

# **13 FAM 300 LEADERSHIP AND MANAGEMENT TRAINING**

## **13 FAM 310 MANDATORY LEADERSHIP AND MANAGEMENT TRAINING**

*(CT:TPD-001; 05-20-2004)  
(Office of Origin: FSI)*

### **13 FAM 311 Leadership Training**

*(CT:TPD-001; 05-20-2004)  
(State Only)  
(Civil Service and Foreign Service Employees)*

This section addresses Department policy governing mandatory Leadership Training.

#### **13 FAM 311.1 Senior Level Personnel**

*(CT:TPD-001; 05-20-2004)  
(State Only)  
(Civil Service and Foreign Service Employees)*

Newly promoted Senior Foreign Service personnel and Senior Executive Service personnel are required to take the FSI offered course, Senior Executive Threshold Seminar (PT-133), within the first year following promotion.

#### **13 FAM 311.2 Mid-Level Personnel**

*(CT:TPD-001; 05-20-2004)  
(State Only)  
(Civil Service and Foreign Service Employees)*

a. Mid-level personnel are required to take the following FSI Leadership courses as indicated by grade:

FS-01 and GS-15:	Advanced Leadership Skills (PT-210)
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FS-02 and GS-14:	Intermediate Leadership Skills (PT-207)
FS-03 and GS-13:	Basic Leadership Skills (PK-245)

b. The following current and/or former FSI and non-FSI courses are considered equivalent to meeting the requirements described in 13 FAM 620.2:

	Meets Requirement For		
	FS-01/GS-15	FS-02/GS-14	FS-03/GS-13
<b>FSI Courses:</b>			
Deputy Chief of Mission/Principal Officer Seminar (PT-102)	X	X	X
Foreign Affairs Leadership Seminar (PT-119)	X	X	X
The Senior Seminar (PG-501)	X	X	X
Advanced Leadership Skills (PT-210)	X	X	X
Intermediate Leadership Skills (PT-207)		X	X
Basic Leadership Skills (PK-245)			X
<b>Non-FSI Courses:</b>			
Executive Development Seminar (OPM course)	X	X	X
Management Development Seminar (OPM course)		X	X
Seminar for New Managers (OPM course)			X
The National War College	X	X	X
Industrial College of the Armed Forces	X	X	X
Air War College at Montgomery	X	X	X

Army War College at Carlisle	X	X	X
Naval War College at Newport	X	X	X
Marine War College at Quantico	X	X	X

## **13 FAM 312 EEO/Diversity Awareness Training**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. This section addresses Department policy governing EEO/Diversity Awareness Training.

b. The Foreign Service Institute (FSI) has developed a continuum of training containing EEO/diversity awareness elements that is consistent with the Department of State’s desire that its workforce discharge its duties and responsibilities free from bias and prejudice. This is reflected in EEO/Diversity specific courses and also embedded in a regime of training extending from entry-level orientation, professional tradecraft courses, leadership-management training, to Senior level training programs.

c. EEO/Diversity Awareness Training is mandatory for all supervisors and managers, and employees who serve on assignment panels; bureau awards committees, as Career Development Officers, or as examiners in Bureau of Human Resources, Office of Recruitment, Examination, and Employment (HR/REE). All employees, however, are expected to participate in EEO/Diversity awareness training or training containing a EEO/Diversity module on average every five years.

### **13 FAM 312.1 Supervisors and Managers**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. EEO/Diversity Awareness Training is mandatory for all supervisors and managers within the requisite time periods specified below.

b. The term “supervisors and managers” refers to all Department personnel who are the rating and/or reviewing officials for Foreign Service generalists (FSO), specialists (FP), Civil Service employees (SES, GS/GG, wage grade), and Foreign Service Nationals (FSN).

c. All supervisors and managers as defined in paragraph (b) must take the course “EEO/Diversity Awareness for Managers and Supervisors”

(PT-107), offered by the Foreign Service Institute, within 12 months of the date they are assigned to the covered position, if they have not taken the course previously.

d. The following courses with an EEO/Diversity module meet the requirements and can be substituted for PT-107 if successfully completed within three years before the commencement of a mandatory requirement:

- The Senior Seminar (PG-501)
- Human Resource Management at Post (PA-236)

e. All supervisors/managers are expected to take any of the following courses within every 5 years thereafter:

- Leading in a Diverse Workforce (PT-218); or
- One of the following courses which incorporate an EEO/Diversity module:
  - The Ambassadorial Seminar (PT-120)
  - The Deputy Chiefs of Mission Seminar (PT-102)
  - The Senior Executive Threshold Seminar (PT-133)
  - The Senior Seminar (PG-501)
  - Advanced Leadership Skills (PT-210)
  - Intermediate Leadership Skills (PT-207)
  - Basic Leadership Skills (PK-245)
  - Human Resource Management at Post (PA-236)

### **13 FAM 312.2 Assignment Panels, Bureau Awards Committees, and the Board of Examiners**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. Department of State personnel who serve on assignments panels, bureau awards committees, as Career Development Officers in HR/CDA, or are assigned as examiners in HR/REE are required to take EEO/Diversity Awareness Training (PT-107) within 1 year prior to or following the commencement of their duties.

b. Any employee listed in paragraph (a) who has completed one of the courses listed in 13 FAM 620.4-2 within the 5 years immediately preceding the commencement of their duties is considered to have met this requirement.

### **13 FAM 312.3 Other Employees**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

Other Department of State employees not otherwise covered by the foregoing provisions are expected to participate in EEO/Diversity Awareness training courses on average every 5 years.

### **13 FAM 312.4 Arranging for Training**

*(CT:TPD-001; 05-20-2004)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. Ensuring that participation in mandatory EEO/Diversity Awareness training is arranged is primarily the responsibility of each employee.

b. The Office of Career Development and Assignments (HR/CDA) normally enrolls covered Foreign Service personnel in mandatory EEO/Diversity Awareness training. Transfer orders for those required to take a course at the time of their transfer, or within 12 months after their transfer, shall normally include a mandatory statement in the “Remarks” section-directing enrollment in the appropriate course. Questions regarding participation should be referred to the appropriate Career Development Officer (CDO) in HR/CDA.

c. Supervisors and Bureau Training Officers normally work with covered Civil Service personnel to arrange for enrollment in mandatory EEO/Diversity Awareness training within 12 months from the effective date of their assuming supervisory and or managerial duties. Questions regarding participation should be referred to the appropriate Bureau Training Officer in the employee’s bureau of assignment.

## **13 FAM 313 THROUGH 319 UNASSIGNED**