) (Title, if applicable) (Date)

* You may authorize an organization, firm, or partnership to receive confidential information, but your representative must be an individual who must complete Part II.

For Privacy Act and Paperwork Reduction Act Notices, see page 1 of the separate instructions.

If the power of attorney is granted to a person other than an attorney, certified public accountant, enrolled agent, or enrolled actuary, the taxpayer(s) signature must be witnessed or notarized below. (The representative must complete Part II. List representatives there only if they are recognized to practice before the Internal Revenue Service.)

The person(s) signing as or for the taxpayer(s): (Check and complete one.)

☒ is/are known to and signed in the presence of the two disinterested witnesses whose signatures appear here:

** _____ (Signature of Witness) _____ (Date)

** _____ (Signature of Witness) _____ (Date)

☐ appeared this day before a notary public and acknowledged this power of attorney as a voluntary act and deed.

Witness: _____ (Signature of Notary) _____ (Date) NOTARIAL SEAL (if required by state law)

Part II Declaration of Representative

I declare that I am not currently under suspension or disbarment from practice before the Internal Revenue Service; that I am aware of **Treasury Department Circular No. 230** (31 CFR, Part 10), as amended, regulations governing the practice of attorneys, certified public accountants, enrolled agents, enrolled actuaries, and others; and that I am one of the following:

- **a** a member in good standing of the bar of the highest court of the jurisdiction shown below;
- **b** duly qualified to practice as a certified public accountant in the jurisdiction shown below;
- **c** enrolled as an agent under the requirements of Treasury Department Circular No. 230;
- **d** a bona fide officer of the taxpayer organization;
- **e** a full-time employee of the taxpayer;
- **f** a member of the taxpayer's immediate family (spouse, parent, child, brother or sister);
- **g** a fiduciary for the taxpayer;
- **h** an enrolled actuary (the authority of an enrolled actuary to practice before the Service is limited by section 10.3(d)(1) of Treasury Department Circular No. 230);
- **i** Commissioner's special authorization (see instructions for Part II, item i) _____ ;

and that I am authorized to represent the taxpayer identified in Part I for the tax matters specified there.

Designation (insert appropriate letter from above list)	Jurisdiction (state, etc.) or Enrollment Card Number	Signature	Date
		REFER TO REGULATION 1.6012-1 (REPRESENTATIVE OR AGENT FOR NR ALIEN INDIVIDUAL)	

☆ U.S.G.P.O. 1988 - 205-390/79274

AID Handbook Index

Preface

Handbook 10, Participant Training was completely revised and re-issued in September 1988. This index has been developed subsequently to fill the interim, immediate need to assist the users to locate materials presented in the newly revised version of Handbook 10. Unlike other individual Handbook Indexes, this particular index does not cross reference terms which may also appear in other Handbooks.

We are in the process of developing a new and more detailed Master Index which will cross reference terms throughout all the AID Handbooks.

Location Citations

Location Citations are grouped in the following pattern:

Handbook number, colon, chapter number, paragraph letter, and further breakdown when needed.

The abbreviations such as Att. for attachment, and Supp. for supplement are also included in the citations wherever necessary.

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