

12 FAH-3 H-130 TRAINING

12 FAH-3 H-131 IN-SERVICE TRAINING

(TL:FOMH-1; 12-4-95)

a. Training opportunities provided by the Diplomatic Security Development and Training Division (DS/EX/PLD/DTD) are published in DS NOTICES, DS NEWS, and in the DS/EX/PLD/DTD Catalog of courses. An agent interested in DS/EX/PLD/DTD courses must submit a training request, Form DS-1889 to his or her supervisor for approval. If the supervisor approves the request, the supervisor will forward it to:

DS Registrar DS/EX/PLD/DTD Room 110, SA-11

b. Upon completion of processing for enrollment, the DS registrar will transmit an acceptance letter to each agent. During the period that an agent is enrolled for training provided by the Training Center, the agent in training must file all time and attendance cards and leave requests with the agent's assigned field office.

12 FAH-3 H-132 FOREIGN SERVICE INSTITUTE TRAINING

(TL:FOMH-1; 12-4-95)

Training courses offered by the Foreign Service Institute (M/FSI) are published in a course catalog, and in the Department Newsletter. Employees can see the catalog at the DS Registrar's office or in PER assignments of-fices in the Department. Agents should submit all requests for FSI training to the DS Registrar on a Form DS-755, after receiving approval from their supervisors. An agent assigned to M/FSI for training must submit his or her time and attendance cards and file leave requests through the appropriate FSI office. Agents who are interested in educational and training programs provided by other U.S. Government agencies or by universities should contact the DS Registrar for additional information at:

DS Registrar
DS/EX/PLD/DTD
Room 110, SA-11

12 FAH-3 H-133 TRAINING CENTER DATA BANK

(TL:FOMH-1; 12-4-95)

The DS Training Center maintains a permanent training and skills data bank which stores information on the training received in DS and other Department courses, including language training from M/FSI or from other accredited institutions. The data bank also keeps information on all previous training received from other Federal, State, and municipal agencies, together with a listing of personal skills and knowledge relevant to career and assignments. Each agent is responsible for completing an initial data sheet for entry into the skills data bank. On a yearly basis, agents will then receive a new data sheet to be updated and forwarded to the DS/EX/PLD/DTD Registrar. The DS Training Center enters updated sheets into the data bank.

12 FAH-3 H-134 VOLUNTARY PHYSICAL FITNESS PROGRAM

(TL:FOMH-1; 12-4-95)

a. Agents assigned to a field office have the opportunity to participate in the Diplomatic Security Service voluntary fitness program. The goal of the program is to help every special agent develop and maintain an optimal physical condition through an appropriate exercise regimen. Each field office designates a physical fitness coordinator to implement the program.

b. The coordinator will administer a physical fitness battery (PFB) test to participating agents every six months. The coordinator uses the test to determine fitness levels, according to age and sex groups, in the following areas: muscular strength, flexibility, and cardiovascular endurance.

c. The physical fitness coordinator maintains the records of individual performance in the voluntary program and will forward a copy of the records to DS/EX/PLD/DTD, which serves as the Washington, D.C. headquarter's coordination and control point. Participating agents will receive an individual fitness profile analysis showing their performance levels.

d. Agents participating in the fitness program are eligible to take three hours within a regularly scheduled workweek for the purpose of exercising. Agents may not take these hours consecutively or in one day and must schedule through the agent's supervisor. For further information on this program, agents should contact the Physical Fitness Coordinator (DS/EX/PLD/DTD).

12 FAH-3 H-135 FIELD OFFICE TRAINING

(TL:FOMH-1; 12-4-95)

a. It is the responsibility of the SACs to establish a program of refresher training for the agents assigned to each field and resident office. Such training should include but not be limited to:

- (1) Firearms;
- (2) Arrest techniques;
- (3) Legal issues;
- (4) Report writing;
- (5) Protective security techniques;
- (6) Computer and data base familiarization; and
- (7) DS procedures and guidelines.

b. The SAC will maintain a record of all such training and a list of participants. Supervisors should include such participation as appropriate in the individual's performance evaluation.

12 FAH-3 H-136 THROUGH H-139 UNASSIGNED

