Exchange Visitor Visa Compliance: Checklist for TEAMS Users
R1 Initiator and R2 Award Verifier

An Additional Help for ADS Chapter 252

Purpose: The following checklist is a guide for Implementing Partner (IPs) R1 Initiators and R2 Award Verifiers as they gather, prepare, and submit all the necessary information needed for a USAID Exchange Visitor (EV). To ensure a smooth process, keep in mind that the estimated timeframe from the time EV data is first entered into Training & Exchanges Automated Management System (TEAMS) until the completed and signed DS-2019 Form (needed to obtain a visa) arrives at the Mission is two to four weeks. Factor in additional time if you are new to the role, as well as the time it takes to schedule a visa appointment with the consulate.

NEW USERS

Step 1. Familiarize yourself with available resources and current policy.

Review [ADS Chapter 252, Visa Compliance for Exchange Visitors](#) to familiarize yourself with USAID's policy towards Exchange Visitors and learn the various roles and responsibilities for the Role 1 (R1) Initiator, Role 2 (R2) Award Verifier, Role 2 (R2) Country Verifier, Role 3 (R3) Approver, and Role 4 (R4) Responsible Officer (RO) / Alternate RO.

Step 2. Getting set up in TEAMS.

Contact your USAID Contracting Officer's Representatives/Agreement Officer's Representatives (COR/AOR) requesting a new account in Training and Exchanges Automated Management System (TEAMS).

Contact the TEAMS Helpdesk (**TEAMS@usaid.gov**) for assistance accessing the system (with COR/AOR approval) and for help with TEAMS issues.

Complete the [TEAMS online training tutorials](#).

EXISTING TEAMS USERS

Step 1: The R1 IP enters EV data into TEAMS.

- After creating the EV program and adding the program costs (see tutorial on [creating a new US-based program](#)), the R1 creates a new record in TEAMS for the new EV. See [TEAMS Manual](#) for instructions on adding an individual to a program.
- If applicable, add dependents to the EV's record in TEAMS.
- The COR/AOR or IP meets with the EV to verify their identity.
- The R1 Initiator must enter the following information to every EV/dependent record into TEAMS:
  - Biographical data information, including names and contact information of family members residing in the United States; and
  - English language proficiency documentation (see section [252.3.5.4](#)).
- The R1 Initiator (see section [252.3.3.1](#)) scans and uploads the following documents to every EV/dependent record into TEAMS:

    The face page of the passport;

    [AID Form 252-1, Conditions of Sponsorship for U.S.-Based Activities](#) [English-version] (signed by both the EV and USAID Official) (see section [252.3.5.1](#));

    Health and Accident Insurance documentation for EV/dependents (see section [252.3.5.3](#)); and

    Other documentation as required by the USAID COR/AOR and/or Mission/Operating Unit (OU). The R1 Initiator and, if applicable, the R2 Award Verifier must coordinate with the USAID COR/AOR to ensure any additional documentation is uploaded.

Step 2: Initiating the DS-2019 Workflow in TEAMS and monitoring for requested actions.

The R1 Initiator initiates the DS-2019 workflow in TEAMS by clicking the green "initiate" button.

Once complete, correct, and error free, the R2 Award Verifier verifies that information. (Note: The R2 should communicate any errors to the R1 Initiator for correction).

The R1 Initiator and R2 Award Verifier monitor the TEAMS workflow to ensure the R2 Country Verifier and the R3 Approver reviews the information, and the R4 RO/ARO submits, electronically signs, and uploads the DS-2019 form to TEAMS[1].

The USAID Mission or IP provides the signed DS-2019 form to the EV. The EV must present a printed copy of the form to apply for a visa and enter the United States.

Contact the RO/ARO at **EVpolicy@usaid.gov** (cc: USAID COR/AOR) if any issues arise. If any actions are "rejected," immediately take action to correct errors and resubmit.

R1 Initiators and R2 Award Verifiers ensure the EV attends a pre-departure briefing (see section ADS 252.3.4).

Step 3. The EV arrives in the United States to participate in their program on an approved J-1 visa.

- The R1 and R2 must validate the EV's arrival in TEAMS immediately upon their arrival but **no later than 30 calendar days after their program start date listed in TEAMS**. Note: If the EV's departure date is less than 30 days after their arrival date (ex. short-term programs), the R1 and R2 (and RO/ARO) must validate their arrival **no later than the EV's program end date listed in TEAMS**.
- Monitor the EV for the duration of their program. Notify the RO/ARO at **EVpolicy@usaid.gov** and USAID COR/AOR immediately if any issues arise such as family emergencies, international travel, or violations of conditions of sponsorship.
- For EVs traveling outside the United States during their program period, contact your USAID COR/AOR for approval and then contact the RO/ARO at **EVpolicy@usaid.gov** to obtain a signature on the EV's DS-2019 form.
- Update the EV's record in TEAMS with any changes (i.e. program dates, U.S. address, etc) and complete the "update data" workflow.

Step 4. The EV departs the United States and returns to their home country.

- Once the EV departs the United States, the R1 initiates the "completed program" workflow.
- We encourage you to document any lessons learned and/or success stories to highlight on USAID's social media/communications products.

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[1] The R3 Approver may request the R4 RO/ARO physically sign and ship the DS-2019 form to Missions via postal mail, instead of digitally signing and uploading the form to TEAMS, by contacting the RO/ARO team (**EVpolicy@usaid.gov**). However, as this process takes an additional one to two weeks, the R4 RO/ARO highly recommends the use of digital signatures to avoid delays.

ADDITIONAL RESOURCES:

- [ADS 252, Visa Compliance for Exchange Visitors](#)
- [ADS 252maa, Training & Exchanges Automated Management System (TEAMS) User's Manual](#)
- [ADS 252saa, Exchange Visitor Visa Compliance: ADS 252 Frequently Asked Questions](#)
- Policy Guidance: **EVpolicy@usaid.gov**
- TEAMS Helpdesk: **TEAMS@usaid.gov**

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