



Family Liaison Office

Direct Communication Project

Resource No. 16

Functional Training for Foreign Service Family Members

The Department of State is authorized to provide functional training to family members of U.S. Government direct-hire personnel anticipating an overseas assignment (section 704 of the Foreign Service Act of 1980). This training, which is offered on a space available basis to family members, is coordinated by the Family Liaison Office Employment Program staff.

A family member must be a U.S. citizen whose spouse has been paneled for an overseas assignment to be eligible for most functional training.

For training at FSI, the family member should contact FLO, indicating the course desired and preferred date(s). An Employment Program staff member interviews the applicant to determine eligibility and commitment before arranging for enrollment. A request for enrollment cannot be made directly to FSI.

The spouse's agency must agree to pay for the classes before he or she can be enrolled. This is done automatically for State Department employees. Course fees range from \$300 to \$17,240. There is no mechanism at FSI for the spouse to pay directly for a course. The fee for ConGen, the basic consular training course, is usually waived if there is a need for trained eligible family members (EFMs) at post.

The functional training courses available to spouses are in consular, administrative, computer training, and office management. The training available to family members is the same as that given to Foreign Service employees. Applicants should be prepared to devote the energy and study time necessary to learn technical material in a full-time course. Homework may be

necessary in order to pass the required examinations in some of the courses.

Enrollment of family members in language training and area studies is coordinated through HR/CDA. The employee should contact his/her Assignments Officer for further information.

The FLO Employment Program Specialist can offer suggestions on other employment and educational possibilities available to spouses at individual overseas posts.

Completion of any of the functional training classes does not guarantee a spouse a position at post, but may increase his/her employability.

FSI Courses Available to Family Members

Basic Consular Course **(PC-530) 26 days**

This graduate level course covers a range of information, from immigration and nationality law to the three volumes of the Foreign Affairs Manual dealing with consular affairs. The course objective is to provide participants with the capability to apply laws and regulations accurately and effectively. Training is in a setting simulating a consular office abroad. The course is comprised of three parts: immigrant and non-immigrant law and services; nationality law and citizenship documentation; and citizen's emergency services. Rotating among different offices in "ConGen," students are introduced to the law and regulations through study guides and lectures. The course tests the student's understanding of the material through role plays and simulations based on actual cases, in addition to written exercises and examinations.

NOTE: Upon successful completion of this course, family members are certified to adjudicate visas. The post may request that the State Department designate a family member as a "consular associate."

Budget & Financial Management **(PA-211) 27 days**

This graduate level course provides specialized training in budget formulation, financial planning, working with FAAS, cashier operations, resource management, internal controls, and departmental accounting policies and procedures. Instruction is on Basic B & FM tasks, computer applications, work simulations, and discussions on both budgetary and fiscal theory and practice.

General Services Operations **(PA-221) 12 weeks**

This graduate level course provides students with intensive, specialized training in Foreign Service procurement, contracting, property management, travel, acquisitions, and other GSO responsibilities. Students are led through case studies and practical exercises. The 2-week contracting module provides training in overseas contracting and procurement. The 2-week Property Management Module/NEPA provides training in computer-based inventory control and reconciliation of official personal property.

Personnel Management Training **(PA-231) 7 weeks**

This graduate level course gives students an operational knowledge of the principles of American and FSN personnel administration. Instruction and lectures are interspersed with case studies and practical exercises. There is a 7-day FSN position classification segment and a 3-day FSN compensation and salary survey workshop.

Foreign Service Office Management Training **(PK-102) 13 days**

This course trains office management specialists and other office support staff to prepare letters, memoranda, Congressionals, telegrams, airgrams, time and attendance records, and travel vouchers. A senior Foreign Service Office Management Specialist (OMS) provides first-hand experience to reinforce the information presented. Students receive training in word processing and spend time working on their country desk.

FSI Correspondence Courses Available to Family Members

The Foreign Service Institute offers correspondence courses that, although tailored to the needs of Department of State personnel, can be taken by family members overseas.

Consular Courses

The *Basic Consular Course* (PC 530) is broken down into three correspondence courses: *Immigration Law and Visa Operation* (PC 102), *Nationality Law and Consular Procedures* (PC 103), and *Overseas Citizens' Services* (PC 104). The courses are designed to help FSNs understand the laws and regulations in the relevant sections of the Immigration and Nationality Act and the *Foreign Affairs Manual*. There are section quizzes and a final exam. These courses may be taken by eligible family members who have a Consular sponsor at post and access to the manuals. Most family members who take the courses work in the Consular Section. If there is not a copy of the updated materials at post, cable M/FSI/SPS/CON. See 1992 STATE 061318 for more information.

The Basic Consular Correspondence Course does not fulfill the requirements for a family member to be designated as a consular associate.

There is no charge for the courses for a State family member. For spouses of employees of other agencies, the parent agency of the employee must pay \$90.00/course.

Family members at post interested in taking administrative correspondence courses should have the post cable M/FSI/SPS/AT. The following information should be included:

- * Name and social security number of spouse who wishes to take the class;
- * Sponsor's name and agency;
- * Position held or about to be held.

Administrative Courses

Management Controls Workbook (PA 164)

How To Be A Contracting Officer's Representative (PA 130)

Training for Overseas Cashiers

Training For Overseas Cashier Supervisor (PA 294)

Training for Overseas Voucher Examiners (PA 200)

Introduction to Simplified Acquisitions and Requisitions Overseas (PA 222)

How to be a Contracting Officer's Representative (PA 130)

How To Write A Statement of Work (PA 134)

Or family members may write to:

Registrar
National Foreign Affairs Training Center
4000 Arlington Boulevard
Arlington, VA 22204-1500

There are no FSI correspondence courses in electronics, systems management, or communications. See the Systems Manager at post for information about computer tutorials or self-taught training materials.