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ADS Chapter 253  
Participant Training  
and  
Exchanges  
for  
Capacity Development

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## ADS 253 – Participant Training and Exchanges for Capacity Development

### 253.1

#### OVERVIEW

Effective Date: 09/26/2014

This chapter provides the policy directives and required procedures for the design and implementation of Participant Training programs, including Exchanges, for foreign nationals that are financed, in whole or in part, directly or indirectly, by USAID. Foreign nationals, who are selected by the Agency to engage in Participant Training programs, including Exchanges, are considered Participants.

This chapter does **not** apply to Participant Training programs, including Exchanges that are sponsored by Public International Organizations (PIO) under a USAID-funded program contribution, unless the PIO is voluntarily adhering to Agency policy in consultation with USAID staff. Under a USAID-funded program contribution, the Agency generally relies on the PIO's internal systems and procedures for program implementation; therefore, the PIO itself is the Participant's sponsor rather than USAID. However, PIOs may voluntarily agree to adhere to Agency policy provided in this ADS chapter, but in such cases the PIO must adhere to all requirements of this chapter in its entirety and USAID will thereby be the Participant's sponsor rather than the PIO. This provision applies specifically to program contributions to PIOs and does not apply to other types of awards to PIOs [i.e., cost-type grants, general contributions, etc.] (see [ADS 308.3.10](#)).

Participant Training is:

- A learning activity involving Participants taking place in the U.S., a third country, or in-country, in a setting predominantly intended for teaching or imparting knowledge or skills, with formally designated instructors or lead persons, learning objectives, and outcomes, conducted fulltime or intermittently.
- The transfer of knowledge, skills, or attitudes (KSAs), as well as ideas and sector context, through structured learning and follow-up activities to solve job performance problems or fill identified performance gaps. Participant Training can consist of long-term academic degree programs, short or long-term non-degree technical courses in academic or in other settings, seminars, workshops, conferences, on-the-job learning experiences, observational study tours, and the use of technology such as distance or e-learning, and online courses.
- An Exchange, which is
  - Any program that involves an exchange of ideas, values, or culture between a host country and the United States or another country; or

- Traditional programs with individuals traveling between a host country and the United States or another country, non-traditional programs using technology, or a combination of both (see **253.3.1.2**).

**NOTE:** Site-visits that are being carried out for the purposes of internal USAID project or program administrative business are not Participant Training.

## **253.2 PRIMARY RESPONSIBILITIES**

Effective Date: 09/26/2014

**a.** The **Bureau for Economic Growth, Education, and Environment, Office of Education (E3/ED)** establishes Participant Training program policy for USAID. E3/ED provides leadership and guidance in the design, implementation, monitoring, documentation, and reporting results of Participant Training programs for Sponsoring Units (the funding source of the Participant Training program, which may be a Mission or USAID/Washington Office), contractors, or grant or cooperative agreement recipients (Implementers).

E3/ED also:

- Collects and maintains Participant Training program data from Sponsoring Units and program Implementers and submission of data into the Student and Exchange Visitor Information System (SEVIS). USAID uses Exchange Visitor and Participant data to inform management decisions, answer congressional inquiries, report on USAID activities, compile and disseminate program results, and to develop policy and procedural guidance.
- Ensures USAID's compliance with external Department of State (DOS), Department of Homeland Security, **and Internal Revenue Service (IRS)** requirements pertaining to the vetting and selection of U.S.-bound **Participants**, and submission of data into SEVIS.
- Provides the Department of Homeland Security, Bureau of Citizenship and Immigration Services (BCIS), and the Department of State with information regarding individuals USAID sponsors for U.S.-based Participant Training programs (see [ADS 252, Visa Compliance for Exchange Visitors](#)).

**b.** **Sponsoring Units** fund and administer Participant Training programs by using the services of Implementers. Sponsoring Units are accountable for results and must show that Participant Training programs contribute to the achievement of USAID and USG objectives. Sponsoring Units have the authority to select host country Non-Governmental Organizations (NGOs), Private Voluntary Organizations (PVOs), or other entities as program Implementers. When the Sponsoring Unit uses a grant or cooperative agreement that includes Participant Training, implementation responsibility

is shared between the Sponsoring Unit and Implementer. Implementer accountability to USAID is set by the terms of **each specific** contract, grant, or cooperative agreement.

Also, Sponsoring Units for centrally funded or centrally managed **Participant Training** programs coordinate with E3/ED and the Management Bureau, Office of the Chief Financial Officer, Washington Financial Services Division (M/CFO/WFS) to verify **any Participant Training** costs that Participants designated as non-returnees or terminated from their USAID program must repay (see **253.3.7.5g**).

**c.** The **Management Bureau, Office of the Chief Financial Officer, Washington Financial Services (M/CFO/WFS)** issues to Participants who are designated as non-returnees or terminated by USAID from their programs a **AID Form 253-1, Demand for Participant Training Cost Repayment Letter**, based on E3/ED's debt determination for centrally funded or centrally managed **Participant Training** (see **253.3.7g**).

**d.** **Program Implementers**, whose accountability to USAID is set by the terms of their contract, grant, or cooperative agreement, assist Sponsoring Units with **pre-program** preparation, and also with program implementation, monitoring, data reporting, and other essential responsibilities.

A Mission **or Washington Office** may choose to retain part of the management responsibility for Participant Training.

When it is not practical or possible for Missions or Washington Offices to meet Agency reporting requirements for Participant Training (see **253.3.4.5b**, **253.3.5.5e**, and **253.3.7.5e**), the Mission or Washington Office is encouraged to consider engaging one or more training implementers to provide centralized services for reporting all Participant Training being implemented by all of its implementers. This centralized approach can alleviate the responsibility of TraiNet data entry for Mission staff and those implementers that are either unwilling or lack the necessary capacity to carry-out this necessary function.

Additionally, as a practical matter, it is impossible to handle U.S.-based or third-country Participant Training effectively without an experienced U.S.-based or third-country entity, to administer the day-to-day oversight and monitoring requirements of this ADS chapter that must be carried out in the country of the Participant Training program. **An in-country entity is also needed to administer the Participant processing requirements in this ADS chapter that must be carried out in the Participant's country of residence.**

**Unless USAID staff is providing U.S.-based and third-country implementation support, the services of a U.S.-based or third-country entity must be engaged for U.S.-based and third-country Participant Training programs to at least provide the following:**

- Carry out oversight and data reporting, including validation of arrival, in the Training Results and Information Network (TraiNet) **and the Visa Compliance**

System (VCS), in compliance with [ADS 252](#), as well as in compliance with the Sponsoring Unit's Participant Training objectives, Agency requirements, and other applicable U.S. Government (USG) statutes;

- Track and monitor Participants' progress toward original enrollment goals (see [253.3.5.5](#) and [253.3.7.5](#));
- Ensure the Participant's timely departure from the country of training; and
- Assist with Participant or Sponsoring Unit legal problems, such as arrests or lawsuits or other emergencies; for example, repatriation of disabled Participants or their mortal remains (see [253.3.5.5](#) and [253.3.7.5](#)).

Unless USAID staff is administering Participant processing requirements that must be carried out in the Participant's country of residence, an in-country entity must be engaged to at least provide the following:

- Language Proficiency verification (see [253.3.5.3e](#) and [253.3.7.3f](#));
- Pre-Departure Orientation (see [253.3.5.4](#) and [253.3.7.4](#));
- Exchange Visitor Security Risk and Fraud Inquiry assistance (see [ADS 252.3.3](#)); and
- Monitor the Participant's timely return to the host-country and coordinate the Participant's effective reintegration into the workplace with Participant employers.

### **253.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 09/26/2014

The policy directives and required procedures provided in this section are applicable to all Participant Training programs. Other requirements for U.S. visa compliance and invitational travel are addressed in [ADS 252](#) and [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#) respectively.

All USAID Sponsoring Units involved in funding or managing Participant Training programs must familiarize themselves with mandatory references for this chapter (see [253.4](#)) and should also familiarize themselves with supplementary references of this chapter (see [253.5](#)), including the [Participant Training Practitioner's Manual](#).

Sponsoring Units must carry out, directly or through the procurement of services (see [253.2d](#)), all provisions of this directive when planning and implementing Participant Training programs. They must:

- a. Design, implement, and track the **Participant Training** program for results and impact, with the ultimate aim of strengthening institutional or organizational capacity. Participant Training programs must support USAID objectives or other USG initiatives.
- b. Report on their Participant Training **programs** as part of their broader performance measurement (monitoring), evaluation, and reporting requirements.
- c. Design and carry out Participant Training **programs** with cost control and cost-sharing practices whenever possible; for example, using distance learning to the fullest extent feasible.
- d. Strictly follow the policy requirements for both program and legal matters, including those contained the **AID Form 252-1, Conditions of Sponsorship form for U.S.-Based Activities**, dated 12/2013 or later, and the **AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training**, dated 01/2010 or later.
- e. **Ensure all documentation and other applicable media are produced in accordance with USAID branding requirements (see ADS 320, Branding and Marking).**

### 253.3.1 Program Design Considerations

Effective Date: 01/22/2010

Sponsoring Units must be guided by a number of technical program design considerations.

#### 253.3.1.1 Human Performance Factors

Effective Date: 09/26/2014

Sponsoring Units must review all Participant Training concepts, designs, and requests to ensure that the human performance factor intended to be addressed by the **Participant Training program** is Knowledge and Skills (**and/or Attitude**). All six universally accepted human performance factors must be considered. They are: information, resources, incentives, knowledge and skills, capacity, and motives (see **Updated Behavior Engineering Model**). **Participant Training can only address the Knowledge and Skills (and/or Attitude) human performance factor.** If Sponsoring Units want expected outcomes related to the other five performance factors they may consider alternative technical assistance interventions and possibly revise or reconsider the Participant Training **program** concept, design, or request.

Examples of **Participant Training** interventions include:

- Short-term technical Training: always less than six months in duration, but typically a one-to-two week classroom style course that is led by a professional instructor or technical expert with the goal of helping participants acquire new knowledge and skills in their area of employment.
- Long-term academic education: typically degree-earning course-work that requires six or more months of commitment at or through an accredited institution of higher learning. This venue, while more expensive, offers cultural exposure and is often used to further the knowledge, skills, and “place in society” of influential leaders and “rising stars”.
- Entrepreneurial Management Training: typically coaching and mentoring, “on-the-job” and peer learning that takes place at a participant’s place of employment or at an institution or related business in-country, in a third country, or in the U.S.
- Observational Training: typically scheduled visits to facilities, frequently in several locations, to learn a process, method, or system through observation and discussion. Observational 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 Observational Training.
- Exchange:
  - Any program that involves an exchange of ideas, values, or culture between a host country and the United States or another country; or
  - Traditional programs with individuals traveling between a host country and the United States or another country, non-traditional programs using technology, or a combination of both (see **253.3.1.2**).
- Distance or “e-Learning”: learning, including online courses and degrees, that allows participants to acquire skills at their own pace. It also allows participants to earn credits, certificates, and degrees from universities. It offers cost savings to Missions that would otherwise be required to cover short- and long-term travel, housing, and other living costs.

Examples of non-Participant Training interventions include:

- Job descriptions that are written and communicated;

- Protocols and policies that are created and published;
- Gathering and posting of client satisfaction data on a regular basis;
- Adequate tools and supplies;
- Organization's Vision, Values, and Mission statements that are redefined and published;
- Strategic plans;
- Job aids, such as instruction manuals that are designed and disseminated;
- Standards and protocols;
- Feedback systems;
- Motivation/incentive recognition systems, such as awards;
- Supportive supervision;
- Improved logistical systems;
- Organization support, enhancement, and leadership that create an enabling environment;
- Discussions with supervisors concerning job expectations;
- Policy changes;
- Reorganization of work priorities; and
- Information Management Systems.

By reviewing Participant Training concepts, designs, and requests in the context of the six universally accepted human performance factors, USAID Sponsoring Units can ensure the appropriate use of Participant Training as an intervention.

### **253.3.1.2 Training Venue Selection Criteria**

Effective Date: 09/26/2014

Sponsoring Units must choose the most appropriate Participant Training venue (see **253.3.3.4**, **253.3.3.5**, and **253.3.3.6**). The selection of venue is a function of several

factors, cost being among the most important. However, the foremost determinant must be the needed outcomes or impact of the program.

By reviewing Participant Training concepts, designs, and requests in the context of these venue considerations, USAID Sponsoring Units can optimize the use of each venue.

At a project level, Sponsoring Units must balance three criteria: 1) quality (outcomes of **the program** as they relate to Mission **objectives**; 2) quantity (number of Participants trained); and 3) cost (both **program** costs and overall project costs).

#### a. In-Country **Participant Training**

In general, in-country **Participant Training** provides potential benefits and concerns including:

**Content Benefits:** In-country **Participant 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 proficient in English or the language of a third country. In-country **Participant Training** allows for deep consideration of a topic, especially if delivered in a series of focused or custom-designed **Participant Training** topics which are then given practical application at worksites.

**Concerns:** Limited **experiential** immersion and variety of ideas. **Difficulty** in separating **Participant Training** from technical assistance activities. **Urgent in-country events** can take precedence over work of **Participant Training** coordination teams. Also, possible limited availability of qualified **Participant Training** and/or logistics providers.

**Management Benefits:** Participants' schedules easy to accommodate and fewer administrative requirements for implementation.

#### b. Third-Country **Participant Training**

In general, third-country **Participant Training** provides potential benefits and concerns including:

**Content Benefits:** **Participant Training** in a third-country may be more appropriate than U.S.-based **Participant Training** when there are similar conditions in the host country and the third-country. Technology acquired in a third-country may be more easily adapted to the host country, and the language, customs and the implementation of solutions to problems are very similar. Generally, third-country institutions can provide high quality instruction at a lower cost to USAID, particularly where savings may be made in airfares.

**Management Concerns:** Difficulty monitoring Participants and ensuring compliance with third country visa requirements.

**c. U.S.-Based Participant Training**

In general, U.S. Participant Training provides potential benefits and concerns including:

**Content Benefits:** A large array of schools, colleges, institutions and Participant Training institutions that offer a broad selection of technical subjects and are willing to accept USAID participants. U.S.-based programming lends itself to the formation of sustainable partnerships with host-country entities. Immersion and experiential learning, and a focus on theory or a U.S. model, U.S. linkages, team formation and U.S. culture including political, professional, and social culture.

**Concerns:** Challenge of relating the Participant Training experience to the home country context. Coordination between implementer entities in the Participant's country of residence and in the U.S.

**Management Benefits:** Expenditure of USG funding within U.S. taxpayers' local communities.

**d. Distance or "e-Learning"**

In general, Distance or e-Learning provides potential benefits and concerns including:

**Content Benefits:** Distance or "e-Learning" is education using online courses to earn credits, certificates and degrees from colleges and universities without leaving the home country. This allows participants to acquire skills at their own pace. It offers cost savings to Missions that would otherwise be required to cover short- and long-term travel, housing, and other living costs.

**Concerns:** Participants may need additional motivation and monitoring by the Sponsoring Unit to ensure completion of their course work in a timely way. Exposure to technical area context can be limited since the participant does not travel to another country. Networking may also be limited.

**Management Benefits:** Ability to fund multiple advanced degree programs due to cost savings.

**Reporting:** Sponsoring Units must use TraiNet to document all USAID Participants sponsored for Distance or e-Learning programs, except U.S. citizens (see 253.3.2).

- **IN-COUNTRY** – For Participants who reside in the same country the institution is offering the Distance or e-Learning program, Sponsoring Units must report the program as an in-country program (see **253.3.4.5**);
- **THIRD-COUNTRY** – For Participants who reside outside the country the institution is offering the Distance or e-Learning program, when the institution is not located in the U.S., Sponsoring Units must report the program as a third-country program (see **253.3.5.5**);
- **U.S.-BASED** – For Participants who reside outside the country the institution is offering the Distance or e-Learning program, when the institution is located in the U.S., Sponsoring Units must report the program as a U.S.-based program (see **253.3.7.5**).

### **253.3.1.3 Participant Training Plans**

Effective Date: 09/26/2014

Sponsoring Unit **Participant Training Plans** are not mandatory yet they are extremely useful and strongly recommended. **Participant Training Plans** assemble the Sponsoring Unit's full range of **Participant Training programs** which would otherwise remain dispersed under separate technical office's plans or program areas. A **Participant Training Plan**, usually developed annually, enables the Sponsoring Unit to identify its overall Participant Training objective, nature, expected costs, the institutional/organizational change that the Participant Training will support, and non-Participant Training inputs that will help to improve performance of the institution/organization.

For best practice guidance and a sample template for developing **Participant Training Plans**, please see [ADS 253sab, Participant Training Plan](#).

### **253.3.1.4 Participant Training Program Requests (Concept Designs)**

Effective Date: 09/26/2014

Sponsoring Unit **Participant Training Program Requests** (concept designs) are technical design documents that, while not mandatory, are extremely useful and strongly recommended (especially when **Participant Training programs** are not already part of an Implementer's approved work plan). A **Participant Training Program Request** provides the Implementer with the technical and logistical information he or she needs to design and deliver **discrete Participant Training programs** that directly support the Mission program areas by presenting the intended results and objectives of the **program, the knowledge and skills (and/or attitudes)** to be acquired, and any follow-on activities. Estimated costs for the **program** are also included. Other information may include

Participant selection criteria, venue **selection**, language testing **requirements**, and suggested **program** provider.

Participant Training Program Requests often comprise a major component of Sponsoring Unit Participant Training Plans.

For best practice guidance and a sample template for drafting Participant Training Requests, see [ADS 253sac, Participant Training Intervention Request Form](#).

### **253.3.1.5 Participant Training Program Implementation Plan**

Effective Date: 09/26/2014

While not mandatory, an Implementer can prepare a Participant Training Program Implementation Plan in response to a Participant Training Program Request (see **253.3.1.4**). The Implementer would prepare this Plan after the program provider has been selected and has developed the program. The Participant Training Implementation Plan covers each segment of the Participant Training program, including relationships of program components to assistance objectives, identification of the program provider, and the location, specific program components, and duration of each segment. It also describes in day-by-day detail how the program objectives will be achieved and provides a budget estimate.

For best practice guidance and a sample template for developing Participant Training Implementation Plans, see [ADS 253sad, Participant Training Program Implementation Plan](#).

### **253.3.2 Participant Eligibility and Selection**

Effective Date: 09/26/2014

Effective selection of Participants results in a **Participant Training** program with highly motivated Participants who perform well, participate appropriately, benefit from the **program**, and are highly likely to apply the **acquired knowledge and skills (and/or attitudes)** in furtherance of program objectives. An adequate investment of time and effort in selection is essential to both program cost containment and impact.

It is preferable that USAID staff approve individuals who are selected for Participant Training; at a minimum, Sponsoring Units must review the names and countries of residence of selected Participants.

The [AID Form 1380-1, Participant/Exchange Visitor Biographical Data](#), is an optional form may be used to collect Participant biographical information (**use of the form is a highly recommended best practice**).

## a. Eligibility

Sponsoring Units must be guided by the following requirements to determine an individual's eligibility for Participant Training:

1. Individuals who USAID sponsors for Participant Training must be citizens or legal residents of the host country.
2. U.S. citizens, U.S. permanent residents, individuals with dual U.S. and other country citizenship living outside the U.S., green card holders, and individuals who are seeking asylum in the U.S. are **not** eligible for USAID-sponsored Participant Training programs unless the need for such **sponsorship** is critically related to attaining a development objective, and the Sponsoring Unit justifies the program in writing and on a case-by-case basis. The Sponsoring Unit's official **Participant Training** files must store a copy of the justification.

The Mission Director or cognizant Washington Office Director must approve the selection of excepted Participants. The approving official must be aware that the U.S. citizen, U.S. permanent resident, or individual with dual U.S. and other country citizenship, or green card holder Participant will not travel with a J-1 visa, will have the right to remain in the U.S. permanently after completing the USAID-sponsored **program**, and will not be included in Agency statistical reporting of Participant Training **programs**.

Sponsoring Units must not enter any information related to a U.S. citizen in the TraiNet system or USAID Visa Compliance System (VCS). Information related to U.S. citizens selected as excepted Participants must be documented via hardcopy documentation in the Sponsoring Unit's official **Participant Training** files.

**Sponsoring Units must advise U.S. citizens, who are selected by the Mission Director or cognizant Washington Office Director as excepted Participants, in writing that there may be U.S. income tax implications related to tax payments over and above any amount due in connection with their USAID program. The approved, excepted U.S. citizen Participant is responsible for such tax payments.**

3. Individuals who are from a "Covered Country" must meet the criteria in **[ADS 206, Prohibition of Assistance to Drug Traffickers](#)**.
4. **Sponsoring Units may approve Third-Country Nationals (TCNs) residing in USAID presence or non-presence countries only on a case-by-case basis.**

Selection justification must be documented via hardcopy documentation in the Sponsoring Unit's official Participant Training files and must describe:

- How the approved sponsorship of the TCN contributes to the achievement of a development objective or USG initiative;
- Why sponsoring the individual is more advantageous than investing in a host-country national; and
- The cost-effectiveness of the approved sponsorship and the likelihood that the TCN will return to work in the host country, unless otherwise justified.

The Sponsoring Unit must also ensure that all other aspects of Participant processing are carried out as indicated in this chapter and in [ADS 252](#).

5. Individuals who USAID sponsors for Participant Training **may** be working under a non-competitively awarded USAID cooperative agreement or sub-agreement, grant or sub-grant, but **must not** be:
- Employed by USAID, including Personal Services Contracts (PSC) and interagency agreements with USAID;
  - Working under a USAID contract or sub-contract;
  - Working under a competitively awarded USAID cooperative agreement or sub-agreement, grant or sub-grant.
  - Employed by a Public International Organization (see [ADS 308.3.10](#)).

## b. Selection

Sponsoring Units must be guided by the following Participant selection guidelines:

1. Participants must not be chosen based on any personal, non-program interests. Patronage must be avoided and selection criteria must be transparent. Immediate family members of USAID employees may not be selected.
2. It may be advantageous to select an alternate candidate for Participant Training in the event that a primary candidate is unable to participate.

3. Participants should possess the prerequisite academic or other skills/experience that will enable them to successfully complete the **program**.
4. **Gender Equality and Women's Empowerment:** In alignment with Agency policy on gender equality and women's empowerment, E3/ED has established an annual target of 50 percent female participation in Participant Training (see **253.1**). This target applies to each Sponsoring Unit, not to individual programs. Sponsoring Units should try to meet the 50 percent female participation target, and should seek to exceed it when, for example, their objective is to substantially increase the number of women trained in certain areas as quickly as possible. Sponsoring Units must identify and consider structural and cultural conditions in the host country that limit women's Participant Training opportunities when they plan projects and activities (see [ADS 205, Integrating Gender Equality and Female Empowerment in USAID's Program Cycle](#)).
5. **Qualified Lesbian, Gay, Bisexual, and Transgender (LGBT) Persons:** LGBT issues in USAID presence countries must be explored and addressed through the involvement of LGBT persons in Participant Training programs. Sponsoring Units must select and include qualified LGBT persons, without discrimination, in Participant Training.
6. **Qualified Persons with Disabilities:** Sponsoring Units must select and include for Participant Training (both academic and technical) qualified Persons with Disabilities. [The USAID Disability Policy Paper](#), dated September 12, 1997, provides guidance and procedures to promote Participant Training opportunities for persons with disabilities within USAID programs in the U.S. as well as in host countries where USAID has programs.

The Policy Paper defined a disability as a physical or cognitive impairment that affects a major life function, consistent with the definition found in the Rehabilitation Act of 1973. Sponsoring Units must: 1) make programs inclusive; 2) consult with the disability community; 3) increase staff awareness; and 4) discuss disability issues with host country counterparts and other stakeholders, including contractors, grantees, and other donors.

Participants with disabilities must be included in USAID-sponsored Participant Training programs as much as possible. Higher program costs associated with any individual Participant with disabilities is insufficient justification for Sponsoring Units to preclude the Participant from a Participant Training program if she or he is otherwise qualified. Therefore, the requirements for the placement and monitoring of Participants with

disabilities are the same as for all other Participants except for the following:

**SPECIAL ALLOWANCES** – Sponsoring Units may need to budget higher costs related to Participants with disabilities, and provide them with the equipment/supplies they need as well as other necessary household-related items so that they have the same opportunity to succeed as non-disabled Participants.

Participants with disabilities may need additional medical equipment (such as wheelchairs, crutches, special telephones for the hearing/visually impaired) or additional **program provider**-related equipment and supplies (such as Braille **keyboards** and Braille textbooks, which may be more expensive than regular textbooks).

Participants with disabilities may also need additional settling-in and/or exit allowances to cover the cost of a ramp to accommodate a wheelchair, higher typing costs, additional computer time/equipment return, and/or baggage allowances to cover the expense of equipment that had to be purchased rather than rented.

The Sponsoring Unit (and **implementer, in accordance with their award**) should review and approve the additional allowances on a case-by-case basis.

**MAINTENANCE ALLOWANCES** – Participants with disabilities must receive the same maintenance allowances as other Participants except when the individual requires a personal assistant. The personal assistant may be a spouse or adult family member who travels with the Participant, or may be someone hired upon arrival in the U.S.

Some Participants may also require an assistant who helps with school/**program**-related activities. For the purposes of a J-2 visa for a dependent, a dependent is defined as a spouse or child **under 21 years old**. If the Participant travels with a family member who also serves as a personal assistant, the Sponsoring Unit may reduce or waive the amount of funds required to be available in order to qualify for dependent status.

In addition, the Sponsoring Unit may increase the Participant's monthly maintenance allowance to cover the expenses incurred by the dependent up to 50 percent of the Participant's maintenance, plus an amount to cover the dependent's health and accident insurance. USAID will only provide additional maintenance for the personal assistant and not for any other dependents that accompany the Participant and assistant. Please note that the Participant's use of a non-family member as a personal assistant

may cause the Sponsoring Unit problems with securing the appropriate visa or establishing the appropriate mechanism to pay the personal assistant's "salary."

**MEDICAL INSURANCE** –Sponsoring Units or the monitoring contractor must have proof that each disabled Participant has sufficient insurance coverage for the disability, as well as any other pre-existing medical condition.

**253.3.2.1 Observers**  
Effective Date: 09/26/2014

Sponsoring Units may allow **Participant Training** program stakeholders, such as Agency staff, USAID implementers, and other partners, to accompany Participants on programs as observers. The presence of observers is often desirable, especially in the case of short-term technical **Participant Training programs**, because it can help build continuity with other technical assistance activities related to the program.

Sponsoring Units must ensure:

- Funds that otherwise would have been used for Participant **Training** sponsorship are not used for observer travel;
- Observers have attended the pre-departure (see **253.3.5.4** or **253.3.7.4**) or pre-**program** orientation (see **253.3.4.4**), and that their observer role is clearly defined in the orientation; and
- Observers do not disrupt the program by attempting to change the schedule or other aspects of the program design, once the program has commenced.

Please note that observers must travel on a visa other than J, unless determined otherwise by a consular officer. USAID visa compliance processes and systems must not be used to assist observers in obtaining a J visa (see [ADS 252](#)).

**253.3.3 Cost Tracking**  
Effective Date: 09/26/2014

Sponsoring Units must apply cost control principles for all types of Participant Training, whether U.S.-based, third-country, regional, or in-country **programs**. The Sponsoring Units must group the cost data in a standard format that supports analytical studies, comparisons, and for IRS reporting in the case of U.S.-based **Participant Training**.

Sponsoring Units must use the following cost tracking categories. Sponsoring Units must group direct **Participant Training** expenditures under the three cost categories

captured by TraiNet: Instruction, Participant, and Travel. The three cost categories below can be further defined using any detailed sub-line items if needed:

1. **INSTRUCTION** includes costs directly incurred to convey knowledge or impart skills (and/or attitudes). In addition to outsourced instructional costs, Sponsoring Units must also estimate Participant Training costs embedded within a technical assistance contract or activity and not clearly separable from other expenditures. The estimates must include proportionate staff time along with other identifiable Participant Training program costs. A sample list of instruction costs includes the following items or their functional equivalents:
  - Technical Participant Training program fees;
  - Instruction or instructional portion of a packaged program;
  - Academic tuition and fees [excluding housing or lodging], as published;
  - Transport of instructors or program providers;
  - Books, computers, equipment, supplies, course handouts, Internet connectivity fees;
  - Dissertation/thesis expenses, production allowance;
  - Seminar/conference registration fees;
  - Workshop fees;
  - Professional society membership fees, journal and media subscriptions;
  - English language training;
  - Orientations and airport meet and greet services;
  - Escort/interpreter's fees; and
  - Supplemental enrichment programs.
  
2. **PARTICIPANT** includes costs directly incurred to meet the Participant's personal needs and program requirements. A sample list of Participant costs includes the following items or their functional equivalents:
  - Housing or lodging, or lodging portion of a packaged program;

- Maintenance allowances and per diem rates;
  - Health and accident insurance premium;
  - Medical examination fees, if applicable;
  - Visa or Exchange Visitor status fees, if any;
  - W-7 certification fees (certification of non-U.S. residence for tax purposes); and
  - Federal, state, and local income taxes, if any.
3. **TRAVEL** includes costs directly incurred to transport the Participant (and not to transport instructors or program providers) from the home country to the country where the program is taking place and back, as well as costs related to travel within the country where the program is taking place. 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 program site(s).

Sponsoring Units must document their reason(s) for selecting higher-cost Participant Training sites or programs that on the surface appear to be functional equivalents to lower-cost alternatives.

Sponsoring Units must observe the principles of cost sharing whenever possible, but the application of cost sharing must be flexible and case-specific to the capabilities of cost-sharers, or when the award includes a cost share component. A 25 percent contribution of total Participant Training program costs by other contributors is a general target. USAID may count in-kind contributions toward cost sharing when they are assigned a reasonable monetary value.

Sponsoring Units are encouraged to estimate the administrative project costs (including salaries, fringe benefits, staff travel, consultant fees, sub-contracts, and indirect costs) associated with each Participant Training program. The administrative cost of each program should be retained on file for reference. For best practice guidance and a sample template for developing a Participant Training program budget, see [ADS 253sae, Budget Worksheet \(BWS\)](#).

#### **253.3.4 In-Country Participant Training Requirements** Effective Date: 09/26/2014

Sponsoring Units must consider the option of in-country **Participant Training** (any **Participant Training program** conducted in the host country). This option often combines instructional or classroom stimulus with procedural simplicity, and possible cost savings.

#### **253.3.4.1 Provider Selection**

Effective Date: 09/26/2014

Sponsoring Units must determine **Participant Training** objectives before addressing cost issues. In cases where the delivery of the actual **exchange**, training, or education will be outsourced by an Implementer, the Sponsoring Unit must ensure that the Implementer considers the best practice of procuring **Participant Training program provider** services through limited competition.

#### **253.3.4.2 Travel, Lodging, and Other Logistics**

Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to Participant travel and lodging, Participant allowances, and other logistics:

##### **a. Participant Travel**

Sponsoring Units must purchase round-trip (if feasible), economy class airline tickets for in-country Participant travel that involves air transportation.

##### **b. Participant Lodging**

When an in-country **program** requires overnight lodging, Sponsoring Units should follow the Agency best practice of arranging double-occupancy accommodations whenever feasible, except when home-stays are being arranged. Per Participant lodging costs will be significantly below standard allowance rates, which are based on single occupancy.

##### **c. Participant Allowances**

The Sponsoring Unit, in coordination with the **Participant Training program** provider, will determine in-country long-term and in-country short-term maintenance rates, where applicable.

**Sponsoring Units, and Implementers in accordance with the terms of their awards, must not deduct from Participant allowances Participant costs that will be paid by the Sponsoring Unit or Implementer separately from allowances (see 253.3.3).**

#### d. Interpreters

In cases where a Participant requires an interpreter for an in-country **program**, Sponsoring Units must negotiate the interpreter's compensation for each program to obtain 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 must not assign Participants who know the language of **the Participant Training program** to be collateral interpreters or technical escorts while they are in Participant status, as they are not trained in interpreter or technical escort skills, and undertaking those duties would detract from their full participation in the program.

#### **253.3.4.3 Conditions of Sponsorship**

Effective Date: 09/26/2014

The following subsections detail the minimum essential conditions of sponsorship.

##### a. Health and Accident Insurance

Sponsoring Units must determine whether specific in-country **Participant Training program** activities subject them to any risk of health and accident liability for medical costs Participants may incur, and if so, take appropriate steps according to local situation, including purchasing independent supplemental insurance.

##### b. Language Proficiency

Sponsoring Units must arrange for a language assessment if there are any doubts of a Participant's proficiency in the language in which the **Participant Training program** is to be conducted, unless the Sponsoring Unit has pre-determined that an interpreter will accompany the Participant(s).

##### c. Program Work Load

Participants in academic degree programs (associate, bachelor's, master's degree, or doctorate) must be registered for a full-time student course load or be engaged in program-related activities on a full-time basis, as defined by the respective **academic institution** throughout the duration of their USAID-sponsorship. Academic **Participant Training** programs that bridge the summer months must include the equivalent of full-time summer study.

Participants in non-degree **programs** must be engaged in the program on a full-time basis, as defined by the respective **Participant Training program** provider.

**253.3.4.4 Pre-Participant Training Preparation and Orientation**

Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to pre-Participant Training preparation and orientation:

**a. Stakeholder Compact**

Although not mandatory for in-country Participant Training, Sponsoring Units have the option of preparing a written Stakeholder Compact for each Participant sponsored by USAID for in-country Participant Training. Individuals who accept sponsorship by USAID for in-country Participant Training enter into a relationship of mutual commitment between USAID, the Implementer, the Participant Training program provider, the Participant, and the Participant's employer. This relationship entails both rights and responsibilities for all parties, which are written out in a Stakeholder Compact (sometimes referred to as a Stakeholders' Agreement, Participant Training Agreement or Objectives Memorandum). Elements of a Stakeholder Compact include:

- A description of expected work performance outcomes from the Participant Training program and/or post-program follow-on activities; and
- An agreed-upon return-to-work date and stakeholder responsibilities in the post-program, follow-on phase.

For short-term programs, the Sponsoring Unit is encouraged to develop wording for a standardized, summary Stakeholder Compact.

In cases where no employer is identified at pre-departure time (for example, with self-employed Participants, entrepreneurs, or some long-term Participants), the Stakeholder Compact is drawn between the Participant, the Sponsoring Unit, and other stakeholders. The cost-benefit of the Participant Training program in question must be clear in meeting organizational performance goals.

For best practice guidance and a sample template for developing stakeholder compacts, see [ADS 253sai, Stakeholder Compact Illustratives](#).

**b. Orientation**

Pre-program orientation is an integral part of any Participant Training program. Orientations create a foundation for technical or academic Participant Training by reducing uncertainty and eliminating obstacles to learning. Orientation is particularly beneficial to Participants who will be involved in certain types of programs, like those involving an overnight stay or exposure to cultural or civil challenges in the country of the Participant Training program.

Orientation is normally divided into four parts: Program Objectives and Overview; Administrative and Policy Review; Cultural Aspects; and Training/Learning Methods. USAID recommends that these topics be covered in orientations for in-country Participants.

#### **253.3.4.5 Monitoring and Reporting**

Effective Date: 09/26/2014

Sponsoring Units must monitor and report on in-country programs and Participants to ensure that problems are identified and resolved quickly and that **the Participant Training program** is successful.

##### **a. Participant Monitoring**

Sponsoring Units must monitor each Participant's progress in an in-country program. At a minimum, program and Participant monitoring must show that:

- Sponsoring Units maintain current Participant contact information;
- The Participant promptly reports any change of address;
- **The Participant Training program meets the original program objectives and Stakeholder Compact requirements, if applicable;**
- The Participant is enrolled in a full course of study, if in an academic program, or is regularly attending scheduled activities or sessions of a technical program;
- The Participant attains established levels of achievement; as determined by the **Participant Training program** provider ; and
- The Participant has not developed serious personal or health problems that impair the successful completion of the program.

##### **b. Participant Reporting**

Sponsoring Units must use TraiNet to document all USAID Participants, except U.S. citizens (see **253.3.2**). The Office of Management and Budget (OMB), in accordance with the Paperwork Reduction Act, approved TraiNet as the official USAID Web-based **Participant Training** management system database. TraiNet is funded and maintained by E3/ED.

Sponsoring Units must enter data in TraiNet for any in-country **Participant Training** programs or sub-programs of two consecutive class days or more in duration, or 16 contact hours or more scheduled intermittently. However, Sponsoring Units should

report any and all other in-country **Participant Training programs** that are critical to their development efforts.

Sponsoring Units must enter selected, aggregated, in-country **Participant Training** data into TraiNet no less frequently than within 30 days of the end of each Federal fiscal year quarter. Sponsoring Units must consolidate the **Participant Training** data according to program or sub-program. **Sponsoring Units must enter each Participant's name for long-term (six months or longer) programs, and consolidate Participant Training data according to program or sub-program, as required for third-country Participant Training.** The data must include:

- Participant Name (for long-term programs);
- Participant Country of Residence;
- Subject area;
- Program Name;
- Start and end date;
- Total number of Participants per Participant group, with gender breakdown; and
- Total cost of each **Participant Training** program.

Sponsoring Units must update the estimated **Participant Training** costs that were developed during the planning phase, and report actual **Participant Training** costs incurred in TraiNet within 30 calendar days (90 calendar days for long-term programs) of the completion of each program (see **253.3.3**).

#### **c. Required File Documentation**

Sponsoring Units, and Implementers in accordance with the terms of their awards, must handle, maintain, and safeguard EV documentation in compliance with the USAID Records Management Program (see [ADS 502, The USAID Records Management Program](#)).

Sponsoring Units must retain hard (paper) copies of the following administrative file documents of Participants, dependents, and sponsored programs:

- Participant Training Program Request, if applicable (see **253.3.1.4**);
- Nomination/Participant selection documentation;

- Participant Training Program Implementation Plan, if applicable (see **253.3.1.5**); and
- Participant tracking documentation

### **253.3.5 Third-Country Participant Training Requirements**

Effective Date: 09/26/2014

Sponsoring Units must consider the option of third-country **Participant Training** (any **Participant Training program** conducted in a country that is not the host country or the United States). This venue option often provides the content benefits of immersion and experiential learning, a focus on theory or a regional model, regional linkages, and team formation.

Third-country **Participant Training programs** must **not** take place in countries that are identified as terrorist countries by the U.S. Department of State (see [State Sponsors of Terrorism](#)).

Only the **Mission Director** or cognizant **Washington Office Director** may waive the restrictions outlined above on a case-by-case basis (e.g., on a by program basis). This authority may not be re-delegated.

#### **253.3.5.1 Provider Selection**

Effective Date: 09/26/2014

Sponsoring Units must determine **Participant Training** objectives before addressing cost issues. In cases where the delivery of the actual **exchange**, training, or education will be outsourced by an Implementer, the Sponsoring Unit must ensure that the Implementer considers the best practice of procuring **Participant Training program provider** services through limited competition.

#### **253.3.5.2 Travel, Lodging, and Other Logistics**

Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to Participant travel and lodging, Participant allowances, and other logistics:

##### **a. Participant Travel**

Sponsoring Units must purchase round-trip (if feasible) economy class airline tickets for Participant travel.

##### **b. Participant Lodging**

Sponsoring Units should follow the Agency best practice of arranging double-occupancy accommodations whenever feasible, except when home-stays are being arranged. Per Participant lodging costs will be significantly below standard allowance rates, which are based on single occupancy.

### c. Participant Allowances

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 must not pay Participants the published allowance rates in full, without cause. Sponsoring Units must adjust payment accordingly if the full amount is not required. Sponsoring Units must make any final determinations regarding allowance adjustments, including a determination as to whether to reduce maintenance for trips of fewer than 30 days outside the country of the Participant Training program.

The maintenance allowances for third-country Participant Training programs fall into two categories that Sponsoring Units must observe: long-term programs and program allowance rates and short-term programs and program allowance rates.

#### 1. Long-Term (six months or longer) Program Allowance Rates

The Sponsoring Unit must establish third country long-term (six month or longer) Participant Training allowance rates based on program needs and the prevailing practices in the location of the Participant Training program.

#### 2. Short-Term (less than six months) Program Allowance Rates

Third-country short-term (less than six months) Participant Training allowance rates must not exceed foreign per diem rates established by the Department of State, Office of Allowances as maximum U.S. dollar rates for reimbursement of government civilians traveling on official business in foreign areas. For regulations pertaining to these rates, see the Standardized U.S. Government Federal Travel Regulations as established by the General Services Administration (GSA) ([41 CFR 301-7](#) and [301-8](#)).

### d. Interpreters

Sponsoring Units must negotiate interpreter's compensation 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 must not assign Participants who know the language of the Participant Training program to be collateral interpreters or technical escorts while they are in

Participant status, as they are not trained in interpreter or technical escort skills and undertaking those duties would detract from their full participation in the program.

**253.3.5.3 Conditions of Sponsorship**  
Effective Date: 09/26/2014

Sponsoring Units must inform all potential Participants of the Agency's conditions of sponsorship for third-country **Participant Training**, and seek potential Participants' agreement to those conditions, as part of the initial Participant selection process (see **253.3.2**).

For long-term (six months or longer) third-country **programs**, Sponsoring Units must ensure that Participants sign the [AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training](#), **dated 01/2010 or later**, indicating that they understand and agree to the contents of the form before accepting USAID sponsorship. This form is an optional best practice for short-term (less than six months) third-country **programs**. The following subsections detail the minimum essential conditions of sponsorship:

**a. Visa Compliance**

Foreign nationals may be required to obtain a visa to enter the country of **the Participant Training program**. In such cases, Sponsoring Units must adequately brief Participants so that they understand the requirements and benefits of their visa status, and to meet those requirements and maintain status at all times while in the country **where the program is taking place**.

During transit, the U.S. Government requires citizens of certain countries to go through the U.S. consular screening process even though they remain airside and do not pass through immigration control. If Participants intend to transit through the U.S. or through another country en route to the country of **the Participant Training program**, USAID expects the Participant to personally obtain the transit visa, if the country in transit does not exercise the visa-free transit regime. A C1 Transit Visa is required for transit through the U.S.

**b. Dependents**

USAID defines a dependent in the context of third-country **Participant Training** as the spouse or child **under 21 years old** of a USAID-sponsored Participant. In order to avoid a management burden and financial liability, and to minimize the possibility of non-returnees, USAID strongly discourages dependent travel. Sponsoring Units must be mindful of the possible adverse **effects** of dependents on program success.

Sponsoring Units must approve dependent travel for third-country programs. A Sponsoring Unit may only approve dependent travel when it is in the best interest of the

Agency, or when cultural or religious norms would otherwise require a Participant Training program to be cancelled if a Participant could not be accompanied by a dependent.

The Participant bears sole responsibility for supporting his or her dependents while they are in a third country, and must present the Sponsoring Unit with evidence of having the resources to do so. The evidence of resources should include a round-trip airline ticket (if feasible) or guaranteed round-trip airline travel for the dependent(s), as well as health and accident insurance coverage. USAID has no obligation to pay living expenses for family members who accompany a Participant.

Each Mission must establish a policy governing the travel of dependents eligible to accompany or join the Participant during third-country Participant Training programs. Missions may permit such Participants to bring family members to the country where the program is taking place either for the full program period or for short visits so long as Participants have sufficient personal financial resources to cover related expenses. Missions or their contractors must consider first whether: a) the Participant is likely to be distracted from program goals by family obligations; and b) the separation from family during the program will pose a hardship likely to affect the Participant's learning ability. Sponsoring Units should provide a pre-departure orientation for dependents when practical.

Adequate financial expenditure estimates are based on the cost of living in the area where the Participant Training program is taking place. A general rule is that 50% of the monthly maintenance for the area is required for each accompanying dependent. The Sponsoring Unit must consider the total number of dependents and the expected length of stay in the country where the program is taking place in determining total expenditure estimates for the Dependent Certification. Sponsoring Units have the option of using [AID form 1380-5, Dependent Certification](#) to document approval of dependent travel for third-country programs.

The Participant must arrange, maintain, and pay for each dependent's health insurance coverage and ensure that the insurance remains in effect for the duration of the dependent's presence in the third-country. Dependent health insurance coverage arranged by the Participant must provide for maternity benefits, if appropriate.

Participants must make sure that dependents' flight tickets do not expire (are kept updated with the issuing airline).

### **c. Health and Accident Insurance**

Sponsoring Units must enroll Participants of third-country Participant Training programs in health and accident insurance coverage. Sponsoring Units may select any provider

that offers requisite coverage, as determined in consultation with knowledgeable sources in the receiving country.

#### d. Participant Employment

USAID-sponsored **Participants** of third-country **Participant Training programs** can be employed in the third-country where the **program** is taking place only in connection with an assistantship, on-the-job-Training, or **program-related** practical experience that **is an integral, documented part of the sponsored program** and the Sponsoring Unit approves it. As long as the employment is part of the approved program, USAID does not require special work permission. When a Participant receives a salary or stipend in connection with employment that is part of the sponsored **program**, the individual's maintenance allowance must be reduced by the net amount paid.

USAID-sponsored **Participants of** third-country **Participant Training programs** can also be employed in the third-country where the **program** is taking place when the employment **is not part of the approved sponsored program**, only under the following conditions. The Sponsoring Unit must make a factual determination that:

- The Participant requires employment for an urgent and unusual need that has arisen since the Participant arrived in country. Financial needs associated with the Participant having dependents in the third-country where the **program** is taking place are **not** sufficient justification for employment.
- Employment does not exceed twenty hours per week; and
- Employment does not interfere with the Participant's **program participation** nor cause his or her studies to fall below the full-time level.

Sponsoring Units must approve any employment in writing in such cases when the employment is not part of the program. If at any point the Participant's **program participation** becomes affected by the employment, the Sponsoring Unit must take steps to have the individual end the employment. Participant employment may not be approved for the purpose of supporting dependents.

#### e. Language Proficiency

Unless an interpreter has been arranged, Sponsoring Units must verify that each Participant is proficient in the language **the Participant Training program will be conducted in**, at a sufficient level to participate in his or her program.

#### f. Program Work Load

Participants in academic degree programs (associate, bachelor's, master's degree, or doctorate) must be registered for credits and carry a full-time student course load or be engaged in program-related activities on a full time basis, as defined by the respective

academic institution, throughout the duration of their USAID-sponsorship. Academic Participant Training programs that bridge the summer months must include the equivalent of full-time summer study.

Participants in non-degree programs must be engaged in the program on a full time basis, as defined by the respective Participant Training program provider.

#### **253.3.5.4 Pre-Departure Preparation and Orientation**

Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to pre-departure preparations and orientation:

##### **a. Stakeholder Compact**

Sponsoring Units have the option of preparing a written Stakeholder Compact for each USAID-sponsored third-country Participant Training Participant.

Individuals who accept USAID sponsorship for Participant Training in a third-country enter into a relationship of mutual commitment involving USAID, the Implementer, the Participant Training program provider, the Participant, and the Participant's employer. This relationship entails both rights and responsibilities for all parties. The Stakeholder Compact (sometimes referred to as a Stakeholders' Agreement, Training Agreement, or Objectives Memorandum) sets out these rights and responsibilities in writing. Elements of a Stakeholder Compact include:

- A description of expected work performance outcomes from the Participant Training program and/or post-program follow-on activities; and
- An agreed-upon return-to-work date and stakeholder responsibilities in the post-program, follow-on phase.

For short-term (less than six months) Participant Training programs, the Sponsoring Unit should develop wording for a standardized, summary Stakeholder Compact linked to the [AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training](#), dated 01/2010 or later.

In cases where the agreement does not identify an employer at pre-departure time (for example, with self-employed Participants, entrepreneurs, or some long-term Participants), the Stakeholder Compact is drawn between Participant, the Sponsoring Unit, and other stakeholders. The cost-benefit of the Participant Training program in question must be clear in meeting organizational performance goals.

For best practice guidance and a sample template for developing stakeholder compacts, see [ADS 253sai, Stakeholder Compact Illustratives](#).

## b. Pre-Departure Orientation

Sponsoring Units must conduct pre-departure orientation for third-country programs. Pre-departure orientation is an integral part of any **Participant Training program** and creates a foundation for technical or academic Training by reducing uncertainty and eliminating obstacles to learning. Participation by **Implementer staff, Mission Participant Training staff and** technical office staff, host country officials, and returned USAID Participants may be valuable, particularly when group orientations are held.

Pre-departure orientation is typically divided into four parts: Program Objectives and Overview; Administrative and Policy Review; Cultural Aspects; and Training/Learning Methods. These topics should be covered in orientations for third-country Participants.

### 1. Program Objectives and Overview

The Sponsoring Unit, implementing partner, and stakeholders agree on the objectives, content, and logistics of the **Participant Training program**, return to work date, itinerary, and the institutional change that the **program** is expected to support. Participants must understand the relationship of their **program** to the USAID and host country development plan and what their responsibilities are in return.

**For academic programs, differences in academic procedures and expectations between the home country and the country where the program is taking place must be explicitly discussed with the Participant.** This is particularly important when differences in academic relationships and teaching systems could hinder the Participant's integration into the program, and thereby constrain learning.

### 2. Administrative and Policy Review

An oral review of the administrative aspects of the **Participant Training program** must be thorough and careful. Uncertainty about logistics, scheduling, or administration can be stressful for some Participants. The Review must include:

- A completed Participant Pre-Departure Checklist completed by the Sponsoring Unit and a copy given to the Participant;
- An [AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training](#), **dated 01/2010 or later**, signed by the Participant and a Sponsoring Unit official;

- When applicable, the Stakeholder Compact to confirm the Participant's understanding of responsibilities as a USAID-sponsored Participant; agreement with the **program** objectives and anticipated results; the requirement to return to the home country upon completion of the **Participant Training program**; and the consequences of failing to do so. The Mission retains one copy of these documents; the other is given to the Participant. The Mission sends a copy to an Implementer, when necessary;
- USAID policies and rules on per diem payments, employment, operation of automobiles, dependents, and other similar issues;
- Travel plans, including reservations, tickets, arrival, and airport arrangements, security procedures at the port of entry, date of departure, and date of arrival in and departure from the country **where the program is taking place**;
- Explanation of health and accident insurance coverage and limitations must make clear that USAID is not responsible for claims in excess of the coverage provided or for claims ineligible for coverage;
- Emergency contact information for Participants in distress in the third country;
- The requirement to return home immediately upon completion of the program and penalties for failing to do so;
- An explanation of maintenance and other allowances. The Participant is advised, in writing, that USAID will pay no legal fees on behalf of a Participant if the Participant is arrested or otherwise required to obtain legal counsel, and that the Sponsoring Unit will reduce maintenance rates if the Participant receives any additional income in the form of a scholarship, assistantship, or wages;
- Hotel and housing arrangements and an explanation of the financially responsible party;
- Participant's physical mailing address (not a P.O. Box); and
- Emergency contact numbers in the Mission so that family members can contact Participants in an emergency.

### 3. Cultural Aspects

Participants and their dependents who travel to the third country to join them require a brief introduction to life in the country **where the program is taking place**, which includes some understanding of the culture, climate, clothing, foods, religions, and other customs, as well as some information on political differences and personal safety. Returned Participants are particularly useful guests at orientation because they can give first-person accounts of awkward cultural situations that the Participants might encounter.

The orientation must stress appropriate behavior in male-female relationships and interaction in the country **where the program is taking place**, especially as regards minor children. Films, videotapes, the Internet, books, role playing, and other resources can be used to raise awareness of beliefs, behavioral patterns, social manners, and similar key cultural standards.

#### 4. Methods of Learning **or Interaction**

The pre-departure orientation must explain the interactive nature of classroom discussion **or exchange interaction**, in which Participants are expected to express their own thoughts and analyses of problems. Many third-country **Participant Training** programs require a minimum level of computer literacy, for example, for Internet or library searches. Such instruction must be provided in the home country as needed, wherever possible.

### **253.3.5.5 Monitoring and Reporting**

Effective Date: 09/26/2014

Sponsoring Units must monitor and report on programs and Participants.

#### **a. Participant Monitoring**

Sponsoring Units must monitor each Participant's progress in a third country to ensure that problems are identified and solved quickly and that the **Participant Training** is successful. At a minimum, monitoring must confirm that:

- The Participant has arrived and settled into appropriate living quarters;
- The Participant promptly reports any change of address;
- **The Participant Training program meets the original program objectives and Stakeholder Compact requirements, if applicable;**
- The Participant is enrolled in a full course of study, if in an academic program, or is regularly attending scheduled activities or sessions of a technical program;

- The Participant attains established levels of achievement; as determined by the **Participant Training program** provider;
- The Participant does not develop serious personal or health problems that impair the successful completion of the program; and
- The Sponsoring Unit makes departure arrangements for the Participant upon the completion, end, or termination of the program. The Sponsoring Unit arranges a debriefing with the Participant.

Sponsoring Units must maintain current Participant contact information in the country **where the program is taking place** of all Participants.

#### **b. Non-Returnees**

USAID considers any Participant Training program to include travel from the country **where the program is taking place** to the Participant's home country in addition to the technical or practical components of the program; therefore, the end date of a Participant's program is the day that the Participant is **scheduled to arrive back in** his or her home country from the country **where the program is taking place**. A Participant must depart the country **where the program is taking place** within three calendar days (seven calendar days for long-term programs) after the last technical or practical **component** of his or her program unless circumstances arise that would preclude such departure and the Sponsoring Unit gives the Participant written approval for a later return date.

USAID-sponsored Participants must return to their home country immediately upon departure from the country **where the program is taking place**. Sponsoring Units must make continuous efforts to see that Participants do so. Careful selection of Participants, predetermination of Participants' employer's or Participants' affiliated organization's commitment to the **Participant Training** program, progress monitoring, and tracking Participants' post-**program** whereabouts will help ensure that Participants' return to their home country when **the program** ends.

Sponsoring Units must track the departure status of their Participants and follow up promptly if a Participant fails to return home after completion of his or her USAID program.

The Sponsoring Unit is responsible for the determination, in writing, that the Participant is a non-returnee. Once that determination is made, the Sponsoring Unit must then initiate actions on behalf of the U.S. Government to recover the **Participant's Participant Training program** costs in accordance with USAID procedures (see **253.3.5.5f**). USAID must retain information about the **Participant's program** costs in the Participant's file and also record the costs in TraiNet.

### c. Participant Arrest

Implementers in accordance with their awards must notify the Sponsoring Unit immediately and in writing when Participants are arrested. Neither USAID nor the implementer must aid or abet the Participant's departure from the third country prior to the date of trial. If a Participant must remain past the anticipated return date for reasons related to arrest and trial, the Sponsoring Unit must make financial arrangements consistent with the [AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training](#), dated 01/2010 or later, for appropriate accommodations until the Participant's trial is over and the court renders a final legal determination.

### d. Death of a Participant

In the event that a Participant dies during the course of his or her third-country [Participant Training](#) program, Sponsoring Units, and Implementers in accordance with the terms of their awards, must perform the following actions:

- Inform the deceased Participant's next-of-kin or other appropriate family member, and inquire into any special cultural or religious requirements for handling and repatriating the remains;
- Notify the USAID Contracting Officer's Representative or Agreement Officer's Representative (if the representative is not within the Sponsoring Unit);
- Contact the Participant's health and accident insurance provider for assistance with repatriation of remains;
- Notify the U.S. Embassy in the deceased Participant's country of residence or home country from which the Participant departed for the [Participant Training](#) program;
- Notify the Embassy of the deceased Participant's country of residence or home country located in the country [where the program is taking place](#), and inquire into any special cultural or religious requirements for handling and repatriating the remains; and
- Work with the mortuary in the country [where the program is taking place](#) to ensure that preparation and repatriation of remains has been expeditiously arranged, and that all necessary documentation (including repatriation contact information and address in the deceased Participant's country of residence or home country) has been provided for transport and delivery of remains.

### e. Participant Reporting

Sponsoring Units must use TraiNet to document all USAID Participants, except U.S. citizens (see **253.3.2**). TraiNet is the Agency-wide database for **Participant Training**, jointly supported by E3/ED and the Bureau for Management, Office of the Chief Information Officer, Division of Software Development Maintenance (M/CIO/DS).

Sponsoring Units must enter program data for third-country Participant Training in the TraiNet database no less frequently than within 30 days of the end of each Federal fiscal year quarter. Sponsoring Units must enter each Participant's name **for long-term (six months or longer) programs**, and must consolidate **Participant Training** data according to program or sub-program, as is required for in-country **Participant Training**. The data must include:

- Participant Name (for long-term programs);
- Participant Country of Residence;
- Subject area;
- Program Name;
- Start and end date;
- Total number of Participants per Participant group, with gender breakdown; and
- Total cost of each Participant Training program.

Sponsoring Units must update estimated **Participant Training** costs that were developed during the planning phase, and report actual **Participant Training** costs incurred in TraiNet within 30 calendar days (90 calendar days for long-term programs) of the completion of each program (see **253.3.3**).

#### **f. Recovery of Training Costs**

The signed **[AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training](#)**, dated **01/2010 or later**, is one legal instrument USAID uses to collect Participant Training costs from Participants who fail to return home upon completion of their program or are terminated by USAID from their program.

The Sponsoring Unit will determine the appropriate collection action for non-returnees or Participants **terminated by USAID** from **their** third-country **Participant Training program** based on a number of considerations. The Sponsoring Unit must document procedures for handling non-returnee cases and **cases of Participants terminated by USAID from their program** and include them in a **Participant Training Mission** Order or Mission Directive.

Sponsoring Units must retain all administrative file documents of Participants for a period of three years after the program end date. These saved documents will provide written evidence substantiating any indebtedness to the USG in the event that USAID later determines a Participant to have been a non-returnee or terminated **by USAID from their program** with a debt to the USG (see [ADS 625.3.6.7c](#)).

**g. Required File Documentation**

Sponsoring Units, and Implementers in accordance with the terms of their awards, must handle, maintain, and safeguard EV documentation in compliance with the USAID Records Management Program (see [ADS 502](#)).

Sponsoring Units must retain hard (paper) copies of the following administrative file documents of Participants, dependents, and sponsored **programs**:

- **Participant Training Program** Request, if applicable (see **253.3.1.4**);
- Nomination/Participant selection documentation;
- Participant's biographical data information -- including names and contact information of family members residing in the country **where the program is taking place** (see optional [AID Form 1380-1, Participant/Exchange Visitor Biographical Data](#));
- Face page of Participant's passport or national identification card;
- Signed [AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training](#), **dated 01/2010 or later**;
- Participant Training Program Implementation Plan, if applicable (see **253.3.1.5**);
- Pre-departure orientation checklist;
- Stakeholder Compact, if applicable (see **253.3.5.4**); and
- Participant tracking documentation.

**253.3.6 Regional Participant Training Requirements**

Effective Date: 09/26/2014

Sponsoring Units should consider the option of regional **Participant Training**, based on regional development objectives and the availability of regional funding. Regional **programs bring** together Participants from multiple countries to one location, **providing**

the content benefits of immersion and experiential learning, a focus on a theoretical or a regional model, and regional and multi-national team formation.

Sponsoring Units must be guided by the following provisions related to regional **Participant Training**:

**a. Regional **Participant Training** Defined**

Regional **Participant Training** is Participant Training (see **253.1**) that is funded by a Sponsoring Unit using regional funds, as opposed to bi-lateral funds, the results of which will be reported on a regional and/or multi-national basis, as opposed to being reported only on a country-specific basis.

Participant Training supported by Missions funding Participants from multiple countries to attend the same **program** in the same location using individual country bi-lateral funds, the results of which are to be reported on a country-specific basis, is **not** considered regional **Participant Training**. Such **programs** are considered to be either in-country (see **253.3.4**), third-country (see **253.3.5**), or U.S.-based (see **253.3.7**) **Participant Training programs**, respectively.

**b. Reporting Regional **Participant Training****

Sponsoring Units must use TraiNet to document all USAID Participants sponsored for regional Participant Training **programs**, except U.S. citizens (see **253.3.2**). TraiNet is the Agency-wide database for Participant Training, jointly supported by E3/ED and the Bureau for Management, Office of the Chief Information Officer (M/CIO).

Sponsoring Units must enter data in TraiNet for regional programs no less frequently than within 30 days of the end of each Federal fiscal year quarter.

TraiNet provides optional screens for reporting data on regional **Participant Training**. Appropriate reporting of regional **programs** in TraiNet depends upon each Participant's country of permanent residence and the location of the regional **program**.

- IN-COUNTRY – For Participants who reside in the same country where a regional **Participant Training program** is taking place, Sponsoring Units have the option of reporting the **program** as either a regional **program** or an in-country **program** (see **253.3.4.5**);
- THIRD-COUNTRY – For Participants who reside outside the country where a regional **Participant Training program** is taking place, when the **program** is not taking place in the U.S., Sponsoring Units have the option of reporting the **program** as either a regional **program** or a third-country **program** (see **253.3.5.5**);

- U.S.-BASED – For Participants who reside outside the country where a regional Participant Training program is taking place, when the program is taking place in the U.S., Sponsoring Units must report the program as a U.S.-based program (see 253.3.7.5).

### c. Required Policy and Procedures

Policy and procedures applicable to regional Participant Training depend upon the Participants' country of permanent residence and the location of the regional exchange, training, or education.

- IN-COUNTRY – For Participants who reside in the same country where a regional Participant Training program is taking place, Sponsoring Units must refer to the In-Country Participant Training section of this directive for applicable policy and procedures (see 253.3.4);
- THIRD-COUNTRY – For Participants who reside outside the country where a regional Participant Training program is taking place, when the program is not taking place in the U.S., Sponsoring Units must refer to the Third-Country Participant Training section of this directive for applicable policy and procedures (see 253.3.5);
- U.S.-BASED – For Participants who reside outside the country where a regional Participant Training program is taking place, when the program is taking place in the U.S., Sponsoring Units must refer to the U.S.-based Participant Training section of this directive for applicable policy and procedures (see 253.3.7).

### 253.3.7 U.S.-Based Training Requirements

Effective Date: 09/26/2014

Sponsoring Units must consider the option of U.S.-based Participant Training. This option often contributes to the achievement of on-going program goals and development objectives, and helps to build cultural understanding with key stakeholders in partner countries.

Cultural Focus "Experience America" -- U.S.-based Participant Training programs contribute greatly toward fulfilling the foreign policy goals of the United States and furthering its national interests. USAID functions in an interdependent and interconnected world. U.S.-based programs enable individuals to reach across borders and interact with one another on a personal and professional level. Such programs help to foster mutual understanding and cooperation between nations and to dispel myths and misunderstandings of U.S. culture and society among people, building a richer understanding of American people, places, and practices. USAID programs touch thousands of people throughout the world. They strengthen the bonds of our global community and promote international development and stability. U.S. programs act in

concert with U.S. national security interests. In areas as diverse as economic growth, health, education, environment, food security and legislative studies, U.S.-based Participant Training programs foster global cooperation in every area of professional and human endeavor. They provide participants not only with the knowledge, skills, and attitudes they need to improve their societies and work places, but also with the opportunity to gain a broader understanding of different people and different professional cultures.

Individuals who are found unsuitable for selection due to findings that resulted from a Security Risk and Fraud Inquiry (see [ADS 252.3.3](#)) or medical eligibility (see [ADS 252.3.2](#)) are not eligible to participate in U.S.-based Participant Training programs. [ADS 252](#) provides policy regarding Agency approval of Participants in U.S.-based programs.

### **253.3.7.1 Provider Selection and Tuition Guidelines**

Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to Participant Training program provider selection, and tuition and administrative fees:

#### **a. Training or Education Provider Selection**

Sponsoring Units must determine Participant Training objectives before addressing cost issues. In cases where the delivery of the actual exchange, training, or education will be outsourced by an Implementer, the Sponsoring Unit must ensure that the Implementer considers the best practice of procuring Participant Training program provider services through limited competition.

In accordance with [Presidential Executive Orders 12876](#), [12900](#), and [13021](#), Sponsoring Units must endeavor, to the maximum extent possible, to maintain the use of Historically Black Colleges and Universities (HBCUs) and other Minority Serving Institutions (MSIs), including Hispanic Serving Institutions and Tribal Colleges and Universities, as Participant Training program providers.

#### **b. Tuition and Administrative Fee Caps**

While Sponsoring Units must determine Participant Training objectives before considering costs, at the same time, Sponsoring Units must also observe general caps on total tuition and administrative fees for long-term (six months or longer) academic programs.

The Mission Director (or Officer Director for Washington-managed programs), or their designees, are 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 subject to periodic review and adjustment by E3/ED. They are adjustable for the actual costs and special needs of USAID-funded Participants:

- Undergraduate enrollment: \$26,063 per standard U.S. academic year, for the institution's tuition and administrative fees; and
- Graduate enrollment: \$31,926 per standard U.S. academic year, for the institution's tuition and administrative fees.

A five percent inflation factor may be added to the tuition cap in each successive year, starting with the 2013-2014 academic year.

### **253.3.7.2 Travel, Lodging, and Other Logistics**

Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to Participant travel and lodging, allowances, and other logistics:

#### **a. Participant Travel**

Sponsoring Units must purchase round-trip (if feasible), economy class airline tickets for Participant travel. All USAID-funded travel must be purchased in compliance with the [Fly America Act](#). The Fly America Act requires the use of U.S. registered carriers, with certain exceptions, and does not preclude the use of a foreign-flag carrier that provides transportation under an agreement between the U.S. Government and a foreign government (referred to as [Open Skies Agreements](#)).

#### **b. Participant Lodging**

Sponsoring Units should follow the Agency best practice of arranging double-occupancy accommodations whenever feasible, except when home-stays are being arranged.

#### **c. Participant Allowances**

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 must not pay Participants the published allowance rates in full, without cause. Sponsoring Units must adjust payment accordingly if the full amount is not required. Sponsoring Units must make final determinations regarding allowance adjustments, including a determination as to whether to reduce maintenance for trips outside the U.S. of fewer than 30 days.

Maintenance allowances fall into two categories that Sponsoring Units must observe: long-term program allowance rates and short-term program allowance rates.

#### 1. Long-Term (six months or longer) Program Allowance Rates

Long term program allowance rates are used when Participants are enrolled in programs that are six months or longer, take place in academic institutions, and result in an academic degree or a technical certificate of completion.

The Department of State researches and establishes long-term academic program allowance rates for U.S. sites (see [ADS 253mac, Monthly Maintenance Rates](#)). USAID uses these rates to guide its long-term academic program monthly maintenance; however, Sponsoring Units have the flexibility to determine the final rate allowances that are reflected in each Participant Training program budget. Allowances that are not considered appropriate are not to be paid. In some instances, a Participant may not need the entire range of potential cost elements.

Sponsoring Units must raise or reduce allowances based on the actual cost of the program. The program Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR) must have documented justification to support increased or reduced allowances.

Not all Department of State allowances apply to USAID Participants. Only those allowances listed below must be used to calculate allowances for USAID Participants.

- Books and supplies: \$1,000 per academic year; \$300 per summer term (includes English language programs).
- Supplementary book allowance: Up to \$300 per year (accountable).
- International travel: Round trip (from home to program site and return), unless provided by another funding source as cost-sharing.
- Monthly maintenance: As provided in published rates (DOS rates for academic programs, GSA rates for technical programs). Rates may be adjusted to fit specific needs.
- Return baggage allowance (for long-term programs): \$300.
- Thesis allowance: \$500 for master's (discretionary) and \$1,000 for doctorate (increase possible if required).

- Incidental allowance if required for travel between multiple sites: \$20 per day.
- Book shipment: Discretionary, \$50 for each semester or quarter, or other amount set by Mission or Washington Office COR/AOR.
- Professional societies: Discretionary, \$275 for a two-year period, or other amount set by Mission or Washington Office COR/AOR.
- Student memberships: Discretionary, \$75/year.
- Property damage insurance: Discretionary, amount set by Mission or Washington Office COR/AOR, to provide coverage for Participants enrolled in long-term academic programs or in other instances as deemed appropriate.

The Participant may be eligible for expense reimbursement for the following cost elements. Sponsoring Units make reimbursement decisions on a case-by-case basis.

- Research projects
- Computer purchases
- Internet access fees
- Tutors
- Excess thesis expenses
- Book purchases in excess of the established rate
- Book shipments
- Professional society memberships
- Student memberships

## 2. Short-Term (less than six months) Program Allowance Rates

U.S. short term (fewer than six months) program allowance rates (such as standard per diem rates) are based on GSA's Standardized U.S. Government Federal Travel Regulations, as established by GSA. These rates are found at [41 CFR 301-7](#) and [301-8](#).

USAID reminds Sponsoring Units that they must reduce maintenance allowances by the amount equal to any additional money that a Participant directly receives in the form of a scholarship, stipend, assistantship, or wages (see **253.3.1.4(b)**). Participants must receive only the amount that the Sponsoring Unit establishes based on the prescribed rate.

#### d. Interpreters

Sponsoring Units must negotiate interpreter's compensation 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 must not assign Participants who know English to be collateral interpreters or technical escorts while they are in Participant status, as they are not trained in interpreter or technical escort skills, and undertaking those duties would detract from their full participation in the **Participant Training** program.

#### **253.3.7.3**      **Conditions of Sponsorship**

Effective Date: 09/26/2014

Sponsoring Units must inform all potential Participants of the Agency's conditions of sponsorship for U.S.-based **programs**, and seek potential Participants' agreement to those conditions, as part of the initial Participant selection process (see **ADS 253.3.2**). All Participants must sign the English-version of the **AID Form 252-1, Conditions of Sponsorship for U.S.-Based Activities**, indicating that they understand and agree to the contents of the form before accepting USAID sponsorship. The EV may also sign a version translated into his or her primary language if a translation is available. Sponsoring Units must use the most recent version of this form (dated 12/2013 or later). **ADS 252** provides further policy related to the handling of the form. The following subsections detail the minimum essential conditions of sponsorship:

All EVs must sign the English-version of the **AID Form 252-1, Conditions of Sponsorship for U.S.-Based Activities**, indicating that they understand and agree to the contents of the form before accepting USAID sponsorship. The EV may also sign a version translated into his or her primary language if a translation is available. Sponsoring Units must use the most recent version of this form (dated 12/2013 or later). A signed copy must be retained by the Sponsoring Unit and the Implementer in accordance with the terms of their award, as well as given to the EV. The R2-Verifier (see **252.3.5.2**) of an EV's or dependent's VCS record must scan and upload a signed copy to VCS. Prior to sharing the completed form with the EV, Sponsoring Units must remove page 3 of this form (the page with a grey "FOR USAID STAFF ONLY" box) – page 3 of this form is for internal USAID use only.

#### a. Visa Compliance

Sponsoring Units must review and adhere to the provisions in [ADS 252](#), which provides guidance regarding U.S. visa compliance for Agency-sponsored individuals. With few exceptions, any foreign national whom USAID sponsors fully or partially, directly or indirectly, for Participant Training **programs** in the U.S. must enter the U.S. on a J-1 visa (non-immigrant Exchange Visitor visa) processed under a USAID Exchange Visitor program number (see [ADS 252](#)).

#### b. Dependents

[ADS 252](#) provides policy regarding travel to the U.S. for dependents of Agency-sponsored Participants. In order to avoid financial liability and to minimize the possibility of non-returnees, USAID strongly discourages dependent travel (see [ADS 252.3.4](#)).

#### c. Two-Year Residency Requirement

[ADS 252](#) provides guidance regarding the two-year residency requirement for Agency-sponsored individuals. [Section 212\(e\) of the Immigration and Nationality Act \(8 USC § 1182\)](#) requires that J-1 visa holders reside for a total of 24 months, either consecutively or non-consecutively, in **their** respective **home** country before qualifying to apply for certain types of non-immigrant visas (for example, H-1 or L-1) or legal permanent residence in the U.S. – commonly known as a green card (see [ADS 252](#)).

#### d. Health and Accident Insurance

[ADS 252](#) provides guidance regarding health and accident coverage for Agency-sponsored Participants in U.S.-based **programs**. Sponsoring Units must enroll EVs in health and accident insurance coverage that meets or exceeds the federal requirements established to implement the Mutual Educational and Cultural Exchange Act of 1961, as amended, Public Law 87–256, 22 U.S.C. 2451, *et seq.* (1988) as set forth in the Code of Federal Regulations, Title 22, Part 62.14 ([22 CFR 62.14](#)), as periodically updated. Additionally, Sponsoring Units must ensure that certain aspects of minimum coverage meet specified Agency minimum coverage requirements (see [ADS 252.3.6.2](#)).

#### e. Participant Employment

USAID-sponsored Participants for U.S.-based **Participant Training programs** can be employed in the U.S. only in connection with an assistantship, on-the-job-Training, or **program-related** practical experience that **is an integral, documented part of the sponsored program** and the Sponsoring Unit approves it. As long as the employment is part of the approved program, USAID does not require special work permission. When a Participant receives a salary or stipend in connection with employment that is part of the sponsored **program**, the individual's maintenance allowance must be reduced by the net amount paid.

USAID-sponsored Participants for U.S.-based **Participant Training programs** can also be employed in the U.S. when the employment **is not part of the approved sponsored program**, only under the following conditions. The Sponsoring Unit must make a factual determination that:

- The Participant requires employment for an urgent and unusual need that has arisen since the Participant arrived in the U.S. Financial needs associated with the Participant having dependents in the U.S. are **not** sufficient justification for employment; and
- Employment does not interfere with the Participant's **program participation** nor cause his or her studies to fall below the full-time level.

Sponsoring Units must approve the employment in writing in such cases where the employment is not part of the program. If at any point the Participant's **program participation** becomes affected by the employment, the Sponsoring Unit must take steps to have the individual end the employment. Participant employment must not be approved for the purpose of supporting dependents.

Employment must not exceed 20 hours per week. Employers and Participants are required to complete **USCIS Form I-9, Employment Eligibility Verification**. Sponsoring Units must inform the USAID Responsible Officer or Alternate Responsible Officers in E3/ED of all Participant employment (see **ADS 252**).

#### **f. Language Proficiency**

Sponsoring Units must verify that each Participant is proficient in English at a sufficient level to participate in his or her program, if the Participant will undertake a U.S.-based **Participant Training** program conducted in English. Sponsoring Units must designate the party responsible for assessing English competency. English language competency can be verified through a variety of means including interviews, publications, presentations, past education conducted in English, and formal testing. Even if accompanied by an interpreter, each Participant must have sufficient English language skills to understand and respond to basic questions at the port of entry.

In certain cases, a Participant may not initially have sufficient English proficiency to qualify for an academic program in the U.S. However, if the program includes an introductory English language instruction sufficient to prepare the Participant for the rest of the program, the Sponsoring Unit may approve the Participant for the program.

For more specific guidance on assessing English language competency or for assistance in obtaining formal tests, please contact E3/ED/PT (see **253.2**).

#### **g. Program Work Load**

Participants in academic degree programs (associate, bachelor's, master's degree, or doctorate) must be registered for credits and carry a full-time student course load or be engaged in program-related activities on a full-time basis, as defined by the respective academic institution, throughout their stay in the U.S. Academic Participant Training programs that bridge the summer months must include the equivalent of full-time summer study.

Participants in non-degree programs must be engaged in the program on a full time basis, as defined by the respective Participant Training program provider.

**253.3.7.4 Pre-Departure Preparation and Orientation**  
Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to pre-departure preparations and orientation:

**a. Stakeholder Compact**

Sponsoring Units must prepare a written Stakeholder Compact for each Participant USAID sponsors for U.S.-based Participant Training programs that are more than one week in duration. Preparing a Stakeholder Compact is optional for U.S.-based programs that are one week or less in duration.

Individuals who accept USAID sponsorship for Participant Training enter into a relationship of mutual commitment involving USAID, the implementer, the Participant Training program provider, the Participant, and the Participant's employer. For long-term academic programs, the educational institution represented by the academic advisor must be included as a stakeholder. This relationship entails both rights and responsibilities for all parties. The Stakeholder Compact (sometimes referred to as a Stakeholders' Agreement, Training Agreement, or Objectives Memorandum), sets out these rights and responsibilities in writing. Elements of a Stakeholder Compact include:

- A description of expected work performance outcomes from the Participant Training program and/or post-program follow-on activities; and
- An agreed-upon return-to-work date and stakeholder responsibilities in the post-program, follow-on phase.

For short-term (less than six months) Participant Training programs, the Sponsoring Unit is encouraged to develop wording for a standardized, summary Stakeholder Compact linked to the [AID Form 252-1, Conditions of Sponsorship form for U.S.-Based Activities](#), dated 12/2013 or later.

In cases where no employer is identified at pre-departure time (for example, with self-employed Participants, entrepreneurs, or some long-term Participants), the Stakeholder Compact is drawn between the Participant, the Sponsoring Unit, and other stakeholders. The cost-benefit of the **Participant Training program** in question must be clear in meeting organizational performance goals.

For best practice guidance and a sample template for developing stakeholder compacts, see [ADS 253sai, Stakeholder Compact Illustratives](#).

## **b. Pre-Departure Orientation**

Sponsoring Units must conduct pre-departure orientation for Participants selected for U.S.-based programs (see also [ADS 252.3.6](#)) and must provide Participants with a copy of the Agency's official [Pre-Departure Guide for U.S.-Based Participant Training and Exchange Visitor Programs](#). Orientation programs are typically organized by the implementer and create a foundation for technical or academic Training by reducing uncertainty and eliminating obstacles to learning. Participation by **implementer staff**, Mission **Participant Training staff and technical office** staff, host country officials, and returned USAID Participants may be valuable, particularly when group orientations are held.

In the case of effective U.S.-based English language Training programs, orientation incorporates American cultural and generalized administrative information, international travel guidance, and exercises drawing on everyday life in the United States. (Language programs incorporating such material are not a substitute for pre-departure orientation.)

Pre-departure orientation is normally divided into four parts: Program Objectives and Overview; Administrative and Policy Review; Cultural Aspects; and Training/Learning Methods. These topics must be discussed in orientations for U.S. Participants.

### **1. Program Objectives and Overview**

The Sponsoring Unit, implementer, and stakeholders agree on the objectives, content, and logistics of the **Participant Training program**, return to work date, itinerary, and the institutional change that the **program** is expected to support. Participants must understand the relationship of their **program** to the USAID and host country development plan, and what their responsibilities are in return.

**For academic programs, differences** in academic procedures and expectations between the home country and the U.S. must be explicitly discussed **with the Participant**. This is particularly important **when** differences in academic relationships and teaching systems could hinder the Participant's integration into the program, and **thereby constrain** learning.

## 2. Administrative and Policy Review

The administrative and policy review of the **Participant Training program** must be thorough and careful to avert any potentially stressful uncertainty about program logistics, scheduling, or administration. During the review,

- The Sponsoring Unit must complete a Participant Pre-Departure Checklist and share a copy with the Participant.
- **Each Participant must sign the [AID Form 252-1, Conditions of Sponsorship form for U.S.-Based Activities](#), dated 12/2013 or later,** and the Stakeholder Compact to confirm: a) his or her understanding of responsibilities as a USAID-sponsored Participant; b) concurrence with the **program** objectives and anticipated results; and c) acceptance of the requirement to return to the home country upon completion of the **program**, and the consequences of failing to do so, including any required repayment of **program** costs (see [AID Form 253-1, Demand for Training Costs Repayment Letter](#)). The Mission retains one copy of these documents and gives another to the Participant. The Mission should also send a copy to the implementer.
- The Sponsoring Unit must:
  - a) Fully discuss USAID policies and rules on per diem payments, employment, operation of automobiles, dependents, and other similar issues.
  - b) Review travel plans, including reservations, tickets, arrival, and airport arrangements, security procedures at the port of entry, date of departure, and date of arrival in and departure from the U.S.
  - c) Explain the Participant's health and accident insurance coverage. The explanation must include the limitations of coverage and make clear that USAID is not responsible for uncovered claims. The Sponsoring Unit must also provide emergency contact information for Participants in distress while in the United States.
  - d) Emphasize the requirement that the Participant must depart the U.S. within three calendar days (seven calendar days for long-term programs) after the last **technical or practical** U.S.-based **component of his or her** program and the requirement to return home upon completion of the program and penalties for failing to do so. (Marriage to a U.S. citizen or

permanent resident does **not** provide an acceptable justification for violating this requirement.).

- e) Explain maintenance and other allowances. The Sponsoring Unit must advise the Participant in writing that USAID will pay no legal fees on behalf of a Participant if the Participant is arrested or otherwise must obtain legal counsel, and that the Sponsoring Unit will reduce maintenance rates if the Participant receives any additional income in the form of a scholarship, assistantship, or wages.
- f) Provide information on hotel and housing arrangements, and the financially responsible party.
- g) Provide a physical mailing address (not a P.O. Box).
- h) Share emergency contact numbers in the Mission so that family members can contact Participants in an emergency.
- i) Discuss the income tax status of any scholarship with the Participant.

### 3. Cultural Aspects

Participants and dependents who travel to the U.S. to join a Participant require an introduction to life in the United States, which includes an understanding of the culture, climatic differences, clothing, food, religions, and other customs as well as information on political differences and personal security questions. Meetings with returned Participants can be particularly useful in identifying awkward cultural situations that the Participants might encounter.

The orientation must stress appropriate behavior in male-female relationships and interaction in the United States. Orientation can effectively employ films, videotapes, the Internet, books, role playing, and other resources to provide awareness of beliefs, behavior patterns, cultural standards of politeness, and similar key cultural aspects.

### 4. Methods of Learning

The pre-departure orientation must explain the interactive nature of classroom discussion in the U.S., in which Participants express their own thoughts and analyses of problems. Also, pre-departure orientation for U.S. Participant Training should, whenever possible, include some basic computer Training, as U.S.-based

**program** settings require a minimum level of computer literacy for Internet or library searches, for example.

**253.3.7.5 Monitoring and Reporting**  
Effective Date: 09/26/2014

Sponsoring Units must be guided by the following provisions related to the monitoring and reporting of programs and Participants:

**a. Participant Monitoring**

The Sponsoring Unit must monitor Participant progress, which ensures that problems are resolved quickly and increases the likelihood that the Participant's **program** will be successful.

Sponsoring Units must include rigorous monitoring requirements in Scopes of Work and Program Descriptions that involve **Participant Training implementation** services. At a minimum, monitoring must include assurances that:

- The Participant has arrived and settled into suitable living quarters;
- The Participant promptly reports any change of address;
- **The program meets the original program objectives and Stakeholder Compact requirements, if applicable;**
- 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 established levels of achievement as determined by the **Participant Training program** provider;
- The Participant does not develop serious personal or health problems that impair the successful completion of the program; and
- The Sponsoring Unit makes departure arrangements for the Participant upon completion or termination of the program. The Sponsoring Unit arranges a debriefing with the Participant.

Sponsoring Units must monitor the academic progress of Participants who are enrolled in degree-earning academic education programs by reviewing [AID Form 1380-69, Academic Enrollment and Term Report \(AETR\)](#) obtained from the academic institutions.

## b. Non-Returnees

[ADS 252](#) provides policy regarding the monitoring and reporting of Participant departure from the U.S. USAID considers the content of any Participant Training program to include travel from the U.S. to the Participant's home country in addition to the technical or practical components of the program; therefore, the end date of a Participant's program is the day the Participant is scheduled to arrive back in his or her home country upon return from the U.S. A Participant must depart the U.S. within three calendar days (seven calendar days for long-term programs) after the last technical or practical U.S.-based component of his or her program, unless circumstances preclude the departure and the USAID Responsible Officer (RO) or Alternate Responsible Officer (ARO) approves the exception in writing (see [ADS 252](#)).

USAID-sponsored Participants must return to their home country immediately upon departure from the U.S. Sponsoring Units must make continuous efforts to reduce the non-returnee rate, focusing on planning, design, Participant selection, progress monitoring, and on tracking Participants' post-program whereabouts. The Sponsoring Unit is responsible for the determination in writing that the Participant is a non-returnee, and, when such determination is made, to initiate actions on behalf of the U.S. Government to recover the Participant's Participant Training costs (see [253.3.7.5g](#)). Sponsoring Units must keep these Participant program costs in the Participant's file and also record them in TraiNet.

## c. Participant Arrest

Implementers in accordance with their awards must notify the Sponsoring Unit immediately and in writing when Participants are arrested. Neither USAID nor the implementer must aid or abet the Participant's departure from the U.S. prior to the date of trial. If a Participant must remain past the anticipated return date for reasons related to arrest and trial, the Sponsoring Unit must make financial arrangements consistent with the [AID Form 252-1, Conditions of Sponsorship form for U.S.-Based Activities](#), dated 12/2013 or later, for appropriate accommodations until the Participant's trial is over and the court renders a final legal determination.

## d. Death of a Participant

In the event that a Participant dies during the course of his or her Participant Training program, Sponsoring Units, and Implementers in accordance with the terms of their awards, must perform the following actions:

- Inform the deceased Participant's next-of-kin or other appropriate family member, and inquire into any special cultural or religious requirements for handling and repatriating the remains;

- Notify the USAID Responsible Officer or an Alternate Responsible Officer for visa compliance;
- Notify the USAID COR or AOR (if the representative is not within the Sponsoring Unit);
- Contact the Participant's health and accident insurance provider for assistance with repatriation of remains;
- Notify the U.S. Embassy in the deceased Participant's country of residence or home country from which the Participant departed for the **Participant Training** program;
- Notify the Embassy of the deceased Participant's country of residence or home country located in the U.S., and inquire into any special cultural or religious requirements for handling and repatriating the remains; and
- Work with the mortuary in the U.S. to ensure that preparation and repatriation of remains has been expeditiously arranged, and that all necessary documentation (including repatriation contact information and address in the deceased Participant's country of residence or home country) has been provided for transport and delivery of remains.

#### e. **Participant Reporting**

Sponsoring Units must use TraiNet to document all USAID Participants and their accompanying dependents, except U.S. citizens (see **253.3.2**). **TraiNet is the Agency-wide database for Participant Training, jointly supported by E3/ED and the Bureau for Management, Office of the Chief Information Officer, Division of Software Development Maintenance (M/CIO/DS).** The data must be entered in TraiNet within **an adequate timeframe (see [Estimated Timeframes for J Visa Process](#))** to allow for the issuance of the Certificate of Eligibility for J-Visa Status, form DS-2019, **which is required for the J visa application process (see [ADS 252](#)).**

In the event that a Mission Director or USAID/W Office Director has exempted an individual who is participating in a U.S.-based Participant **Training program** (see **253.1**) from USAID's policy of requiring the use of a J-1 Visa (see [ADS 252](#)), Sponsoring Units must enter data for the **program** and individual in the TraiNet database no less frequently than within 30 days of the end of each Federal fiscal year quarter. This data must not be submitted to VCS.

Sponsoring Units must update the estimated **Participant Training** costs that were developed during the planning phase, and report actual **Participant Training** costs incurred in TraiNet within 30 calendar days (90 calendar days for long-term programs) of the completion of each program (see **253.3.3**).

## f. Participant Taxes

[ADS 252](#) provides policy regarding U.S. tax requirements for J-1 visa holders. All J-1 visa holders assisted with funds from U.S. sources including USAID are subject to the U.S. Internal Revenue Service (IRS) requirement to file U.S. tax returns, whether or not tax payments are due (see [ADS 252](#)).

Sponsoring Units must provide excepted U.S. citizens and U.S. permanent residents whose selection as a Participant has been approved by the Mission Director or Washington Office Director (see [253.3.2a.2](#)) with a Statement of Expenditures (or IRS Form 1099) detailing program-related expenditures paid from U.S. sources on behalf of the Exchange Visitor (see [253.3.3](#)).

## g. Recovery of Training Costs

Recovery of Participant Training costs from the Participant is authorized and predicated on a separate binding agreement outside of Participant Training implementers' contracts or agreements with USAID. The agreement which authorizes the recovery of Participant Training costs from the Participant is referred to as the [AID Form 252-1, Conditions of Sponsorship form for U.S.-Based Activities](#), dated 12/2013 or later. Funds recovered as a result of Participant repayments to USAID are **not** considered recoverable cost(s) under implementer contracts or agreements with USAID for reprogramming purposes, since the funds recovered are a result of a separate binding agreement. The recoveries flow from non-appropriated sources, and USAID cannot re-classify them as an authorized budgetary resource. Receipts become unavailable for USAID budgetary purposes, that is, they cannot be re-programmed for any reason. Recovered funds must be returned by the Agency to the general fund of the U.S. Treasury to avoid potential Anti-deficiency Act violations (see [ADS 625, Accounts Receivable and Debt Collection](#)).

As noted on the [AID Form 252-1, Conditions of Sponsorship form for U.S.-Based Activities](#), dated 12/2013 or later, USAID informs Participants of, and obtains their agreement to, repay Participant Training costs if they fail to return home upon completion of their program or are terminated by USAID from their program.

In cases when a USAID Mission or Bureau deferred or recommended a waiver of the Two-Year Home Residency Requirement indicated on a Participant's DS-2019 Form (see [ADS 252](#) for information on the DS-2019 form) and the Conditions of Sponsorship form, USAID will not send a Demand Letter, issue a Bill of Collection, or otherwise seek to recover any costs related to the sponsorship of such Participant.

Upon confirmation that the Participant is a verifiable non-returnee or has been terminated by USAID from their program, the following accounting procedures occur, in order:

- The Sponsoring Unit or Activity Manager for Mission-funded and managed Participants must determine the costs spent for **the Participant Training** as recorded in TraiNet.
- The funding Mission's Controller or Regional Controller must send an [AID Form 253-1, Demand for Participant Training Costs Repayment Letter](#) ("Demand Letter") to the non-returnee at his or her last known address. For centrally funded or centrally managed programs, E3/ED determines the costs spent for **the Participant Training** and advises the Washington Financial Services Division (M/CFO/WFS) who sends the Demand for Training Costs Repayment Letter to the non-returnee's last known address.
- The relevant accounting office (billing office) establishes the Accounts Receivable, in accordance with [ADS 625.3.6.1](#). Overseas, the relevant billing office is the Mission Controller or Regional Controller. In Washington, it is M/CFO/WFS.
- Once the billing office has recorded the Accounts Receivable, it returns a copy of the Demand Letter, with a completed Accounts Receivable reference as formal acknowledgement of the record, to the Sponsoring Unit. The Sponsoring Unit can then use the Accounts Receivable reference for follow-up and determination of the current status of the receivable.
- The relevant billing office, with support from the Sponsoring Unit (for Mission-funded **Participant Training programs**) or the **Washington** office (for centrally funded **Participant Training programs**), must reply to any communications concerning the Demand Letter within five business days.

The Sponsoring Unit transfers delinquent accounts over 60 days to USAID/W for debt servicing (see [ADS 625](#)).

#### **h. Required File Documentation**

Sponsoring Units, and Implementers in accordance with the terms of their awards, must handle, maintain, and safeguard EV documentation in compliance with the USAID Records Management Program (see [ADS 502](#)).

Sponsoring Units must retain hard (paper) copies of all of the following administrative file documents of Participants, dependents, and sponsored **programs**:

- Training Request, if applicable (see [253.3.1.4](#));
- Nomination/Participant selection documentation;

- Participant's biographical data information -- including names and contact information of family members residing in the U.S. (see optional [AID Form 1380-1, Participant/Exchange Visitor Biographical Data](#);
- Face page of Participant's passport;
- Participant security risk and fraud inquiry (SRFI) documentation (see [ADS 252.3.3](#));
- English language proficiency documentation;
- Medical clearance confirmation, if applicable;
- [AID Form 252-1, Conditions of Sponsorship form for U.S.-Based Activities, dated 12/2013 or later](#) (signed by both the Participant and USAID official);
- Training Implementation Plan, if applicable (see [253.3.1.5](#));
- Pre-departure orientation checklist;
- Stakeholder Compact, if applicable (see [253.3.7.4](#)); and
- Participant tracking documentation.

Retention of these documents will provide written evidence substantiating any indebtedness to the USG in the event a Participant is later determined to be a non-returnee (see [253.3.7.5](#)) or is terminated by USAID from his or her program with a debt to the USG (see [ADS 625.3.6.7c](#)).

**253.3.8**      **Alumni Support**  
Effective Date: 09/26/2014

Alumni of USAID Participant Training programs are a powerful force in furthering development objectives.

**a. Associations and Activities**

Sponsoring Units must consider the significance of alumni associations and activities when designing Participant [Training](#) programs. Forming an alumni association offers alumni other opportunities to positively impact their country through implementing concepts explored during their in-country, third-country and U.S. programs. Alumni associations also provide for a sustainable forum for Missions to engage and partner with alumni to advance shared goals. [Alumni Association Formation: A Guide for](#)

[USAID Missions](#) is a helpful guide to those Sponsoring Units that wish to fund alumni activities or form alumni organizations. No two associations are alike and there is no single formula that will guarantee the successful creation of an alumni association, however, Agency best practice presents a set of key steps and guidelines that many successful associations have followed with proven success.

## b. Online Community

Sponsoring Units must encourage Participants to register at the Web site entitled "[International Exchange Alumni](#)". The Agency has teamed with the Department of State to allow Sponsoring Units and Participants access to the Web site (found at <https://alumni.state.gov/>). Use of the Web site is highly encouraged, but not mandatory. State Alumni is a global community, a dynamic and interactive networking experience for all past and current Participants of U.S. government-sponsored Participant Training programs. It allows Participants to stay connected with their Participant Training experiences and explore the various opportunities available to Participants. Members can find fellow alumni in their country and in all regions of the world, and can share ideas, learn from fellow alumni, and find out about alumni activities being implemented in communities the world over.

### **253.3.9 Performance Monitoring and Evaluation of Participant Training**

Effective Date: 09/26/2014

The [Agency's Evaluation Policy \(January 2011\)](#) emphasize using strong performance monitoring and evaluation practices in order to apply learning gained from evidence and analysis to USAID programs. Given that Participant Training contributes to achieving development results, Sponsoring Units should consider the implications of ADS 201 and thoughtfully apply corresponding performance monitoring and evaluation requirements. For more information, Sponsoring Units should consult with the Office of Learning, Evaluation, and Research in the Bureau for Policy, Planning, and Learning.

## 253.4 MANDATORY REFERENCES

### 253.4.1 External Mandatory References

Effective Date: 05/17/2012

- a. [41 CFR 301-7 \(travel allowances\)](#)
- b. [41 CFR 301-8 \(travel allowances subsistence\)](#)
- c. [49 U.S.C. 40118, the Fly America Act](#)
- d. [Enhanced Border Security and Visa Entry Reform Act, Pub. L. 107-173/H.R. 3525](#)

- e. [Executive Order 12876, Historically Black Colleges and Universities](#)
- f. [Executive Order 12900, Educational Excellence for Hispanic Americans](#)
- g. [Executive Order 13021, Tribal Colleges and Universities](#)
- h. [Foreign Assistance Act of 1961, as amended](#)
- i. [Open Skies Agreements](#)
- j. [Section 212\(e\) of the Immigration and Nationality Act \(8 USC § 1182\)](#)
- k. [State Sponsors of Terrorism](#)
- l. [U.S. Internal Revenue Code, 1986 \[Participant taxes\]](#)

**253.4.2 Internal Mandatory References**

Effective Date: 09/26/2014

- a. [ADS 201, Program Cycle Operational Policy](#)
- b. [ADS 205, Integrating Gender Equality and Female Empowerment in USAID's Program Cycle](#)
- c. [ADS 206, Prohibition of Assistance to Drug Traffickers](#)
- d. [ADS 252, Visa Compliance for Exchange Visitors](#)
- e. [ADS 252maa, Complete Guide to USAID Visa Compliance](#)
- f. [ADS 253mac, Monthly Maintenance Rates](#)
- g. [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)
- h. [ADS 625, Administrative Accounts Receivable](#)
- i. [AIDAR 752.7019](#)
- j. [USAID Disability Policy Paper, September 12, 1997](#)

**253.4.3 Mandatory Forms**

Effective Date: 09/26/2014

- a. [AID Form 252-1, Conditions of Sponsorship for U.S.-Based Activities](#)

- b. [AID Form 253-1, Demand for Training Costs Repayment Letter](#)
- c. [AID Form 1380-1, Participant/Exchange Visitor Biographical Data](#)
- d. [AID Form 1380-5, Dependent Certification](#)
- e. [AID Form 1380-69, Academic Enrollment and Term Report \(AETR\)](#)
- f. [AID Form 1381-7, Conditions of Sponsorship for Third Country Participant Training](#)
- g. [Non immigrant Visa Application Form \(DS-156\)](#)
- h. [USCIS Form I-9, Employment Eligibility Verification](#)

**253.5**      **ADDITIONAL HELP**  
Effective Date: 09/26/2014

- a. [ADS 253sab, Participant Training Plan](#)
- b. [ADS 253sac, Training Intervention Request Form \(TIRF\)](#)
- c. [ADS 253sad, Training Implementation Plan \(TIP\)](#)
- d. [ADS 253sae, Budget Worksheet \(BWS\)](#)
- e. [ADS 253saf, Alumni Association Formation: A Guide for USAID Missions](#)
- f. [ADS 253sag, Participant Training Practitioner's Manual](#)
- g. [ADS 253sah, Pre-Departure Guide for U.S.-Based Participant Training and Exchange Visitor Programs](#)
- h. [ADS 253sai, Stakeholder Compact Illustratives](#)
- i. [ADS 253saj, Updated Behavior Engineering Model](#)
- j. [Estimated Timeframes for J Visa Process](#)

**253.6****DEFINITIONS**

Effective Date: 09/26/2014

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 (such as an Associate of Arts/Science, Bachelor of Arts/Sciences, Masters of Arts/Sciences, or doctorate). Academic Training can also include post-doctoral studies. (**Chapter 253**)

**activity**

In the context of this ADS chapter, see “Program”. (**Chapter 252 and 253**)

**best practices**

Highly recommended and endorsed Agency procedures to define and produce results-based **Participant Training programs**, developed from field experience across regions and consolidated in guidance material managed by the Bureau for Economic Growth, Education, and Environment, Education Office (E3/ED). (**Chapter 253**)

**bill of collection**

A letter or form sent by USAID to a non-returnee Participant that includes the amount of the **Participant Training** cost that is due, including administrative charges and late penalties, if applicable. (**Chapter 253 and 625**)

**capacity development**

Approaches, strategies, or methodologies used by USAID and its stakeholders to change, transform, and improve performance at the individual, organizational, sector, or broader system level. (**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 program cost. Includes cost-sharing (see “cost-sharing”). (**Chapter 253**)

**cost-sharing**

Any instance where USAID or its partner arranges financial or in-kind support from counterpart organizations or independent non-governmental organizations to benefit an

**Participant Training** program. Cost-sharing can be done with the **Participant Training activity** provider, **Participant Training implementer**, host-country institution, or any other stakeholder. Typical cost-sharing includes tuition remissions, assistantships, **program-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 **Participant 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. **(Chapter [206](#) and [253](#))**

### **dependent**

The alien spouse and minor unmarried children of a Participant who accompany or join the sponsored individual, and who sought to enter or have entered the United States temporarily on a J-2 visa. For the purpose of these regulations, a minor is a person under the age of 21 years old. **(Chapter 253)**

### **disability**

A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment. **(Chapter [111](#) and [253](#))**

### **distance learning**

In the context of this ADS chapter, see “e-learning”. **(Chapter 253)**

### **DS-2019 form (Certificate of Eligibility)**

A form generated electronically by SEVIS and issued by the USAID Responsible Officer in Washington, D.C. to potential Exchange Visitors certifying the individual's eligibility to participate in their Exchange Visitor program and indicating the program start and end date. Exchange Visitors are authorized for a duration of stay in the U.S. limited to the program start and end date. **(Chapter [252](#) and [253](#))**

### **e-learning**

An online activity that allows participants to acquire skills and knowledge at their own pace; allows participants to earn credits, certificates, and degrees from universities; and offers cost savings to Missions that would otherwise be required to cover short- and long-term travel, housing and other living costs. **(Chapter 253)**

### **event**

In the context of this ADS chapter, see “Program”. **(Chapter [252](#) and [253](#))**

**exchange**

Any program that involves an exchange of ideas, values, or culture between a host country and the United States. Traditional programs with individuals traveling between the U.S. and another country, non-traditional programs using technology, or a combination of both. (Chapter [252](#) and [253](#))

**Exchange Visitor**

Any host-country resident or host-country national traveling to the United States whose travel USAID funds in whole or in part, directly or indirectly is an Exchange Visitor. All USAID-sponsored Exchange Visitors must obtain, use, and abide by the terms of the J-1 visa exclusively even if they already have a valid non-immigrant visa (e.g., B-1/B-2). All Individuals traveling under Invitational Travel (see [ADS 522](#)) must also travel on a J-1 visa as a USAID-sponsored Exchange Visitor. (Chapter [252](#) and [253](#))

**federal fiscal year**

The Federal Fiscal Year has a start date of October 1<sup>st</sup> and an end date of September 30<sup>th</sup>. The first quarter of the Federal Fiscal Year begins on October 1<sup>st</sup> and ends on December 31<sup>st</sup>. Subsequent quarters end on March 31<sup>st</sup>, June 30<sup>th</sup> and September 30<sup>th</sup>. (Chapter [253](#))

**follow-on**

Term used to describe post-Participant Training activities or reports that document the impact of Participant Training programs on the home country, Sponsoring Unit, in-country employers, institutions, and Participants. (Chapter [253](#))

**host country**

The country in which a USAID-funded activity takes place. (Chapters [252](#), [253](#), [301](#), [305](#), [322](#), [495](#))

**host country national**

A citizen of a host country. (Chapter [253](#))

**implementer**

The individual or entity that carries out program and management planning and oversight of Participant Training. (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 an Participant 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 the **Participant Training** program. (**Chapter 253**)

### **J-1 visa**

A non-immigrant visa issued by the U.S. Embassy for an individual who has a residence in a foreign country which he has no intention of abandoning and who is coming temporarily to the U.S. as a Exchange Visitor for the purpose of consulting; demonstrating special skills; presenting; lecturing; conducting research; attending professional meetings, conferences, workshops, or observational study tours; and degree and non-degree academic studies (full course load); and specialty and non-specialty **Participant Training** activities. (**Chapter 252** and **253**)

### **long-term Participant Training**

Training provided in a structured learning environment, including but not limited to degree-earning programs, with duration of six months or longer. (**Chapter 253**)

### **non-presence country**

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

### **non-returnee**

An Exchange Visitor who has remained in the U.S. after the conclusion of his or her program. Non-Returnees may include individuals who have remained in the U.S. and have applied for a waiver of the two-year home residency requirement. They may also include “no-shows” and individuals who fail to appear for their Exchange Visitor program. A non-returnee may also be an individual who departs the United States but does not return to their home country. (**Chapter 252** and **253**)

### **observation tours**

Scheduled visits to one or more facilities to learn a process, method, or system through observation and discussion. Observation **Participant 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 **Participant Training** to provide a practical experience component. (**Chapter 253**)

### **Participant**

An eligible host-country resident or national sponsored by USAID for a **Participant Training program** 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 and skills 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**)

### **Participant Training**

A learning activity involving Participants taking place in the U.S., a third country, or in-country, in a setting predominantly intended for teaching or imparting knowledge or skills, with formally designated instructors or lead persons, learning objectives, and outcomes, conducted fulltime or intermittently. The transfer of knowledge, skills, or attitudes (KSAs), as well as ideas and sector context, through structured learning and follow-up activities, or through less structured means, to solve job performance problems or fill identified performance gaps. Participant Training can consist of long-term academic degree programs, short or long-term non-degree technical courses in academic or in other settings, seminars, workshops, conferences, on-the-job learning experiences, observational study tours, and the use of technology such as distance or e-learning, and online courses. The term Participant Training also encompasses Exchanges, which are any program that involves an exchange of ideas, values, or culture between a host country and the United States or another country; traditional programs with individuals traveling between a host country and the United States or another country, non-traditional programs using technology, or a combination of both. (See 253.3.1.2) (**Chapter 253**)

### **Participant Training agreement**

See Stakeholder Compact. (**Chapter 253**)

### **Participant Training impact**

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

### **Participant Training implementer**

The individual or organization hired by a Mission or USAID/W Bureau or Independent Office to help design, implement, or monitor aspects of results-oriented Participant Training under Mission guidance and authority. See "Implementer." (**Chapter 253**)

### **Participant 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**)

### **Participant Training, informal**

Learning activities taking place outside the classroom or other such formal structuring during a period of Agency-sponsored Participant 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**)

### **Participant 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 Participant Training implementers who arrange for such Participant Training and are also known as program Implementers. (**Chapter 253**)

### **Participant Training, regional**

Any Participant Training program funded using regional funds, as opposed to bi-lateral fund, that contributes to the achievements of regional, as opposed to country-specific, objectives. Regional Participant Training may take place inside or outside a cluster of countries that form a geographically or politically designated region. Any Participant Training (see **253.1**) program that is funded by a Sponsoring Unit using regional, not bi-lateral funds, and where the results of the Participant Training will be reported on a regional or multi-country basis, not a single country basis. (**Chapter 253**)

### **Participant 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 program. (**Chapter 253**)

### **Participant Training, third-country**

Any Participant Training program conducted in a country that is not the host country or the United States. (**Chapter 253**)

### **partner**

An organization or individual with which/whom the Agency collaborates to achieve mutually agreed-upon objectives and secure participation of ultimate customers. Partners can include host country governments, private voluntary organizations, host country and international NGOs, universities, other U.S. Government agencies, United Nations and other multilateral organizations, professional and business associations, and private businesses and individuals. (**Chapters [101](#), [201](#), [253](#)**)

### **program**

A program is aligned with a CDCS Development Objective and includes all projects and other activities that are associated with a particular DO. (**Chapter 253**)

In the context of this ADS chapter, a program is a discrete Participant Training event or academic term enrollment involving Participants taking place in the U.S., a third country,

or in-country intended for the transfer of knowledge, skills, or attitudes to solve job performance problems or fill identified performance gaps. (Chapters [252](#) and [253](#))

**Public International Organization (PIO)**

An international organization that appears on the List of Public International Organizations or has otherwise been designated in accordance with the terms of ADS Chapter 308. (Chapter [253](#) and [308](#))

**Sponsoring Unit**

The Mission or Bureau/Independent Office that expends USAID funds for Participant Training design, implementation, or evaluation activities. (Chapter [253](#))

**stakeholder agreement**

See Stakeholder Compact. (Chapter [253](#))

**stakeholder compact**

Also known as a Participant Training or Stakeholder Agreement. A written agreement involving Participants, employers, and Sponsoring Units of specific performance change targets within the organizational setting of the Participants selected for an Exchange or Training. (Chapter [253](#))

**stakeholders**

Those who are affected positively or negatively by a development outcome or have an interest in or can influence a development outcome. (Chapter [201](#) and [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 host country. (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 database for reporting of information on all USAID [Participant Training](#), and [other](#) Exchange Visitor activities. TraiNet is USAID's single repository of [Participant Training](#) data. TraiNet is a Web-based application that helps Missions, contractors and contractor systems at various locations to collaborate in [Participant Training](#) reporting. (Chapter [253](#))

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