

PER 9-1

# OPERATIONS MEMORANDUM

TO: American Embassy  
Rio de Janeiro, Brazil

DATE: May 27, 1969

FROM: AmConsul Belem

SUBJECT: FOREIGN SERVICE INSTITUTE: Language Training for Fiscal Year 1969.

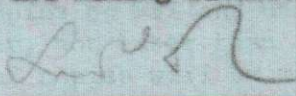
REF: CA-3013 May 23, 1969

(LANGUAGE)	En-rolled ment	Attend- ed Hours	Sched- uled Hours	En-rolled-Scheduled		
				ment	ed Hours	Hours
State-Direct			State-Shared			
INDIVIDUAL						
Portuguese	1	5	5	1	31	31

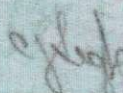
Paid Instructor 36 hours, from PSI funds

I certify that Government funds have been used judiciously and that personnel enrolled in this language program are making satisfactory progress.

Louis P. Goetz  
Principal Officer

  
Signature

27 May 27, 1969  
Date

  
CJTighe:cjt



# AIRGRAM

PER 9-1

FSI-1-20

REP 5 ARA 10

(65) Original to be Filed in O/FSI Decentralized Files.

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CA-3013

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HANDLING INDICATOR

NO.

TO : ALL AMERICAN DIPLOMATIC AND CONSULAR POSTS

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MAY 23 5 52 PM '69

0011

FROM : Department of State (O/FSI)

DATE:

COM FRB INT

SUBJECT : FOREIGN SERVICE INSTITUTE: Annual Language Training Report

LAB TAR TR XMB

REF : CA-7939 May 9, 1968 or CA-8021 May 14, 1968; BALPA IV. Administrative Reporting - FSI.

AIR ARMY NAVY OSD

USIA NSA CIA

ROB 3

An Annual report is now required from each post conducting an FSI-sponsored language training program. Only one report, country-wide, need be submitted; constituent posts should send training information to the Fiscal Servicing (Reporting) Post. Reporting Posts should submit original and two copies to FSI and one copy to the regional language supervisor, if any, not later than July 15 to cover Fiscal Year 1969. Distribution of copies will be made as appropriate to AID and USIA in Washington.

SUGGESTED DISTRIBUTION

O/FSI - 20 copies

A new Sample Format is being incorporated into 3 FAM 878 and a copy is enclosed. Exhibits 878.4(p.3) and (p.4) in the current 3 FAM 878 dated 5/4/67 are obsolete. Paragraph 878.4b. is being re-worded.

To help the Post Language Officer in preparing this report the following changes from the old Semi-annual report are noted:

1. Marine training should now be included in State-shared category.
2. The requirement for NEW and TERMINATION totals has been dropped.
3. The hourly rate and number of Instructors is no longer required.

This Circular Airgram rescinds CA-9366 June 6, 1967 and CA-4103 of December 8, 1967.

RICHARDSON, ACTING

Enclosure: AIR OF THE UNITED STATES OF AMERICA Sample Format

MAY 26 1969

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For Department Use Only

In  Out

Action Taken: Report sent to AmEmb Rio

Date:

FORM 10-64 DS-323

Prepared by: MP

LEM, PARA BRAZIL

Phone No.: 3827

Contents and Classification Approved by: O/FSI - James R. Frith

Clearances:

Release: BOJ

O/FSI:GHolloway

COPY FILED-PDR

1969 MAY 25 PM 8 06



# OPERATIONS MEMORANDUM

TO: Department of State (O/FSI)

DATE: July \_\_, 19\_\_

FROM: Amembassy, \_\_\_\_\_

SUBJECT: FOREIGN SERVICE INSTITUTE: Language Training for Fiscal Year 19\_\_.

REF: 3 FAM 878.4 b.

(LANGUAGE)	En-rol-ment	Attend-ed Hours	Sched-uled Hours	En-rol-ment	Attend-ed Hours	Sched-uled Hours	En-rol-ment	Attend-ed Hours	Sched-uled Hours
<u>GROUP</u>									
<u>Employees</u>	<u>State-Direct</u>			<u>State-Shared</u>			<u>AID</u>		
Bombay									
Calcutta									
Madras									
New Delhi									
<u>Dependents</u>									
Bombay									
Calcutta									
New Delhi									
<u>INDIVIDUAL</u>									
<u>Employees</u>	<u>USIA</u>			<u>Agric.</u>			<u>Defense (etc.)</u>		
Bombay									
Madras									
New Delhi									
<u>Dependents</u>									
Bombay									
Calcutta									
New Delhi									
<u>INDIVIDUAL</u>									
<u>Employees</u>	<u>USIA</u>			<u>Agric.</u>			<u>Defense (etc.)</u>		
Bombay									
<u>Dependents</u>									
Madras									
(etc.)									

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SAMPLE FORMAT

Paid Instructor HOURS, from FSI funds \_\_\_\_\_ and OTHER funds \_\_\_\_\_.

I certify that Government funds have been used judiciously and that personnel enrolled in this language program are making satisfactory progress.

\_\_\_\_\_  
Post Language Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Officer or  
Deputy Chief of Mission

\_\_\_\_\_  
Signature

GUIDE FOR PREPARATION

General. Enrollees receiving both group and individual instruction should be shown in each category. A single-page report is preferable, if at all possible. Any items not applicable may be omitted; e.g., Dependent training, Constituent posts, non-State agencies. Explanatory notes may be added to help in summarization of reports. A delinquent training report delays issuance of a post's operating allowance for language training for the following fiscal year. (3FAM878.1a).

Scheduled Hours. Every hour for which the Instructor was paid is counted as a scheduled hour, regardless of whether the student(s) attended or was(were) absent for whatever reason. If all members of a group class, or the student in an individual class, cancelled in advance and the Instructor was not paid, the hour is not counted as scheduled for the class section.

Funds. The source of "other funds" should be indicated by the few posts where, because of circumstances peculiar to the post, teaching hours are paid from funds other than those provided by FSI.

Post Language Program expenditures for administrative or other duties not directly related to language instruction should not be charged to language funds.

Preparation or purchase at post of language materials which cannot be provided by FSI may be authorized upon prior request, and the cost will be charged separately.

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