



# DLI Program Required and Recommended Training

## An Additional Help for ADS Chapter 459

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## DLI PROGRAM REQUIRED AND RECOMMENDED TRAINING

(As of October 2012)

<b>Course</b>	<b>Duration</b>	<b>Importance</b>	<b>When</b>	<b>Notes</b>
<b>DLI Orientation to USAID</b>	5 weeks	REQUIRED	Immediately upon swearing-in	
<b>Culture Matters: Integrating Cultural Context into Development Strategies and Programming</b>	1 day	REQUIRED	Before departing for post Part of Consolidated Training Week	<b>1</b>
<b>Introduction to USAID Programming</b>	1 day	REQUIRED	Part of DLI Orientation	
<b>ADS Overview course /ADS/Clearing Officer Training</b>	½ day	REQUIRED	Before departing for post	<b>2, 3</b>
<b>Gender Training</b>	3 hours	REQUIRED	Before departing for post	<b>3, 5</b>
<b>Foreign Assistance Overview (F Overview)</b>	½ day	REQUIRED	Before departing for post	<b>5</b>
<b>Global Development Alliance (GDA)</b>	½ to 1 day	REQUIRED	Before departing for post	<b>5</b>
<b>Equal Employment Opportunity (EEO)</b>	2 hours	REQUIRED	Before departing for post Part of DLI Orientation	<b>4</b>
<b>Security Overseas Seminar (SOS)</b>	2 days	REQUIRED	Before departing for post	<b>6</b>
<b>Introduction to Working in an Embassy</b>	5 hrs. online	REQUIRED	Before departing for post	<b>7</b>
<b>Language Training</b>	varies			<b>8</b>
<b>Backstop Training</b>	varies	REQUIRED	Before departing for post	<b>9</b>
<b>USAID UNIVERSITY COURSES</b>				
<b>Programming Foreign Assistance</b>	5 days	REQUIRED	Consult Backstop Coordinator and Mission.	<b>2, 16</b>
<b>Project Design and Management</b>	2 weeks	REQUIRED	Consult Backstop Coordinator and Mission.	<b>2, 16</b>
<b>Acquisition Management for COTR/AOTRs (A&amp;A 104)</b>	2 weeks	REQUIRED	Consult Backstop Coordinator and Mission.	<b>2, 16, 17</b>
<b>Supervision Seminar</b>	5 days	REQUIRED	Consult Backstop Coordinator and Mission.	<b>16</b>

## RECOMMENDED TRAINING

<b>Course</b>	<b>Duration</b>	<b>Importance</b>	<b>When</b>	<b>Notes</b>
<b>Environment Matters</b>	1 day	<b>These courses may be required by particular Backstops or Missions, depending on the DLI Officer's assignment.</b>	Before departing for post	<b>10</b>
<b>Financial Management Course</b>	5 days		Before departing for post	<b>11</b>
<b>Internal Controls</b>	5 days		Before departing for post	<b>11</b>
<b>Global Acquisition and Assistance System GLAAS 101 Requesting (for new Users)</b>	varies		Before departing for post	<b>12</b>
<b>Environmental Compliance</b>	2 days		Before departing for post	<b>2, 13</b>
<b>Protocol and U.S. Representation Abroad</b>	1 day		Before departing for post	<b>6</b>
<b>Explaining America</b>	1 day		Before departing for post	<b>6</b>
<b>OPS Master (integrated financial planning tool)</b>			Before departing for post	<b>14</b>
<b>Finding and Using Development Data</b>	1 day		Before departing for post	<b>2</b>
<b>Getting to Post with HR</b>	1 to 2 hours		Before departing for post	<b>15</b>

**Notes:**

1. When not part of DLI Orientation, registration through USAID University. The session “Culture Matters: Integrating Cultural Context into Development Strategies and Programming” during Consolidated Training Week replaces this session.
2. Registration through USAID University; for the ADS training register at <http://inside.usaid.gov/ADS/adstrng2.html>.
3. Classes cannot exceed 25 people because of the size of training facility or decision by trainers.
4. The overview provides insights about this issue in the USAID context. Now part of DLI Orientation
5. Part of a Consolidated Training Week.
6. Conducted by FSI taken within one month of departure for post (These courses are automatically approved for all DLI Officers but the SF-182 must be completed by the DLI Officer and processed by the DLI’s FS Staffing Specialist in OHR). The class schedule can be accessed here: <http://fsi.state.gov/admin/reg/default.asp?EventID=MQ911#enroll>
7. Online course provided by FSI (SF-182 completed by DLI and processed by FS Staffing Specialist). DLI Officer has 90 days to complete. Course information can be accessed here: <http://fsi.state.gov/admin/reg/default.asp?EventID=PN113>
8. If a LANGUAGE IS REQUIRED FOR TENURE – Length of training varies but USAID will not provide more than 40 weeks of training to prepare an individual for tenure. Training must be completed before departing for post if language training is needed. Generally, conducted by the FSI but sometimes provided by a private contract (ICLS) to “top off” language skills (SF-182 completed by the DLI Officer and processed by the DLI Language Training specialist).
9. Duration varies from backstop to backstop (arranged by Backstop Training Coordinators). Can include training through the USAID University, FSI, direct-hire subject matter experts, and whatever is necessary to provide needed training. Note that this training sometimes includes trainings listed as Mission-based but is to be completed by some backstops before departing for post.
10. Introduction to this sector for USAID staff. For more information on this course, please visit <http://enrmlearning.org>.
11. Developed jointly by the USAID Office of the Chief Financial Officer and the USDA Graduate School, this course is designed to assist all new hire employees fully understand their critical accountability responsibilities as USG employees.
12. There are various GLAAS training classes. Please check USAID University for the description and duration.
13. For DLI Officers in any backstop who will be involved in program management.
14. Training is being rolled out now. The course will be for those involved in program planning and implementation. Contact Bill Renison at [wrenison@usaid.gov](mailto:wrenison@usaid.gov).
15. Monthly session by staff of OHR, M/MS/OMD (Overseas Management Division), and M/MS/TTD to provide an ongoing flow of information to the DLIs on the process of getting to post.
16. Courses are offered regionally and in Washington.
17. Intended for DLI Officers in any backstop who will manage contracts and/or grants.

## OPTIONAL TRAINING AND MENTORING RESOURCES

**Brown Bag Luncheons:** RECOMMENDED, arranged by various USAID Bureaus and offices.

**Realities in Foreign Service Life:** SF-182 top completed by DLI and then SF-182 processed by FSS Specialist for training at FSI

**Post Options for Employment and Training:** SF-182 top completed by DLI and then SF-182 processed by FSS Specialist for training at FSI; employees' spouses eligible

**Blacks in Government:** Please contact Melvin Porter for more info.

**Hispanic Employment Council for Foreign Affairs Agencies (HECFAA):** Please contact Francisco Zamora for more info.

**Employees with Disabilities (EWD):** Please contact Charlotte McClain-Nhlapo for more info.

**Asian Pacific American Employee Committee (APAEC):** Please contact Bhavani Pathak for more info.

**Gays and Lesbians in Foreign Affairs Agencies (GLIFAA):** Please visit [www.glifaa.org](http://www.glifaa.org) for more information.

**American Foreign Service Association (AFSA):** Please contact Francisco Zamora for more info or visit [www.afsa.org](http://www.afsa.org).

**Ethics Discussion Group:** Please contact Neil Levine for more info.

**Global Health Bureau Mentoring Program:** Please contact Ruth Strande for more info or visit <http://ghintranet.usaid.gov/GHNET/Pages/PDMS/PersonalEffectiveness/Mentoring/Index.aspx>.

**OHR Situational Mentoring:** Please contact Carolyn Walkup for more info or visit [http://inside.usaid.gov/HR/university/Situational\\_Mentoring.cfm](http://inside.usaid.gov/HR/university/Situational_Mentoring.cfm).