

13 FAM 120 FUNCTIONS OF THE FOREIGN SERVICE INSTITUTE (FSI)

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

13 FAM 121 FUNCTIONS

*(CT:TPD-001; 05-20-2004)
(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)*

- a. FSI is an in-service training organization that:
 - (1) Provides training in specialized and functional fields;
 - (2) Evaluates and seeks to improve training facilities and techniques in the Department and at Foreign Service posts; and
 - (3) Provides training materials.
- b. In addition to offering courses at the National Foreign Affairs Training Center (NFATC) facilities in the Washington, D.C. area and the Warrenton Training Center (WTC) in Warrenton, Virginia, FSI conducts programs abroad and assists posts in the development of training programs.
- c. FSI operates the External Training Program through which employees can participate in training offered by government and non-government vendors.
- d. FSI reviews and approves all requests and contracts for training.

13 FAM 122 FSI OBJECTIVES

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(Uniform State/Commerce)
(Applies to Foreign Service and Civil Service Employees)*

FSI has the following objectives:

- (1) To increase the effectiveness of Department personnel and

personnel of other Federal agencies engaged in foreign affairs activities.

- (2) To develop skills, knowledge and abilities of employees in order to increase their versatility, potential, prepare them for increased responsibility, and make possible greater flexibility of assignment.

13 FAM 123 REIMBURSEMENT FOR TRAINING

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

(Uniform State/Commerce)

(Applies to Foreign Service and Civil Service Employees)

- a. Training and instruction for non-State Department participants shall be provided on a reimbursable or advance-of-funds basis.
- b. Such reimbursements or advances to the Department shall be credited to the currently available applicable appropriation account in accordance with the Economy Act, 5 U.S.C. 1535-36 (authorizing interagency furnishing of goods and services on a reimbursable basis).
- c. The Department may not obtain reimbursement for training if funds are already provided explicitly for such purpose in its appropriation.
- d. Tuition is recalculated at least annually and all agencies are notified in advance of rate changes.
- e. Special tuition charges are made for tutorial and other specially arranged training.

13 FAM 124 THROUGH 129 UNASSIGNED