Functional Series 200 – Programming Policy
ADS Chapter 253 – Training for Development

Table of Contents

*An asterisk indicates that the adjacent material is new or substantively revised.   1

ADS Chapter 253 – Training for Development

253.1   OVERVIEW
Effective Date: 06/18/2004

*This chapter provides the policy directives and required procedures governing

- The effective, efficient design and implementation of training programs for the purpose of strengthening the professional or technical skills of foreign nationals not employed by USAID or whose salary is not paid by USAID. These training programs may be conducted in either

  a.   The U.S. (pursuant to Department of State-designated program numbers G-2-0263 and G-2-0370),

  b.   The host country, or

  c.   A third country.

- Visa compliance for U.S.-based participant training pursuant to the Enhanced Border Security and Visa Reform Act of 2002.

All participant training financed in whole or in part or administered by USAID under its authority falls under the purview of this chapter, regardless of whether the training is funded through a contract, grant, cooperative agreement, or other type of agreement.

253.2   PRIMARY RESPONSIBILITIES
Effective Date: 06/18/2004

a.   The Bureau for Economic Growth, Agriculture and Trade, Office of Education (EGAT/ED) is responsible for setting overall training policy for USAID. EGAT/ED provides leadership and guidance in the design, implementation, and monitoring of participant training activities to Sponsoring Units (the funding source of the participant training activity), contractors, grantees, and cooperative assistance partners (implementers). EGAT/ED also manages certain regional and centrally funded participant training programs.

*EGAT/ED is responsible for the collection and maintenance of participant training data from Sponsoring Units and program implementers and manages, among other things, the Agency's process for approving participants, obtaining required documentation, and tracking participants. EGAT/ED has one Responsible Officer and a small number of Alternate Responsible Officers to approve participants pursuing U.S.-based training and to obtain Certificates of Eligibility (DS-2019) for the J-1 visa. In accordance with Federal regulations, EGAT/ED provides the Department of Homeland Security, Bureau of Citizenship and Immigration Services (BCIS), and the Department of State (STATE) with information regarding individuals sponsored for U.S.-based participant training. All

participant training data is used to answer congressional inquiries, to report on USAID training activities, and to develop policy and procedural guidance.

b.   Sponsoring Units fund and administer participant training using the services of implementers. Sponsoring Units are responsible for results and ensure that the participant training contributes to the achievement of an Intermediate Result (IR) or Strategic or Special Objective (SO). When the Sponsoring Unit is using a grant or cooperative agreement that includes participant training implementation, this responsibility is shared between the Sponsoring Unit and implementer, although the implementer's accountability to USAID is set by the terms of the contract, grant, or cooperative agreement. These responsibilities are further defined in or appended to the Mission Order or Directive for Participant Training, a document that is required of all Missions.

*c.   USAID activity managers of centrally funded or managed participant training programs, and their contractors, cooperative agreement partners, and grantees, are responsible for coordinating with USAID Missions in affected countries on participant training policies and procedures and data reporting via TraiNet in order to avoid conflict and contradictions.

253.3   POLICY DIRECTIVES AND REQUIRED PROCEDURES
Effective Date: 06/18/2004

*The policy directives and required procedures provided in this section are applicable to participant training only. Certain U.S.-based non-training development travel (i.e., programs facilitated through the use of invitational travel) is addressed in **ADS 522.5.12**.

All USAID Sponsoring Units and implementers are expected to familiarize themselves with the mandatory references **Detailed Guide for Training Results** and **Complete Guide to USAID Visa Compliance** and to apply this guidance where required or appropriate.

253.3.1   Planning and Implementing Participant Training Activities
Effective Date: 06/18/2004

When planning and implementing participant training activities, Sponsoring Units must ensure that the following requirements are addressed:

> a.   Sponsoring Units must design and implement participant training for results and impact. Participant training must directly support a specific Strategic or Special Objective under the provisions noted in ADS 200-203 or other U.S. Government (USG) initiatives and programs.

> b.   Sponsoring Units must plan, track, manage for results, and report on their participant training activities as part of their broader performance measurement, evaluation, and reporting requirements.

---

c.   Sponsoring Units must design and carry out participant training activities with the fullest possible application of cost control and cost-sharing practices. In addition, Sponsoring Units should investigate and utilize distance learning to the fullest extent possible.

d.   Sponsoring Units must develop indicators of planned participant training results.

*e.   Sponsoring Units must strictly follow the policy requirements, including those contained in the Conditions of Training for J-1 Visa Holders form (**AID 1381-6**), both program-related and legal obligations.

253.3.1.1   Participant Eligibility, Dependent Travel, Participants with Disabilities
Effective Date: 06/18/2004

*A participant is a host-country resident or host-country national sponsored by USAID for a learning activity conducted within the U.S., a third country, or in-country for the purpose of furthering USAID development objectives. A learning activity takes place in a setting in which an individual (the participant) interacts with a knowledgeable professional predominantly for the purpose of acquiring knowledge, skills, or information for the professional or technical enhancement of the individual. Learning activities may be formally structured, such as an academic program or a technical course, or they may be more informal, such as an observational study tour.

Sponsoring Units must observe the following requirements when determining whether participants are eligible for training:

a.   Individuals sponsored for USAID training must be citizens or legal residents of the host country.

b.   If they are from a "covered country," individuals must meet the criteria in **ADS 206**, Prohibition of Assistance to Drug Traffickers.

c.   The Sponsoring Unit may approve third-country nationals for participant training only on a case-by-case basis. Justifications must be in writing and normally include the cost-effectiveness of such training, the likelihood that the third-country national will return to work in the host country, and the rationale for why the Sponsoring Unit's objective would not be better served by training a national of the host country.

d.   U.S. citizens, U.S. permanent residents, and individuals with dual U.S. and other country citizenship living outside the U.S. are not eligible for USAID-sponsored participant training in the U.S. unless the need for such training is critically related to attaining a strategic objective and the Sponsoring Unit justifies the training in writing on a case-by-case basis. The Mission Director or cognizant USAID/Washington Office Director must approve such participants for training.

*e.   Citizens of USAID non-presence countries may receive training only with the justification of the Sponsoring Unit. Such justification must describe how the training contributes to the achievement an IR, SO, or USG initiative and why training the individual is more advantageous than training a host-country national. The Sponsoring Unit must also ensure that all other aspects of participant processing are carried out as indicated in this chapter.

f.   Participants in academic degree programs (Associate Degree, Bachelor's, Master's, or PhD) must carry a full-time student course load as defined by the training institution attended. Academic training programs that bridge the summer months must include full-time summer study.

g.   Before approving travel by a participant's dependent, the Sponsoring Unit must ensure that the participant completes and signs the Dependent Certification form (**AID 1380-5**) and that the participant understands and agrees to the conditions and regulations included on the form. USAID has no obligation to pay for family members who accompany a participant. Furthermore, the participant bears sole responsibility for supporting dependents.

h.   Sponsoring Units should consider selecting for training (both academic and technical) qualified persons with disabilities and persons with disabilities who are members of disability-oriented organizations in their countries. It is hoped that the benefits of training will be shared with many others through those organizations.

(See mandatory references, **Detailed Guide for Training Results** and **USAID Disability Policy Paper, September 12, 1997**)

i.   When USAID sponsors an individual for travel to the U.S. or a third country and the predominant purpose of the travel is something other than acquiring knowledge, skills, or information to strengthen his/her technical or professional skills, that individual is subject to invitational travel policies and procedures and not participant training policies and procedures. (See **ADS 522.5.12**)

*253.3.1.2   Participant and Dependent Security Risk Inquiry
Effective Date: 06/18/2004

*Sponsoring Units must establish a process for conducting a security risk inquiry to help identify any potential security threats that potential participants or their accompanying dependents may pose to the United States. The process for conducting the security risk inquiry must be included in the Mission Order for Participant Training or a Directive for Participant Training and must address the following:

- How the security risk inquiry will be conducted;

- Who will conduct the inquiry; and

- The point at which the inquiry will occur in the participant selection and pre-departure process.

*Security concerns vary among different Missions around the world, so there is no single appropriate formula or prescribed process to cover all situations. Sponsoring Units may establish such procedures as

- Formal background checks;

- Police reports;

- Letters of recommendation;

- Previous personal knowledge of the participant's conduct;

- Information and impressions based on interviews; and

- Any other evidence the Sponsoring Unit determines to be appropriate in the local environment, including working with and making inquiries to Embassy officials such as Regional Security Officers (RSOs), Homeland Security Officers (HSOs), consular officers, etc.

*The documentation on each security risk inquiry must be kept in the Sponsoring Unit's files and must include a form or checklist to ensure that the Sponsoring Unit has a consistent approach and procedure. USAID Sponsoring Units do not have security specialists and cannot make determinations as to whether a candidate or one of his or her dependents could represent a security threat. However, by establishing this security risk inquiry process, Bureaus and Missions could discover information affecting whether it is appropriate to send a potential participant or dependent to the U.S. for participant training. Also, Sponsoring Units may decide at their discretion to consult with Department of State, Embassy, or USAID security units regarding the selection process for participants to be sent to the U.S.

*This section only supplements and does not replace or supersede other security measures in place or determined to be appropriate by the Embassy, Consulate, Regional Security Officer, or USAID's Office of Security.

253.3.1.3   Required Documentation, Information, and Processes
Effective Date: 06/18/2004

For participants studying in the U.S., the Sponsoring Unit must ensure that the following documents and processes are completed by the participant or the implementer:

a.   A medical examination form, except when covered by the 30-day Health and Accident Coverage (HAC) policy which requires no medical exam.

b.   Health and Accident Coverage (HAC) enrollment for U.S. and third country training (see mandatory reference, **HAC Insurance and Certification of Medical Eligibility**).

c.   Certification of English language proficiency (see mandatory reference, **English Language Proficiency**).

d.   A Conditions of Training for J-1 Visa Holders Form (**AID 1381-6**).

e.   An approved DS-2019 for requesting a J-1 non-immigrant exchange visitor visa and subsequently a J-1 visa.

f.   A round-trip airline ticket issued in compliance with the Fly America Act.

All USAID-funded travel must take place on U.S.-registered carriers unless such carriers do not operate in a host country, in which case participants are to be transferred to a U.S.-registered carrier at the first practical exchange point. Entry to and exit from the U.S. must be on a U.S.-registered carrier (see **49 U.S.C. Sec 40118**, referred to as the Fly America Act).

Travel funded by non-USAID sources is not limited to U.S. flag carriers. The cost of round-trip international travel and home country travel to and from the point of departure, including incidental costs, is normally paid by the host country under a cost-sharing agreement with the USAID Mission. The cost may also be paid for by other non-USAID funding sources.

A waiver of its host country cost-sharing agreement for international travel costs, in whole or in part, can take the form of a general country waiver, an activity-specific waiver, or a waiver for an individual participant. The Mission Director must approve such waivers.

g.   U.S. contact information.

h.   An Individual Tax Payer's Identification Number (ITIN) required for U.S. income tax filing in compliance with regulations governing U.S.-source income (see mandatory reference, **Participant Taxes**).

*i.   A stakeholder compact (also required for third-country training), which must include, but is not limited to

- A description of the expected outcomes from training, in performance terms;

- The agreed-to date that the returnee will appear for work to apply the benefits of training on the job, and other specific conditions of training;

- A plan for attaining agreed-to performance objectives through training and follow-on, including stakeholder responsibilities;

- Proposed means to measure training results; and

- Notification of USAID's responsibility regarding medical claims that exceed the limits of medical coverage provided by the USAID HAC program.

253.3.1.4   Terms of Sponsorship
Effective Date: 08/01/1999

All USAID-sponsored participants funded for U.S.-based training must agree to adhere to the following essential terms of sponsorship:

a.   Two-Year Foreign Residency Requirement and Waiver

Under the terms of the Information and Educational Exchange Act (**Pub. L. No. 80-402**), J-1 visa users must reside for a total of 24 months in the respective host country before being eligible for H-1 or L-1 non-immigrant visas or for legal permanent residence in the U.S. Only the State Department, in consultation with EGAT/ED, is authorized to review and grant waivers of this requirement.

Review of home residency waiver requests from individual participants often requires EGAT/ED to request information from the Sponsoring Unit or implementer regarding the participant or activity.

All USAID Sponsoring Units or implementers must inform participants of the two-year home residency requirement, which is specified in the Conditions of Training for J-1 Visa Holders form (**AID 1381-6**). This must be done before potential participants accept USAID sponsorship.

b.   Transferring Visa Sponsorship

EGAT/ED alone has been delegated the authority by the State Department to transfer J-1 visa sponsorship from one of the USAID exchange visitor program numbers to another program number (e.g., a university-sponsored J-1 program). EGAT/ED will transfer its program sponsorship only when the participant was originally identified as a USAID participant in error.

c.   Employment

USAID-sponsored participant holders of J-1 visas must not be employed except in connection with an assistantship, on-the-job training, or practical training experience that is an integral part of the sponsored activity. When a participant

is paid a salary or stipend, the participant's maintenance allowance must be reduced by the net amount paid.

Participants may accept part-time employment (not to exceed 20 hours per week) under the following conditions:

1.   Employment is required for an urgent subsistence or medical or other need that has arisen since the participant arrived in the U.S. and the maintenance allowance cannot be adjusted upwards sufficiently. Financial needs associated with having dependents in the U.S. are not sufficient justification for employment.

2.   Employment does not cause the participant to reduce preparation and studies below the full-time level.

3.   The participant's Sponsoring Unit has approved the employment in writing.

If a participant's training begins to be affected by the employment, the implementer must notify the Sponsoring Unit immediately and take steps to have the participant discontinue the employment.

*253.3.1.5   Tracking Participants and Dependents in the U.S.
Effective Date: 06/18/2004

a.   TraiNet

Sponsoring Units and implementers must use the Training Results and Information Network (TraiNet) to document and track all USAID participants and their accompanying dependents. (See **253.3.1.7**) The Office of Management and Budget (OMB), in accordance with the Paperwork Reduction Act, approved TraiNet as the official USAID training database. TraiNet is the Agency-wide database training management system, jointly supported by EGAT/ED and the Bureau for Management, Office of Information Resources Management, Division of Software Development Maintenance (M/IRM/SDM).

*The vital importance to the United States Government of tracking international students and exchange visitors enrolled in U.S.-based activities is indicated in the Enhanced Border Security and Visa Entry Reform Act of 2002, **Pub. L. No. 107-173/H.R. 3525**.

*b.   SEVIS

*The Department of Homeland Security, Bureau of Citizenship and Immigration Services (BCIS), and Department of State use the Student and Exchange Visitor Information System (SEVIS) to manage the issuance of J visas, track students and exchange visitors, and monitor information regarding these individuals entering the U.S.

---

for training. SEVIS is part of an overall tightening of U.S. borders being undertaken by the Department of Homeland Security.

Agency policies, as well as supporting procedures and systems, on tracking USAID-sponsored participants reflect SEVIS requirements. Mandatory use of and updates to TraiNet ensure the Agency's compliance with SEVIS.

*c.   **Visa Compliance System (VCS)**

*The Visa Compliance System (VCS) acts as an interface between the TraiNet system and SEVIS and facilitates data interchange between TraiNet and SEVIS. The VCS performs three functions: First, it implements a process to verify data from TraiNet. Second, it translates TraiNet data to the format required by SEVIS and manages its transmission. Lastly, it provides approval management of requests for applications as they move through the workflow process. Since TraiNet is the point of entry for all required data for the new J visa application process and is the only way that EGAT/ED can accurately collect data and report on training activities, Sponsoring Units and implementers must use TraiNet to capture and update all participant training data.

*Sponsoring Units (or implementers under the direction of the Sponsoring Unit) are responsible for tracking the whereabouts of their participants and accompanying dependents at all times during training while they are in the United States under USAID sponsorship. Sponsoring Units or their implementers must be able to provide current contact information to EGAT/ED at any time upon request.

*If a Sponsoring Unit (or implementer) cannot locate a participant for any reason, the Sponsoring Unit (or implementer) must

     1.   File a "missing persons" police report;

     2.   Expeditiously notify the EGAT/ED Responsible Officer in writing (e.g., via e-mail, letter, or cable) for possible program termination and updating status change in SEVIS; and

     3.   Solicit information regarding the participant's whereabouts from all available sources, including fellow students, friends, and relatives, and report such information to both the police and the EGAT/ED Responsible Officer.

Sponsoring Units (or implementers) are also responsible for tracking their participants and accompanying dependents for timely departure from the United States.

*253.3.1.6   Certificate of Eligibility Form DS-2019 for U.S.-Based Training
              Effective Date: 06/18/2004

Sponsoring Units must submit a Certificate of Eligibility form DS-2019 (formerly IAP-66A) and other supporting documentation to the U.S. Consulate to apply for a J-1 visa for a participant pursuing training in the U.S.

*USAID's policies, as well as supporting procedures and systems for obtaining a DS-2019 form, reflect the requirements of the Student and Exchange Visitor Information System (SEVIS). In order to obtain a DS-2019 form for a USAID-sponsored participant whose training takes place in the U.S., Sponsoring Units must identify the following for each participant:

 a. An assigned Operator (R1) whose responsibility is to submit information about the prospective participant via TraiNet.

 b. An assigned Verifier (R2) whose responsibility is to verify the accuracy of information using the USAID Visa Compliance System (VCS).

 c. An assigned Mission or Bureau Approver (R3) whose responsibility is to approve the verified information using VCS.

*The EGAT Responsible Officer (R4) must submit the approved information to SEVIS. SEVIS generates the DS-2019 form. The EGAT/ED Responsible Officer must sign the DS-2019 form and send it to the Mission or Bureau Approver for Consulate filing.

See the mandatory reference, **Complete Guide to USAID Visa Compliance**, for more detail on these procedures.

*253.3.1.7   Submitting Participant Information for U.S.-Based Training
Effective Date: 06/18/2004

TraiNet is the single source of all data necessary to generate a DS-2019 form for USAID-sponsored participant training that takes place in the U.S., and to meet other reporting requirements. Moreover, information for all participant training (whether in the U.S. or a third country or in-country) must be entered into TraiNet. For U.S.-based training requiring a DS-2019 form, Sponsoring Units (or implementers) must submit all required information about the prospective participant through TraiNet no later than six weeks before the planned date of filing the DS-2019 form with the Consulate.

*Sponsoring Units are responsible for coordinating and ensuring full entry and submission through TraiNet of all participant training data, including that required for a DS-2019 form. Either Sponsoring Units or implementers directed by the Sponsoring Unit may be assigned responsibility for entering data into TraiNet (TraiNet Operator – R1).   TraiNet Operators (R1) must enter the following information about each prospective participant:

- Last name

- First name

- Middle name

- Birth date

- Sex

- Country of birth

- City of birth

- Country of residence

- Country of citizenship

- Position/Labor category (including position code)

- Visa type (can be J-1 visa only)

- U.S. address[1]

- Activity start date

- Activity end date

- Activity funding sources

- Field of study

- Training or activity provider[2]

- Site of activity[3] (training/activity provider's address)

---

[1] For short-term activities (31 days or less) with multiple site visits, where the participant's current address will change frequently, the U.S. address of the implementer administering the activity may be used. However, USAID Sponsoring Units or implementers are responsible for tracking the whereabouts of their participants and accompanying dependents at all times while they are in the United States.

[2] If the training or activity provider has not been identified at the time of initial data entry, the implementer's name and U.S. address may be used until the provider is known. Once known, provider information must be entered as a site of training information update into TraiNet. The implementer's name and U.S. address may also be used for exchange visitor activities where no training or activity provider is being used.

[3] If the training or activity provider has not been identified at the time of initial data entry, the implementer's name and U.S. address may be used until the provider is known. Once known, provider information must be entered as a site of training information update into TraiNet. The implementer's name and U.S. address may also be used for exchange visitor activities where no training or activity provider is being used.

*253.3.1.8   Verifying Participant Information for U.S.-Based Training
Effective Date: 06/18/2004

*Once submitted through TraiNet, all data necessary for obtaining a DS-2019 form must be verified by the same entity that submitted the data into TraiNet, using VCS.

*A Sponsoring Unit Approver (see **253.3.1.6 (c)**) must nominate individuals authorized to verify required data (Verifiers). The contractor responsible for USAID participant data systems receives the nominations (and removal requests), and the EGAT/ED Responsible Officer processes them. The supervisor of the TraiNet Operator[4] performs the role of Verifier (R2). The TraiNet Operator cannot perform this role.

*Verifiers (R2) must verify that all TraiNet data imported into VCS is valid, complete, and correct.

*253.3.1.9   Approving Participant Information for U.S.-Based Training
Effective Date: 06/18/2004

*The Sponsoring Unit must approve all data necessary for obtaining a DS-2019 form, for each U.S.-bound participant, and for each U.S.-based activity using VCS.

*The Mission Director or Bureau Assistant Administrator must appoint (and remove) those Mission or Bureau staff authorized to approve required data (Approvers). The EGAT/ED Responsible Officer can only process appointments and removals of authorized Approvers that are received from the Mission Director or Bureau Office Director. Only U.S. citizen Mission or Bureau staff can carry out the role of Approver (R3).

*Sponsoring Units (or implementers, as designated) must provide Approvers with the following reference documents required for the approval function:

      a.   Copy of the face-page of the participant's passport, and

      b.   Stakeholder compact (or training agreement).

Approvers (R3) must approve the following (by selecting the "approve" button in VCS):

- The validity of the data imported into VCS;

- Each participant traveling to the U.S., verifying that the participant (see **22 CFR 62.12 (b)**)

---

[4] In those cases where the TraiNet Operator is a USAID staff member, the R2 role cannot be carried-out by an implementer. R2-Verifiers may not supervise R1-Initiators where such relationship would be contrary to U.S. law or USAID policy.

- o   Meets eligibility requirements,
- o   Is qualified to be selected for the training activity, and
- o   Has been accepted for the activity in which he or she will be participating;

- Each accompanying dependent; and

- Each training activity.

If applicable, Approvers must fax the Dependent Certification form **AID 1380-5** to the EGAT/ED Responsible Officer at 202-216-3229.

*253.3.1.10   Filing Visa Information with the Consulate for U.S.-Based Training
Effective Date: 06/18/2004

*After the Sponsoring Unit approves the participant's biographical and activity information, required for obtaining a J-1 visa Certificate of Eligibility form DS-2019, the EGAT/ED Responsible Officer submits it to BCIS and STATE using SEVIS. SEVIS generates the DS-2019 form. The EGAT/ED Responsible Officer then signs it and sends it expeditiously to Mission Approvers for Consulate filing.

*The Mission or Bureau Approver (or implementer) must retain control of signed J visa Certificate of Eligibility forms (DS-2019) until they are submitted with supporting documents to the U.S. Consulate to apply for the J-1 visa. The Mission or Bureau Approver (or implementer) must ensure that if a participant does not depart for the U.S. as planned, the DS-2019 form is expeditiously returned to the EGAT/ED Responsible Officer for disposal. DS-2019 forms must not be destroyed outside the borders of the United States and must be accounted for by the EGAT/ED Responsible Officer.

The following documents are required for Consulate filing:

- Signed Certificate of Eligibility form DS-2019,

- Valid passport, and

- Nonimmigrant Visa Application Form (**DS-156**).

*253.3.1.11   Visas for U.S.-Based Training
Effective Date: 06/18/2004

*In order to comply with Department of Homeland Security, Bureau of Citizenship and Immigration Services (BCIS), and Department of State regulations regarding tracking and monitoring participants, any foreign national who is sponsored fully or partially, directly or indirectly, using USAID funds for participant training activities in the U.S. must enter the U.S. on a J-1 visa (nonimmigrant exchange visitor visa) processed under one of the two USAID exchange visitor program numbers. Participants who already hold

valid B-1/B-2 visitor visas to the U.S. are still required to obtain, use, and abide by the terms of the J-1 visa to participate in USAID-sponsored training. Returnees from U.S. participant training programs may continue to use valid B-1/B-2 visas for short trips while fulfilling the two-year, home-country residency requirement before permanent U.S. residence is allowed. U.S. citizens and legal U.S. permanent residents sponsored for participant training are not subject to the U.S. visa requirements that apply to host-country residents or nationals.

The Department of State designated USAID as a sponsor of two programs (G-2-0263 and G-2-0370) for the following categories of participants as defined in **22 CFR 62**:

  a. Student
  b. Short-term Scholar
  c. Specialist
  d. Researcher
  e. Government Visitor
  f. Trainee

*Sponsoring Units and implementers are not required to specify the program number to be assigned to a participant when entering information in TraiNet. The appropriate program number is automatically assigned through the SEVIS system based on the data entered in TraiNet and transmitted to SEVIS.

*253.3.1.12   Participant and Dependent Status Changes for U.S.-Based Training
Effective Date: 06/18/2004

*Throughout a participant's stay in the United States, Sponsoring Units (or implementers) must report any changes in the participant's and accompanying dependent's status to the EGAT/ED Responsible Officer by entering the new information into TraiNet and by verifying and approving the information using VCS:

  a.   Participant Validation

  Within three business days of the start of an activity, Sponsoring Units (or implementers) must provide the EGAT/ED Responsible Officer with confirmation that each participant has begun his or her activity. If validation is not received as prescribed, the EGAT/ED Responsible Officer must report the participant to BCIS and STATE as being in a 'no show' status.

  b.   Participant and Dependent Biographical Data Updates

  During the course of a participant's activity, Sponsoring Units (or implementers) must update any changes in the following information in real time (the same day the information becomes effective):

  For Participants:

- Current U.S. address[5]

- Name

- Sex

- Country of birth

- City of birth

- Country of citizenship

- Country of residence

- Position (job) code

- Current site of activity[6] [provider's name and address]

- Field of study

- Training start and end dates

- USAID or other funding contributions

- Participant completion [update participant status to completed]

- Participant termination [update participant status to terminated and include reason for termination]

For Dependents:

- Current U.S. address

- Name

---

[5] For short-term activities (31 days or less) with multiple site visits, where the participant's current address will change frequently, the U.S. address of the implementer administering the activity may be used. However, USAID Sponsoring Units (or implementers, as designated) are responsible for tracking the whereabouts of their participants at all times while they are in the United States.

[6] If the training or activity provider has not been identified at the time of initial data entry, the implementer's name and U.S. address may be used until the provider is known. Once known, provider information must be entered as a site of training information update into TraiNet. The implementer's name and U.S. address may also be used for exchange visitor activities where no training or activity provider is being used.

- Sex

- Country of birth

- City of birth

- Country of citizenship

- Country of residence

*Sponsoring Units (or implementers) must also follow the procedures for travel outside the U.S.:

- Submit written approval to the EGAT/ED Responsible Officer for the participant's travel outside the U.S. while enrolled in a USAID-sponsored training activity that takes place in the U.S.

- Ensure that the participant's Certificate of Eligibility form DS-2019 is endorsed with the EGAT/ED Responsible Officer's signature before the participant departs the U.S., and that Participant Validation (see **253.3.1.12 (a)** and Participant Biographical Data Updates (see **253.3.1.12 (b)**) requirements are met when the participant returns to the U.S.

253.3.2   Third-Country Training
Effective Date: 06/18/2004

As a cost-containment strategy, Sponsoring Units and their implementers must consider the option of third-country training. This option often combines the instructional stimulus of a different environment with procedural simplicity and cost savings. Third-country training is training that occurs in a country other than the participant's home country or the U.S.

Sponsoring Units (or implementers) must follow the procedures below in instances of third-country training:

a.   Sponsoring Units (or implementers) must record third-country training participants in the TraiNet database, as they do with U.S. participants, and not in clusters by training activity as with in-country participant records.

*b.   Third-country training participants must have health insurance. The HAC provider used for U.S.-based trainees can also provide insurance coverage for third-country training. Alternatively, Sponsoring Units or their implementers may select any other provider that offers appropriate coverage levels, which can be determined in consultation with knowledgeable sources in the receiving country.

*c.   Third-country training (distinct from procurement of services) must **not** take place in countries that are

(1)   Developed free-world countries, i.e., on the list of excepted countries under USAID Geographic Code 941. (See listing of frequently used USAID Geographic Codes at **22 CFR 228.03**. Countries with a USAID presence are exempt from needing a special waiver (see paragraph d. below);

(2)   Donors to the USAID recipient country;

(3)   Countries considered unfriendly by the U.S. Department of State and to which travel by U.S. citizens is prohibited; or

*(4)   Terrorist countries identified by the Department of State.

d.   The Mission Director (or designee) and the Bureau AA (or designee) for U.S.-managed activities may waive the restrictions contained in c (1) and c (2) above with a memo to the file when

- Instruction at the selected training site and country is critical to achieving strategic objectives;

- The participant has proficiency in the language of instruction in the selected country, or an interpreter or technical escort is accompanying the participant; and

- Similar training is unavailable in the U.S. or in an independent country described under Code 941 of the Geographic Codebook.

Only the Mission Director (or Bureau AA for Washington-managed activities) may waive the restrictions in c (3) and c (4) above.

253.3.3   In-Country Training
Effective Date: 08/01/1999

Selected data on in-country training programs must be entered into TraiNet by Sponsoring Units (or their implementers) under whose strategic objectives or activities the training programs fall.

Sponsoring Units must determine whether specific in-country training activities subject them to any risk of HAC liability for medical costs incurred by trainees and, if so, take appropriate steps. The USAID-managed HAC contract for U.S. participants does not cover in-country training.

Training data must be consolidated by Sponsoring Units or their implementers according to training program or sub-program, and must identify

- Subject area of training;

- Start and end date;

- Total trainees per participant group, with gender breakdown; and

- Total cost of training for each program.

Sponsoring Missions or their implementers do not need to enter data in TraiNet for any in-country training programs or sub-programs of less than three consecutive class days in duration, or 15 contact hours scheduled intermittently. However, Sponsoring Units wishing to include in their reporting shorter in-country training events critical to local development efforts are urged to do so.

253.3.4   Participant Training From Non-USAID Presence Countries and From Countries Where the USAID Mission Is Not Able to Provide Processing Assistance
Effective Date: 04/15/2000

ADS 201 provides additional guidance regarding the programming of USAID funds in non-presence countries.

Training participants from non-USAID presence countries presents some unique documentation and monitoring challenges. In addition, recent cuts in Mission staffing have left some Missions unable to provide assistance with processing requirements for centrally funded participant training programs. The information in this section is provided for those special needs and coincides with information provided for participant training from countries where there is no direct USAID presence, or where an individual Mission cannot provide assistance.

In some cases, a Sponsoring Unit (i.e., either a Mission or USAID/Washington Office) may fund participants from non-USAID presence countries or from other countries whose Missions cannot provide processing assistance. In these cases, the Sponsoring Unit providing the funding must arrange program design and monitoring to ensure full responsiveness to ADS 253 directives. This process generally requires both an in-country agent for pre-departure and follow-on activities, and a U.S.-based presence to monitor the program and track participants' return home.

Pre-departure requirements include signing a medical certification (unless the 30-day option is selected) and enrolling U.S.-bound participants in the Health and Accident Coverage (HAC) medical insurance system. If pre-existing conditions are found during medical certification, the Sponsoring Unit must either sign a medical waiver and agree to cover any medical claim related to the specified condition, or approve the cost of a

second insurance program that will cover any claims resulting from such pre-existing conditions. The reviewing officer approving trainee departure in the light of medical evidence may be the Cognizant Technical Officer (CTO), or a delegation of authority may be completed to assign this responsibility to a Foreign Service National (FSN) or Personal Service Contractor (PSC). Authority to waive a medical condition must not be delegated outside the Agency.

The Sponsoring Unit's in-country agent must also ensure that before departure for U.S.-based training, the participant is appropriately screened for English language capability; receives the appropriate DS-2019 form necessary for the J-1 visa; is provided with an orientation about the training program, the sponsor's objectives, and the participant's obligations; and signs the stakeholder compact and the Conditions of Training form or the Conditions of Sponsorship form, as applicable.

EGAT/ED assists with the data entry required for the DS-2019 for training from countries with no USAID presence or if the Mission is not able to provide assistance.

253.3.5   Program Monitoring
Effective Date: 06/18/2004

Monitoring each participant's progress, generally performed by a Sponsoring Unit's implementer (contractor or grantee), ensures that the participant's training is successful and identified problems are resolved quickly.

Sponsoring Units must include rigorous monitoring requirements in Scopes of Work and Program Descriptions that involve training programmer services. At a minimum, monitoring must include assurances that

- The participant has arrived and settled into appropriate living quarters;

- The participant promptly reports any change of address;

- The training program meets the requirements identified in the Stakeholder Compact;

- 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;

- The participant attains adequate levels of achievement;

- The participant does not develop serious personal or health problems that impair the successful completion of the program; and

- The implementer makes departure arrangements for the participant upon completion or termination of the program and informs the appropriate Sponsoring Unit of the arrangements.

a. Monitoring Reports and Forms

Monitoring report requirements are established through USAID's arrangements with designated implementers. In addition, implementers must also provide trip reports from site visits or problem resolution to the Sponsoring Unit.

Implementers must complete and review the following reports/forms and provide them to the Sponsoring Unit when appropriate, as part of the monitoring cycle:

(1) Academic Enrollment and Term Report (AETR)

Sponsoring Units and implementers monitor academic progress by reviewing the AETR (**AID 1380-69**) at the end of each term. Sponsoring Units and implementers may also use this form to monitor the progress of technical participants enrolled in universities or colleges for non-degree training of five months or longer or when a training institute's programs have a formal structure. Implementers are responsible for obtaining this report from academic institutions and providing it to USAID Sponsoring Units.

(2) Visa Extension and Support Information (DS-2019)

Each participant arriving in the United States for U.S.-based training must possess a USAID-sponsored J-1 visa.   As part of the monitoring function, the implementer must ensure that the participant continues to have a valid visa if the participant did not receive a DS-2019 valid for the entire program, and must secure the necessary approvals to maintain a valid visa from EGAT/ED.

(3) Returned Participants Follow-on Activities Report

The SO team responsible for training must determine whether to prepare an annual follow-on report detailing the support services and activities provided to returned participants.

(4) Trip and problem resolution reports

The implementer is responsible for providing such reports to the Sponsoring Unit.

*b. Required File Documentation

Sponsoring Units (or implementers) must keep on file the following relevant documentation pertaining to their participants, dependents, and sponsored activities:

- Training request;

- Nomination/participant selection documentation;

- Participant's bio-data information;

- Face page of participant's passport;

- Participant security risk inquiry documentation;

- English language proficiency documentation (for U.S.-based training only);

- Medical clearance confirmation (unless HAC Plan C is used);

- Signed Conditions of Training form for J-1 Visa Holders;

- ITIN number;

- Pre-departure orientation checklist;

- Participant tracking documentation; and

- All other documentation/correspondence related to visa compliance.

Sponsoring Units may require the retention of other documentation, with the exception of the DS-2019 form which must **not** be copied.

253.3.6   Cost Tracking
Effective Date: 02/23/1998

Cost control principles must be employed wherever possible in all phases of participant training, whether U.S.-based, third-country, or in-country training. The cost data must be grouped in a standard way that enables analytical studies, comparisons, and IRS reporting.

The following procedures must be used to guarantee appropriate cost tracking:

a.   Required Cost Reporting: Sponsoring Units and implementers must group direct training expenditures under the three cost categories captured by TraiNet: Instruction, Participant, and Travel. These three cost categories can be further defined using any detailed line items required by the training contract, cooperative agreement, grant, technical assistance contract, or implementers' accounting systems, as follows:

(1)   INSTRUCTION includes costs directly incurred to convey knowledge or impart training. A sample list of instruction costs includes the following items or their functional equivalents:

- Technical training program fees;

- Instruction portion of a packaged program;

- Published academic tuition and fees;

- Books, equipment, supplies, course handouts;

- Dissertation/thesis expenses, typing allowance;

- Seminar/conference registration fees;

- Workshop fees;

- Professional society membership fees;

- English language training;

- Orientations, and airport Meet and Greet services;

- Escort/interpreter's fees; and

- Supplemental enrichment programs.

Note: In-country training costs embedded within an overall technical assistance activity and not clearly separable from other expenditures must be estimated and must include proportionately staff time and other identifiable training costs.

(2)   PARTICIPANT includes costs directly incurred to meet the personal needs and program requirements of the individual participant. A sample list of participant costs includes the following items or their functional equivalents:

- Maintenance allowances and per diem rates;

- Health and accident insurance premium;

- Medical examination fees;

- Visa or DS-2019 fees;

- W-7 certification fees (certification of non-U.S. residence for tax purposes); and

- Income taxes: Federal, state, and local.

       (3)   TRAVEL includes costs directly incurred to transport the participant from the home country to the training country and back, as well as costs related to travel within the training country. A sample list of travel costs includes the following items or their functional equivalents:

- International travel costs (air, train, bus); and

- Any travel to the training site.

b.   Sponsoring Units must document their reasons for selecting higher-cost training sites or programs that appear to be functional equivalents to lower-cost alternatives.

c.   The principles of cost sharing must be observed whenever possible, but application of cost sharing must be flexible and case-specific to the capabilities of cost-sharers. A 25% contribution of total training costs by other contributors is a general target. In-kind contributions can be counted toward cost sharing when assigned a reasonable monetary value. TraiNet captures the cost sharing of partners.

253.3.6.1   Tuition and Administrative Fee Caps
Effective Date: 06/18/2004

Sponsoring Units must determine training objectives before addressing cost issues. At the same time, Sponsoring Units must observe general caps on total tuition and administrative fees at long-term training sites for programs lasting nine months or more.

The Mission Director (or Officer Director for Washington-initiated programs) is authorized to waive these caps in individual instances, with a written justification specifying why the cap is not in the cost-benefit interest of the Sponsoring Unit.

The following tuition cap figures are based on general rates for current undergraduate and graduate out-of-state students and are adjusted for the actual costs and special needs of USAID-funded participants:

     *a.   Undergraduate enrollment: $16,800 per standard U.S. academic year, for the institution's tuition and administrative fees;

     *b.   Graduate enrollment: $20,580 per standard U.S. academic year, for the institution's tuition and administrative fees; and

     *c.   A 5% inflation factor may be added in each successive year starting with the 2003-2004 academic year.

253.3.6.2   Allowances
Effective Date: 08/01/1999

All USAID-sponsored participants must receive no more than the prescribed USAID allowance rate, unless the Sponsoring Unit authorizes a higher rate in consideration of individual circumstances.

Sponsoring Units and their implementers are not to pay participants the published allowance rates in full without cause. If the full amount is not required, payment must be adjusted accordingly. Sponsoring Units are to make any final determinations regarding allowance adjustments, including a determination of whether to reduce maintenance for trips outside the U.S. of less than 30 days.

Participant maintenance allowances fall into two categories that Sponsoring Units and their implementers must observe: long-term training allowance rates and short-term training allowance rates.

> **a.   Long-term training allowance rates** are used when participants are in long-term training programs occurring in academic settings (nine months or longer), whether for an academic or a technical certificate of completion.
>
> The long-term training allowance rates for U.S. training sites are calculated and maintained by the Institute for International Education (IIE) for the Department of State and are found on the following web site:
>
> **http://www.iie.org/fulbright/posts/restrict/mmr**
>
> Click on "Monthly Maintenance Rates 2003-2004" and then find the correct state listing.
>
> Sponsoring Units and implementers without access to the Internet may obtain allowance rate schedules in hard copy from EGAT/ED.
>
> **b.   Short-term training (under nine months) allowance rates** are based on the Standardized U.S. Government Federal Travel Regulations (i.e., standard per diem rates), as established by the General Services Administration (GSA), and are found at **41 CFR 301-7** and **301-8**.

Interpreter's rates must be negotiated for each program to the lowest possible rate. USAID does not rely on Department of State rates for interpreter services as the basis for establishing interpreter fees.

Sponsoring Units and their implementers are reminded that maintenance allowances must be reduced by the amount equal to any additional money that a participant directly receives in the form of a scholarship, assistantship, or wages. Participants are to receive only the amount established by the Sponsoring Unit/implementer, based on the prescribed rate.

---

*An asterisk indicates that the adjacent material is new or substantively revised.   26

253.3.7   Non-Returnees
Effective Date: 06/18/2004

Participants must leave the country of training immediately after completion of their training. For U.S.-based training, a participant becomes a non-returnee if he or she exceeds the end date indicated on the approved Certificate of Eligibility form DS-2019.

Sponsoring Units or implementers must track the departure status of their participants and must inform the EGAT/ED Responsible Officer in writing within 30 days if a participant becomes a non-returnee. Sponsoring Units or implementers must also inform the EGAT/ED Responsible Officer if a non-returnee is found to have returned to his or her home country at any time after being reported to EGAT/ED as a non-returnee.

*Sponsoring Units and implementers must make continuous efforts to reduce the non-returnee rate, focusing on planning, design, participant selection, and progress monitoring as well as on tracking participants' post-activity whereabouts. When it is determined that the participant is a non-returnee, actions must be initiated to recover the training costs. Within 10 business days of the determination that the participant is a non-returnee, the Sponsoring Unit must send an **AID Form 253-1, Demand for Training Costs Repayment Letter** ("Demand Letter") to the non-returnee at his/her last known address, and also send a copy of the Demand Letter to the relevant accounting office (billing office) to establish the Accounts Receivable in accordance with **ADS 625.3.6.1**. Overseas, the relevant billing office is usually the Mission Controller. In Washington, it is the Management Bureau, Office of Financial Management, Accounting Branch (M/FM/A).

*Once the billing office has recorded the Accounts Receivable, it returns a copy of the Demand Letter, with a completed Accounts Receivable reference, to the Sponsoring Unit as an acknowledgment of recording the Accounts Receivable. The Sponsoring Unit can then use the Accounts Receivable reference for follow-up and determination of the current status of the Receivable.

*If the Receivable becomes delinquent, then the relevant accounting office will process it under normal debt collection procedures in accordance with **ADS 625**.

*The Sponsoring Unit must reply to any communications concerning the Demand Letter in no more than five business days.

253.3.8   Women in Development (WID) and Historically Black Colleges and Universities (HBCUs)
Effective Date: 08/01/1999

a.   Women in Development (WID): In accordance with Agency policy on Women in Development, EGAT/ED has established an annual target of 50 percent women in new trainee third-country and U.S. enrollments. This target applies to each Sponsoring Unit (not to individual strategic objectives). It does not apply to in-country training. In view of

structural or cultural conditions beyond the Sponsoring Unit's direct control in some countries, the Sponsoring Unit must document to the file the reasons for variances exceeding 10 percent in any given year and intended plans to make progress toward Sponsoring Unit targets. (See mandatory reference, **USAID Gender Plan of Action (USAID Policy Determination, March 12, 1996)**)

b.   Historically Black Colleges and Universities (HBCUs) and other Minority Serving Institutions (Hispanic Serving Institutions and Tribal Colleges and Universities): In accordance with the President's Executive Orders 12876, 12900, and 13021, Sponsoring Units must endeavor to the maximum extent possible to maintain current levels of participation from Minority Serving Institutions and extend this participation more broadly throughout the range of USAID programs.

253.3.9   External Legal Requirements
Effective Date: 08/01/1999

USAID must observe the following five areas of documentation and procedures in order to satisfy the provisions of laws, statutes, and regulations determined by Federal agencies external to USAID:

a.   U.S. J-1 visas for participants required in order to travel to the U.S. (see **253.3.1.11**);

b.   HAC insurance (see mandatory reference, **HAC Insurance and Certification of Medical Eligibility**);

c.   English proficiency for participants at U.S. training sites (see mandatory reference, **English Language Proficiency**);

d.   The use of U.S. commercial carriers for travel (see **253.3.1.3f**); and

e.   Applicable U.S. income tax regulations governing U.S.-source income (see mandatory reference, **Participant Taxes**).

Waivers of requirements that are mandated by agencies outside USAID can be granted **ONLY** by the mandating agency, not USAID.

253.4   MANDATORY REFERENCES

253.4.1   External Mandatory References

*a.   **22 CFR 62, (the Fulbright-Hays Act)**

b.   **22 CFR 228.03**

c.   **41 CFR 301-7** and **301-8**

---

*An asterisk indicates that the adjacent material is new or substantively revised.

*d. **Enhanced Border Security and Visa Entry Reform Act, Pub. L. No. 107-173/H.R. 3525**

e. **EO 12876, Historically Black Colleges and Universities**

f. **Foreign Assistance Act of 1961, as amended**

*g. **Information and Educational Exchange Act of 1948 (Smith-Mundt Act), Pub. L. No. 80-402 (22 U.S.C. 1461)**

h. **U.S. Internal Revenue Code, 1986 (www.irs.gov)**

i. **49 U.S.C. Sec. 40118, the Fly America Act**

253.4.2   Internal Mandatory References

a. **ADS 201, Planning**

b. **ADS 206, Prohibition of Assistance to Drug Traffickers**

c. **ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad**

*d. **ADS 625, Administrative Accounts Receivable**

e. **AIDAR 752.7019**

*f. **Complete Guide to USAID Visa Compliance**

g. **Detailed Guide for Training Results**

*h. **English Language Proficiency**

*i. **HAC Insurance and Certification of Medical Eligibility**

*j. **Participant Taxes**

k. **USAID Disability Policy Paper, September 12, 1997 (http://www.usaid.gov/about/disability/DISABPOL.FIN.html)**

l. **USAID Gender Plan of Action (USAID Policy Determination, March 12, 1996) (http://www.usaid.gov/policy/ads/200/gplana96.pdf)**

253.4.3   Mandatory Forms

*a. **AID Form 253-1, Demand for Training Costs Repayment Letter**

b.　　**AID Form 1380-5, Dependent Certification**

c.　　**AID Form 1380-69, Academic Enrollment & Term Report**

*d.　　**AID Form 1381-6, Conditions of Training for J-1 Visa Holders**

e.　　**AID Form 1382-1, Medical History and Examination Form for Foreign Applicants**

*f.　　**Nonimmigrant Visa Application Form (DS-156)**
(**http://www.state.gov/documents/organization/7766.pdf**)

253.5　　ADDITIONAL HELP

a.　　**Best Practices Guide**

253.6　　DEFINITIONS

The terms and definitions listed below have been incorporated into the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

academic training
Includes any program at a college or university leading to a degree (e.g., Associate of Arts/Science, Bachelor of Arts/Sciences, Masters of Arts/Sciences, or Ph.D.). Academic training can also include post-doctoral studies. (Chapter 253)

best practices
Highly recommended and endorsed Agency procedures to define and produce results-based training activities, developed from field experience across regions and consolidated in guidance material managed by the Bureau for Economic Growth, Agriculture and Trade, Education Office (EGAT/ED). (Chapter 253)

conferences
Short meetings among technical specialists or others working in a common field, generally of a week's duration or less, to discuss a particular topic of shared, professional interest. (Chapter 253)

cost containment, cost control (interchangeable)
Broad terms to describe a range of management actions, procedures, and tools applied by the sponsoring unit and/or its contractor, grantee, or partner (implementer) to reduce the costs that USAID pays for participant training without compromising quality. The cost to be contained may be any direct or indirect participant or training program cost. Includes cost-sharing (see "cost-sharing"). (Chapter 253)

cost-sharing
Any instance where USAID or its partner identifies and arranges financial or in-kind support from counterpart organizations or independent non-governmental organizations to the benefit of a training program. Cost-sharing can be with the training provider, training contractor, host-country institution, or any other stakeholder. Typical cost-sharing includes tuition remissions, assistantships, training-fee discounts, home-stays, in-kind contributions, international transportation costs, participant salary, and payment of any direct participant cost by the non-USAID funding source. Cost-sharing mobilizes additional financial resources for training, and increases the coverage and effectiveness of USAID's limited budget resources. (Chapter 253)

covered countries
Countries identified annually as major illicit drug-producing or drug-transit countries under Section 490(h) of the FAA as well as any country or portion of a country that the State Department determines is to be treated as a covered country under the 487 regulations. (Chapters 206, 253)

disability
A physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act. (Chapters 253, 514)

*DS-2019 form (Certificate of Eligibility)
A USG form executed and issued by the USAID Responsible Office in Washington to potential participants certifying the individual's eligibility to participate in the training program and indicating the dates of the program. Participants are authorized to remain in the U.S. only until the indicated program end date. U.S. permanent residents (green card holders) and U.S. citizens do not require a DS-2019 form. (Chapter 253)

follow-on
Term used to describe post-training activities or reports that document the impact of training programs on the home country, sponsoring unit, in-country employers, and participants. (Chapter 253)

Health and Accident Coverage (HAC)
USAID's HAC insurance policy for all U.S. participants. (Chapter 253)

host country
The country in which a USAID-funded activity takes place. (Chapters 200-203, 253, 301, 305, 311, 322, 495)

host country national
A citizen or legal resident of a host country. (Chapter 253)

*implementer
See "training contractor." (Chapter 253)

*Individual Taxpayer Identification Number (ITIN)
The unique identifying number assigned by the IRS to each participant trained in the U.S., to track U.S. tax liability and payment. (Chapter 253)

in-kind contribution
The value of non-cash contributions to a training program provided by any third party, including counterpart contributions from host country institutions. In-kind contributions may be in the form of space, equipment, supplies, expendable property, and the value of goods and services directly benefiting and specifically identifiable to a participant or training program. (Chapter 253)

*J-1 visa
A non-immigrant visa issued by the Department of State for an individual who has a residence in a foreign country which he or she has no intention of abandoning and who is coming to the U.S. temporarily as a participant in a program designated by the Department of State. (Chapter 253)

*non-presence country
A country where USAID does not have a Mission or Representative Office. (Chapter 253)

*non-returnee
Non-returnees are participants trained in the U.S. under a J-1 visa who do not return to their home country by the date covered on their DS-2019. (Chapter 253)

observation tours
Scheduled visits to one or more facilities to learn a process, method, or system through observation and discussion. Observation training emphasizes the acquisition of development ideas, approaches, and values. Participant teams with homogeneous interests and levels of responsibility are often suited for observational training. (Chapter 253)

on-the-job training
Instruction in a specific task or skill via mentoring by a practitioner using explanations, demonstration, practice, and feedback. On-the-job training may be combined with academic or technical training to provide a practical experience component. (Chapter 253)

*participant
A host-country resident or national sponsored by USAID for a learning activity conducted within the U.S., a third country, or in-country for the purpose of furthering USAID development objectives. A learning activity takes place in a setting in which an individual (the participant) interacts with a knowledgeable professional predominantly for the purpose of acquiring knowledge, skills, or information for the professional or technical enhancement of the individual. Learning activities may be formally structured,

such as an academic program or a technical course, or they may be more informal, such as an observational study tour. (Chapter 253)

partner
An organization or individual with whom the Agency collaborates to achieve mutually agreed upon objectives and to secure participation of ultimate customers. Partners include host country governments, private voluntary organizations, indigenous and international non-governmental organizations (NGOs), universities, other U.S. Government agencies, United Nations and other multilateral organizations, professional and business associations, and private businesses, foundations and individuals. (Chapters 101, 102, 200-203, 253)

*Sponsoring Unit
An Agency Mission or Bureau that applies USAID funds to participant training design, implementation, or evaluation activities. (Chapter 253)

*stakeholders
Those who are affected by a development outcome or have an interest in a development outcome. Stakeholders include customers (including internal, intermediate, and ultimate customers) but can include more broadly all those who might be affected adversely, or indirectly, by a USAID activity who might not be identified as a "customer." (Chapters 200-203, 253)

stakeholder compact
Also known as a Training Agreement. A written agreement between participants, employers and sponsoring units of specific performance change targets within the organizational setting of the participants selected for training. (Chapter 253)

statement of expenditure
The accounting of expenditures that must accompany each U.S. participant's income tax return, detailing the training-related expenditures paid from U.S. sources on behalf of the participant. (Chapter 253)

third country
Any country that is neither the U.S. nor the country where the USAID Sponsoring Unit is operating. (Chapter 253)

third country national
A legal resident, but not a citizen, of the non-U.S. country in which the Sponsoring Unit is operating. (Chapter 253)

*TraiNet
USAID's corporate database system that enables the planning and reporting of information on all USAID training activities, including in-country training. TraiNet is the single source of information required for producing the DS-2019 form. Data collected by USAID or its partners via TraiNet includes measures of results and performance

monitoring, training, participant and program identification, and costs and cost-sharing. The TraiNet software is a self-contained distributable application that helps Missions, contractors, and contractor systems at various locations to collaborate in training for results. (Chapter 253)

*training
A learning activity taking place in the U.S., a third country, or in-country in a setting predominantly intended for teaching or imparting certain knowledge and information to the participants with formally designated instructors or lead persons, learning objectives, and outcomes, conducted fulltime or intermittently.

The transfer of knowledge, skills, or attitudes (KSAs) through structured learning and follow-up activities, or through less structured means, to solve problems or fill identified performance gaps. Training can consist of long-term academic degree programs, short- or long-term non-degree technical courses in academic or in other settings, non-academic seminars, workshops, on-the-job learning experiences, observational study tours, or distance learning exercises or interventions. (Chapter 253)

training agreement
See "stakeholder compact." (Chapter 253)

*training contractor
The organization hired by a Mission or USAID/W Bureau to help design, implement, or monitor aspects of results-oriented training under Mission guidance and authority. See "implementer." (Chapter 253)

training impact
Improvements in individual job or organizational performance attributable to new skills, knowledge, and attitudes (KSAs) acquired during training and applied at work settings, designed to contribute to institutional, sectoral, and host-country development objectives. (Chapter 253)

training, in-country
A learning activity taking place in a classroom or workshop setting with formally designated instructors, learning objectives, and outcomes, conducted full-time or intermittently within the host country. (Chapter 253)

training, informal
Learning activities taking place outside the classroom or other such formal structuring during a period of Agency-sponsored training. Includes study and observational tours, or on-the-job practical learning activities not connected to formal classroom instruction, or through distance learning. (Chapter 253)

training provider
Any institution, organization, or individual, whether public, private, non-profit, or for-profit, that furnishes instruction directly to a participant under full or partial USAID

funding. Distinct from training contractors who arrange for such training and are also known as program implementers or Programming Agents. (Chapter 253)

training, technical
Formally structured learning activities, generally in a classroom, that do not lead to an academic degree. Can include technical courses at community colleges, technical institutes or universities, on-the-job activities tied to technical-area classroom work, or any combination of such formally structured, non-degree producing instructional activity. (Chapter 253)

training, third-country
Any training activity conducted in a country that is not the host country or the United States. (Chapter 253)

253_061504_w061604_cd36