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ADS Chapter 457

Long-Term Training (LTT) at Department of Defense
(DOD) Institutions and Training Facilities

New Edition Date: 09/25/2019
Responsible Office: HCTM/FSC
File Name: 457_092519

Functional Series 400 – Human Resources
ADS 457 – Long-Term Training (LTT) at Department of Defense (DoD) Institutions
and Training Facilities
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****This is a new ADS chapter.***

Table of Contents

<u>457.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>457.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>457.3</u>	<u>POLICY DIRECTIVES & REQUIRED PROCEDURES</u>	<u>4</u>
<u>457.3.1</u>	<u>Long-Term Training (LTT): Student and Faculty Positions.....</u>	<u>4</u>
<u>457.3.2</u>	<u>Eligibility for LTT Student and Faculty Positions</u>	<u>5</u>
<u>457.3.3</u>	<u>Application and Selection Process for Long-Term Training Student Positions.....</u>	<u>6</u>
<u>457.3.4</u>	<u>Long-Term Training Student Candidate Qualifications.....</u>	<u>6</u>
<u>457.3.4.1</u>	<u>Selection of Faculty Positions</u>	<u>7</u>
<u>457.3.5</u>	<u>U.S. Service Requirement</u>	<u>8</u>
<u>457.3.6</u>	<u>Cancellation of Long-Term Training.....</u>	<u>8</u>
<u>457.3.7</u>	<u>Funding and Benefits for Long-Term Training Assignments</u>	<u>8</u>
<u>457.3.8</u>	<u>Performance Management During Long-Term Training.....</u>	<u>9</u>
<u>457.4</u>	<u>MANDATORY REFERENCES</u>	<u>10</u>
<u>457.4.1</u>	<u>External Mandatory References</u>	<u>10</u>
<u>457.4.2</u>	<u>Internal Mandatory References</u>	<u>10</u>
<u>457.5</u>	<u>ADDITIONAL HELP</u>	<u>11</u>
<u>457.6</u>	<u>DEFINITIONS.....</u>	<u>11</u>

ADS 457 – Long-Term Training (LTT) at Department of Defense (DoD) Institutions and Training Facilities

457.1 OVERVIEW

Effective Date: 09/25/2019

This chapter provides the policy directives and required procedures governing the selection and assignment of USAID personnel to Long-Term Training (LTT) student and faculty positions at Department of Defense (DoD) institutions and training facilities.

Positions in both groups are open to career U.S. Direct-Hire employees, including Foreign Service (FS), Senior Foreign Service (SFS), Senior Executive Service (SES), and Civil Service (CS) employees, as described in this ADS chapter.

457.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/25/2019

- a.** The **USAID Administrator (A/AID)** approves the designation of specific positions as LTT faculty positions; approves all LTT faculty assignments that are designated Senior Leadership Group (SLG) positions, including extensions/curtailments greater than six months and assignment terminations; and approves any significant change in LTT faculty positions (such as grade level).
- b.** The **Chief Human Capital Officer (CHCO)** is responsible for overall management of the Agency's personnel authorities and systems, including the LTT student and faculty assignment process.
- c.** The **Office of Human Capital and Talent Management, Foreign Service Center (HCTM/FSC)**, in collaboration with the **Bureau for Democracy, Conflict, and Humanitarian Assistance, Office of Civil-Military Cooperation (DCHA/CMC)** oversees the LTT selection process and ensures that all assignments to LTT are in accordance with applicable laws, regulations, and internal policies and procedures; and approves all assignments to LTT. HCTM/FSC processes all personnel actions related to the assignment or detail of a Foreign Service employee to an LTT position. **HCTM Human Capital Services Center (HCTM/HCSC)** processes all personnel actions related to the assignment or detail of a CS employee to an LTT position.
- e.** The **HCTM Center for Professional Development (CPD)** incorporates the LTT Program into the Agency's Global Workforce Learning Strategy (GWLS).
- f.** The **Director of the Office of Civilian-Military Cooperation (DCHA/CMC)** maintains, in consultation with HCTM, a list of current LTT student and faculty positions at DoD colleges and training institutions. The Director coordinates and provides staff support for the LTT student and faculty assignment process in USAID and with DoD, and provides technical backstopping and/or administrative support for students and faculty. This includes designating a DCHA/CMC staff member to serve as supervisor of

record for all FS Officers in LTT positions, with responsibility for completing and/or signing required performance management forms.

g. The **Office of Civil Rights (OCR)**, in collaboration with HCTM, ensures that LTT student and faculty assignments are made in accordance with equal opportunity principles and contribute to a fully diverse Agency leadership. OCR representatives have a standing invitation to all LTT selection panel meetings and provide feedback on policies and practices regarding the assignments' process.

h. The **Senior Leadership Group (SLG) Panel** recommends candidates for LTT faculty assignments to the Administrator.

i. **Bureaus and Independent Offices (B/IOs)** are responsible for agreeing, in writing, to fill a position vacated by a Civil Service employee selected for LTT on a temporary basis only, and to assign the employee back to their original, or similar/equivalent, position at the conclusion of training.

457.3 POLICY DIRECTIVES & REQUIRED PROCEDURES

Effective Date: 09/25/2019

Civil Service student assignments to LTT are made under the authority of [5 U.S.C. Sections 4101-4118 \(Government Employees Training Act\)](#).

Foreign Service student and faculty assignments to LTT are made under the authority of Section 704 of the [Foreign Service Act of 1980, as amended](#).

457.3.1 Long-Term Training (LTT): Student and Faculty Positions

Effective Date: 09/25/2019

LTT is a critical component of USAID's core value of human capital development and may include both student and faculty assignments at the following schools:

- The National War College (NWC),
- The Eisenhower School (ES),
- The U.S. Army War College (AWC),
- The U.S. Army Command and General Staff College and its School of Advanced Military Studies (SAMS),
- The Marine Corps Command and Staff College,
- The Marine Corps War College,
- The Naval War College,

- The Air War College, and
- Other Agency-approved DoD institution locations.

LTT provides exposure to broad perspectives on U.S. foreign policy, including those of the DoD, Department of State, and other interagency participants, and prepares employees for increased levels of responsibility in advancing foreign assistance objectives. While not guaranteed, many former LTT trainees have gone on to fill the Agency's SLG positions.

DCHA/CMC manages LTT student details at DoD institutions and colleges, in close coordination with HCTM/FSC. LTT student positions are slightly less than one year in duration (tied to the length of the DoD academic year).

With the exception of the faculty position at the U.S. Army Command and General Staff College, LTT faculty assignments are included in the SLG application and review process. Faculty positions are generally a two-year assignment, with a potential option to extend a third year.

The number and location of training and faculty assignments may change from time to time, particularly as the SLG Panel must balance immediate or projected requirements to fill critical executive positions.

457.3.2 Eligibility for LTT Student and Faculty Positions

Effective Date: 09/25/2019

Eligibility for LTT positions vary by institution and requirements may change over time. Changes will be announced in a USAID General Notice and/or bidding instructions for LTT.

There are three categories of eligibility requirements:

- Opportunities limited to Career (tenured) GS-14/FS-02 or above are open to those who have served at least five years in USAID in a non-training status.
- Opportunities limited to Career (tenured) GS-12/FS-03 or above are open to those who have served at least five years in USAID in a non-training status.
- Opportunities limited to eligible SLG bidders are defined in the General Notice announcing the SLG bidding instructions. This includes most faculty positions.

If selected, applicants must be able to obtain the security clearance level that is required by the institution.

457.3.3 Application and Selection Process for Long-Term Training Student Positions

Effective Date: 09/25/2019

LTT student and non-SLG faculty opportunities will be announced in an Agency Notice. These opportunities will include LTT positions for the academic school year beginning in the summer/fall of the following year (e.g., the summer 2020 announcement would be for the 2021/22 academic year). Applications will be considered from all eligible FS and CS employees who meet the eligibility requirements described in section **457.3.2**.

Although critical priority country (CPC) service will provide candidates with the exposure and experience to make them excellent LTT student candidates, priority consideration related to CPC service will not be a determining factor in making LTT student selections.

FS employees must be an eligible bidder for vacancies that open in the calendar year that LTT opportunities are available. CS employee bids require the employee's Bureau Assistant Administrator (AA) or Independent Office (IO) head to agree in writing prior to the CS employee's application for LTT training to:

1. Fill the vacancy created on a temporary basis only; and
2. Assign the employee back to their original or similar position at the conclusion of training (unless the Bureau or Office creates or holds an equivalently graded position for the employee).

LTT student applicants must provide a one-page biodata sheet, a list of desired training opportunities in preferential order, a personal written statement of interest not to exceed 250 words, the letter of endorsement from their B/IO head described above confirming their willingness to assign the employee to their original or similar position, and a list of 360 feedback sources to include the applicant's previous three supervisors. The 360 sources will be surveyed to help determine the candidate's suitability and readiness for the LTT student assignment.

After applications are received and 360 feedback is obtained, DCHA/CMC will ensure packages are complete and will convene a selection panel to review applications and make assignment recommendations to HCTM/FSC. The selection panel will include representatives from HCTM/FSC, DCHA/CMC, one geographic Bureau representative (office director or above), one pillar Bureau (office director or above), and one SFS/SES Officer who is also a LTT alumnus. Membership is on a rotating basis with consideration of members given to ensure gender balance and diversity among the panel. OCR will also be invited to participate as a non-voting member.

457.3.4 Long-Term Training Student Candidate Qualifications

Effective Date: 09/25/2019

Candidates for LTT student positions must have strong experience, background, and past performance. All candidates are expected to be high-performing employees. Generally, these applicants demonstrate strong potential to serve in the Senior Foreign Service or Senior Executive Service, and would benefit from additional exposure and education at a DoD institution. Candidates who are selected for LTT will have greater potential to serve effectively in an SLG or SES position after completing their training, but they will be required to apply for SLG positions following the normal application process.

Ideal candidates will:

- Have a history of good performance, including positive reference checks from a variety of sources, including supervisors, peers, and/or subordinates;
- Have experience working with a wide variety of USAID programs;
- Be able to serve as a good ambassador for USAID, having broad knowledge of USAID's programs around the world; and
- Bring benefit to USAID from attending LTT.

Employees selected for student positions must have a security clearance commensurate with the requirements of the training institution, which may be up to Top Secret (TS)/Sensitive compartmented information (SCI). DCHA/CMC will advise HCTM of the level of security clearance required for each training institution. If the assigned employees do not have such clearances, they must work with their HCTM HR specialist to initiate the request for the required clearance level to the Office of Security (SEC). For more information on security clearances, please refer to [ADS 566, Personnel Security Investigations and Clearances](#).

457.3.4.1 Selection of Faculty Positions

Effective Date: 09/25/2019

SLG LTT faculty position opportunities will be announced in the annual SLG Major Listing Agency Notice and Updates.

Historically, in response to the requirements established by many of the DoD training institutions, most employees assigned to SLG faculty positions are encumbered SFS/career SES officers who have:

- Broad overseas and significant management and leadership experience, such as Mission Directors, USAID Representatives or senior B/IO leadership;
- Experience fostering USAID-DoD cooperation; and
- Demonstrated country-specific or regional expertise.

It is also important for the applicant to have experience and demonstrated skill as an instructor or public speaker. Depending on the Memorandum of Understanding between USAID and specific DoD institutions (if finalized), there may be additional requirements such as a required personal grade and educational background. The DoD institution may interview USAID's nominees and concur on nominations.

Employees selected for faculty positions must have Top Secret (TS)/Sensitive compartmented information (SCI) clearance. If candidates do not have such clearances, they must work with their HCTM HR specialist to initiate the request to SEC for a TS/SCI clearance. For more information on security clearances, please refer to [ADS 566](#).

457.3.5 U.S. Service Requirement

Effective Date: 09/25/2019

Assignment to LTT based in the U.S. counts toward the U.S. service requirement for FS Officers as defined in Section 504(b) of the [Foreign Service Act of 1980 \(as amended\)](#). Assignment to LTT is considered a part of an FSO's three-year rotation in the U.S.

457.3.6 Cancellation of Long-Term Training

Effective Date: 09/25/2019

Employees assigned to LTT at a DoD college who, for any reason, cannot participate in the LTT, must notify the DCHA/CMC LTT coordinator immediately in writing, so the training slot can be offered to other eligible employees. Assignment to LTT cannot be postponed or deferred, and assignment to one institution cannot be switched to another institution.

457.3.7 Funding and Benefits for Long-Term Training Assignments

Effective Date: 09/25/2019

Funding for LLT student and faculty assignments will be provided by HCTM from the Personnel Support Cost Center.

Employees who are on assignment as LTT students at facilities outside the 50-mile radius of Washington, D.C. (such as, Carlisle, PA; Newport, RI; Montgomery, AL; and Leavenworth, KS) will be authorized per diem on a sliding scale (in accordance with [14 FAM 573 and 14 FAM 575](#)): 100 percent for days 1-60, 50 percent for days 61-120, and 25 percent for day 121, and all succeeding days. Eligible family members (EFMs) will be entitled to per diem at a reduced rate, in accordance with 14 FAM 572.3-4, for the first 30 days only. Students returning from overseas assignments are authorized travel for the employee and EFMs, and transportation of unaccompanied air baggage (UAB)/privately owned vehicle (POV) from the overseas post to the LTT location. For the duration of the LTT assignment, shipment and continuous storage overseas of the

employee's household effects (HHE) from the losing post to the nearest authorized storage point is authorized.

Students who are assigned to Washington immediately prior to the LTT assignment will be authorized travel to the training facility for the employee only and 300 pounds gross weight UAB to provide shipment of necessary training materials to the LTT location. Students are considered to be detailed to the LTT facility, but under no circumstances are they permitted to remain at the training location for 12 months or more. Students must arrive and depart promptly in synch with the LTT institution's academic year. Their duty station is Washington, D.C. for the duration of the training.

Employees who are on assignment as faculty at LTT facilities outside of the 50-mile radius of Washington, D.C. are reassigned to the new duty station, and the employee and EFMs receive per diem while in travel status only. Employees and EFMs also receive shipment of POV from the place of current assignment to the LTT location. HHE shipment is authorized and/or storage of HHE at the most appropriate authorized storage point while in LTT. Employees and EFMs do not receive per diem once their transfer travel has ended and they have arrived at the new duty station. In addition, employees and EFMs returning from overseas are eligible for the Home Service Transfer Allowance (HSTA) and shipment of UAB from their place of current assignment to the LTT location.

Overseas employees who are accepted as students or faculty members to a training facility within 50 miles of Washington, D.C. receive travel for the employee and EFMs, as well as shipment of UAB, HHE, and POV, from the place of current assignment to the LTT location. Storage of HHE while in LTT is authorized. Employees and EFMs are eligible for the HSTA. No per diem will be paid other than while in travel status. Students and faculty assigned to the metro D.C. area are eligible for the Transit Benefits (SmartBenefits®) Program. Faculty are considered to be assigned to the LTT facility, with a change of their duty station, and they receive locality pay for that location in accordance with [13 FAM 130](#).

Employees currently based in Washington, D.C. who are assigned to a training facility within 50 miles of Washington, D.C. are eligible only for the Transit Benefits (SmartBenefits®) Program.

457.3.8 Performance Management During Long-Term Training

Effective Date: 09/25/2019

A DCHA/CMC staff member will serve as the supervisor of record for employees in LTT. Please see the requirements for performance management contained in the following chapters:

For Foreign Service and Senior Foreign Service Officers:

- [ADS 461, Foreign Service and Senior Foreign Service Performance Management and Development Programs](#)

- [ADS 463, Foreign Service Promotion Eligibility Requirements and Performance Boards](#)
- [ADS 464, Foreign Service Performance-Based Actions](#)

For Civil Service Employees:

- [ADS 462, Employee Evaluation Program, Civil Service](#)
- [ADS 489, Performance Based Actions -- Civil Service](#)

For Senior Executive Service Employees:

- [ADS 421, Senior Executive Service Performance Management System](#)

457.4 MANDATORY REFERENCES

457.4.1 External Mandatory References
Effective Date: 09/25/2019

- [14 FAM 570](#)
- [Age Discrimination in Employment Act of 1967, as amended](#)
- [Foreign Assistance Act of 1961 \(FAA\), as amended, Sections 631\(b\) and \(c\)](#)
- [FTR Section 301-11.14](#)

457.4.2 Internal Mandatory References
Effective Date: 09/25/2019

- [ADS 421, Senior Executive Service Performance Management System](#)
- [ADS 461, Foreign Service and Senior Foreign Service Performance Management and Development Programs](#)
- [ADS 462, Employee Evaluation Program, Civil Service](#)
- [ADS 463, Foreign Service Promotion Eligibility Requirements and Performance Boards](#)
- [ADS 464, Foreign Service Performance-Based Actions](#)
- [ADS 489, Performance Based Actions -- Civil Service](#)

g. [ADS 566, Personnel Security Investigations and Clearances](#)

h. [Sample B/IO Agreement for CS Candidates](#)

457.5 ADDITIONAL HELP
Effective Date: 09/25/2019

There are no additional help documents for this chapter.

457.6 DEFINITIONS
Effective Date: 09/25/2019

See the [ADS Glossary](#) for all ADS terms and definitions.

360 degree sources

Customers, peers, other managers, subordinates, and other individuals with whom or for whom an employee may have worked who can provide feedback, from their various perspectives, about an employee's performance during any period of performance currently being evaluated. Selection panels are prohibited from directly or indirectly soliciting feedback from implementing partners on the performance of Contracting/Agreement Officers (COs/AOs) and Contracting Officer's Representatives/Agreement Officer's Representatives (CORs/AORs). (**Chapter 457**)

employee

Includes all USAID U.S. citizen direct-hire personnel and personal service contractors. (**Chapter 110** and **457**)

faculty member

An employee who is serving on the teaching staff of a college or university. (**Chapter 457**)

long-term training

Full-time training for more than 120 days. (**Chapter 457** and [458](#))