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TRAINET AND J VISA COMPLIANCE

Information Processing, Roles & Responsibilities

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WHAT IS TRAINET?

- TraiNet is USAID's official database for the management of U.S., third-country, and in-country training related data. TraiNet data is used for USAID's reports to Congress and other federal agencies as well as other USAID offices and geographic bureaus.
 - For all activities taking place in the U.S., including invitational travel, exchange visitor information is entered in TraiNet and then transmitted to the Visa Compliance System (VCS). VCS then submits the information to the Homeland Security database, SEVIS, which then generates the DS-2019 visa application form.

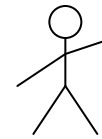


WHAT IS VCS?

- In response to the Department of Homeland Security's SEVIS requirements, USAID developed VCS to request the DS-2019 certificate of eligibility that is required for obtaining the J-1 exchange visitor visa.
- VCS tracks the approval process of the DS-2019 applications and exchange visitor information. VCS facilitates the data exchange between TraiNet and SEVIS.
- All exchange visitors, who are financed in whole or in part, directly or indirectly by USAID, for training, non-training, and invitational travel events, even if they already have a valid non-immigrant visa (e.g., B-1/B-2), are required to travel on a J visa.

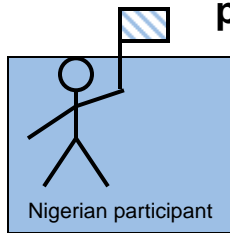


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In-Country Training

In Country Training is when the training takes place **in the country where the participants reside***



Nigeria



Cameroon

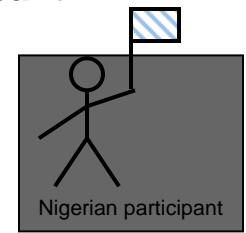


U.S.

*Agency sponsoring unit funding the training is responsible for ensuring the data is entered in TraiNet as In-Country training program

Third-Country Training

Third Country Training is when the training takes place **in a country that is not the residence country of the participant AND not the U.S.***



Cameroon



Nigeria

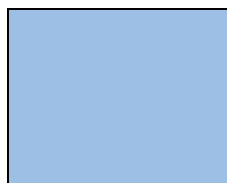


U.S.

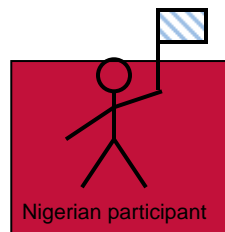
*Agency sponsoring unit funding the training is responsible for ensuring the data is entered in TraiNet as 3rd Country training program.

U.S. Training

U.S. Training is when the training of foreign nationals takes place **in the U.S.***



Nigeria



U.S.



Cameroon

*Agency sponsoring Unit funding the training is responsible for ensuring the data is entered in TraiNet As US-based program.



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ENTERING DATA INTO TRAINET FOR REGIONAL PROGRAMS

Regional Training Programs are funded with *regional* funds, *not bi-lateral* funds, and may involve participants both from the country in which the training is taking place, and from outside the country.

- When the participants reside within the country where the training is taking place, the training for those participants should be recorded as an '*in-country*' training event.
- When the participants reside outside the country where the training is taking place, and the training is not taking place in the U.S., the training for these participants should be recorded as a '*third country*' training event.
- When the participants reside outside the country where the training is taking place, and the training is taking place in the U.S., the training for these participants should be recorded as a '*U.S.-Based*' training event.



WHO IS INVOLVED?

TraiNet { **Initiator (R1):** Uses TraiNet. Enters information regarding in country, third-country, and U.S. training. Is responsible for entering information to initiate a DS-2019 form request.

VCS { **Verifier (R2):** Verifies exchange visitor and program data as transferred to VCS from TraiNet.

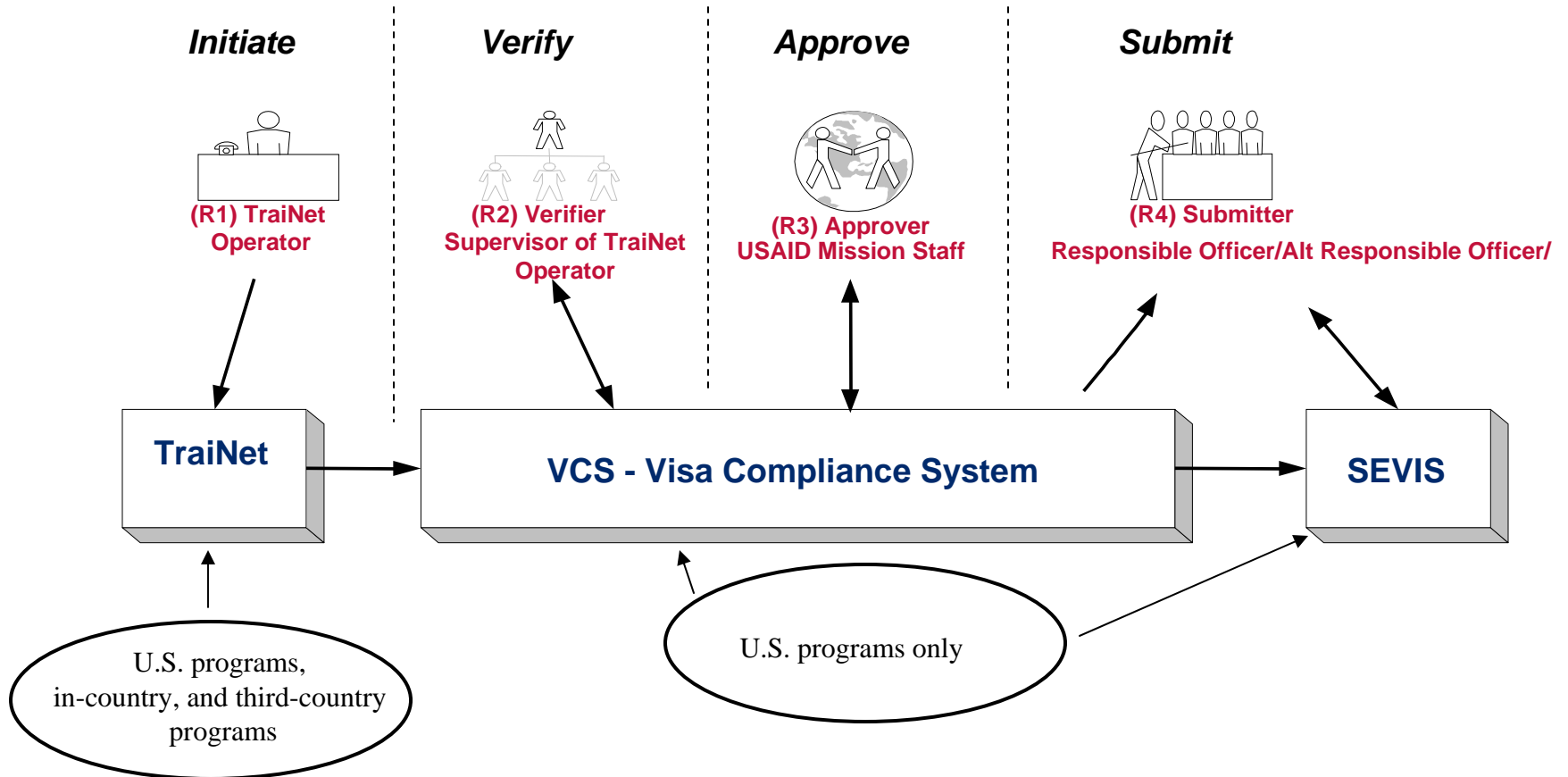
Approver (R3): Provides Mission confirmation of the legitimacy of each exchange visitor and training intervention.

Submitter (R4): (An R4 may only be USAID/W EGAT/ED staff) Checks and submits approved exchange visitor data to SEVIS.



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HOW DO TRAINET/VCS/SEVIS WORK?





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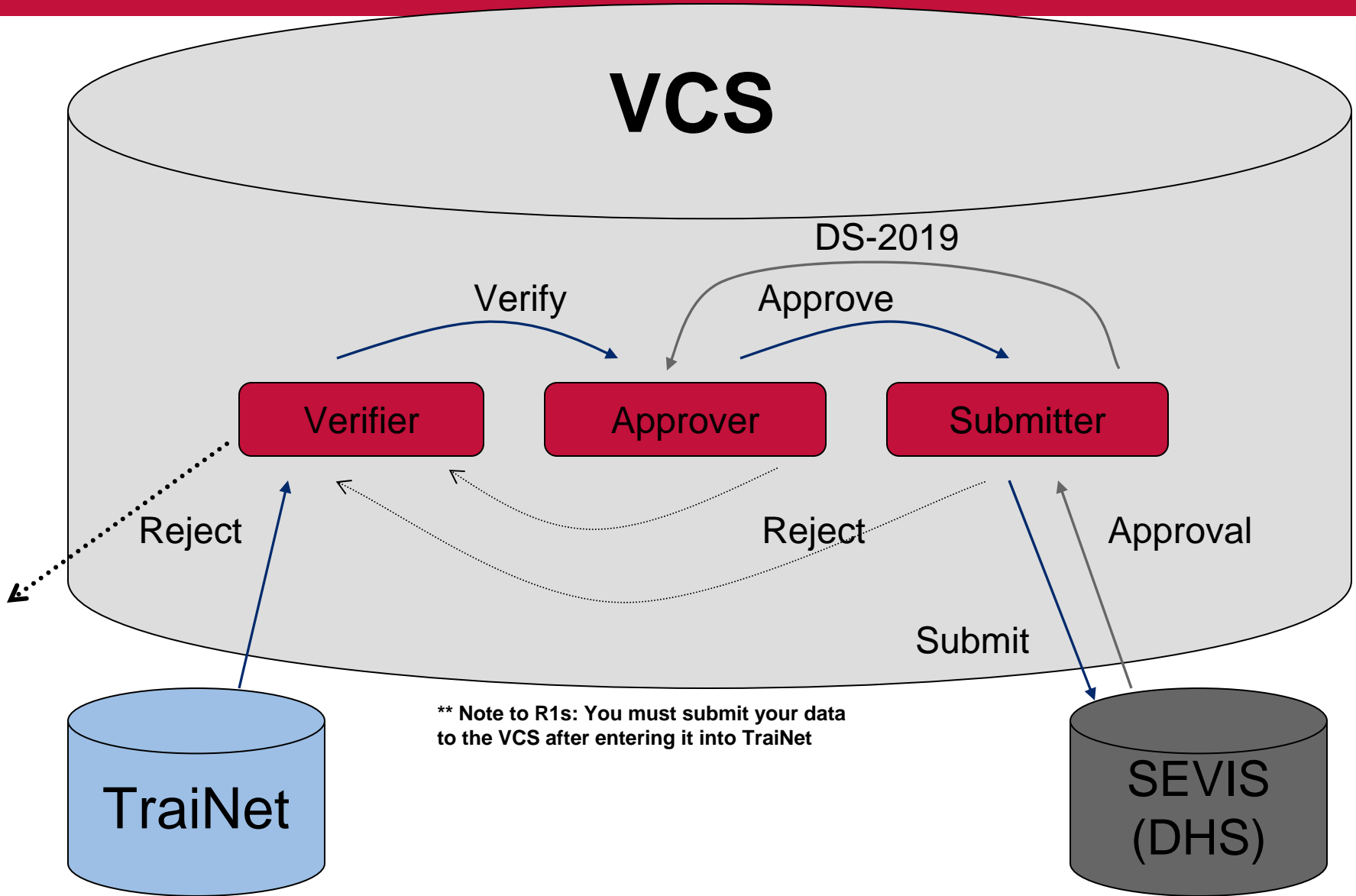
HOW DOES THE PROCESS WORK FOR US PROGRAMS?

1. The Initiator enters information into TraiNet and submits it to the VCS.
2. The Verifier reviews the accuracy and completeness of the information that was transferred to the VCS.
3. The Approver reviews the information, approves or rejects the request.
4. The Submitter (called the Responsible Officer or Alternate Responsible Officer) provides the final review and sends the information to the Department of Homeland Security to request a DS-2019 form.
5. The DS-2019 form is created, printed and mailed to the designated mission Approver. Some missions provide the forms directly to the Consul, other missions provide the form directly to the exchange visitor to apply for his or her J visa at the consular office.



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The Process





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COMMON ISSUES TO BOTH TRAINET AND VCS

- R1 and R2 communication
- Extending a Program
- Postponing a Program
- Cancelling a Participant / Program
- Password Reset
- Adding or Removing an R1/R2
- Other Funds (non-USAID funding, host-country, etc)
- Updating Arrival/Return Status



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PARTICIPANT'S STATUS – SOME DEFINITIONS

- Cancelled:** Someone who did not begin the program. Please cancel before the start date of the program!
- No-Show:** Someone who has arrived in the US but his status was not updated in TraiNet as “In-training”, and submitted to VCS as a validation. If the person does arrive at the U.S. training site appropriately, please update “In-training” status within three days of program start date in order for the R2 to validate.
- Terminated:** Someone who was terminated by the agency for violation of rules or regulations.



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INITIATOR ROLE (R1)

Initiate

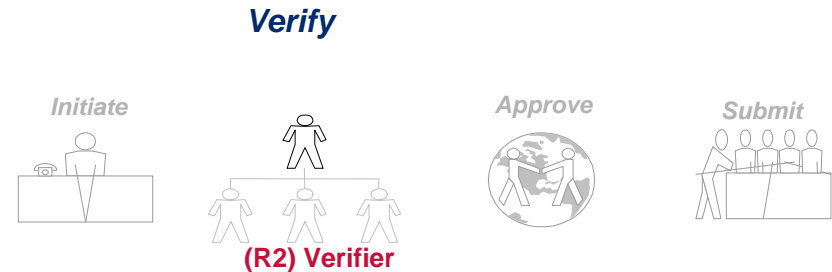


- Can be located anywhere in the world.
- Does not have to be a U.S. Citizen – can be a USAID contractor, centrally funded organization, or USAID Mission.
- No limit to the number of individuals who may be assigned to the R1 role.
- Makes initial data entry into TraiNet.
- Makes any updates to data in TraiNet during the course of a program and when the program is over as well as makes any corrections in TraiNet to resolve data errors.
- Submits information to the R2.
- Two kinds: TraiNet site administrator and TraiNet operator. The site administrator has more privileges.



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VERIFIER ROLE (R2)



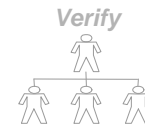
- R2 is usually the supervisor of the Initiator.
- Does not have to be a U.S. Citizen - can be a USAID contractor, centrally funded organization, or USAID Mission.
- Receives email notification that data is waiting to be reviewed in VCS.
- Reviews data for accuracy and verifies it, or rejects it if it is inaccurate.
- Communicates with R1 to correct data validation errors in TraiNet.
- Uploads documents into individual VCS files



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APPROVER ROLE (R3)

Approve



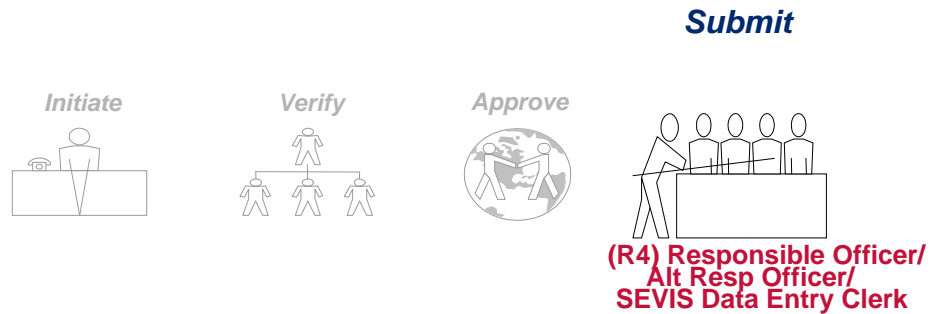
(R3) Approver
USAID Mission Staff

- USAID Mission staff and a U.S. citizen (may be a DH or a PSC).
- Number of individuals assigned the R3 role is determined by the Mission Director.
- Receives email notification that data is waiting to be reviewed in VCS.
- Determines if the proposed exchange visitor is legitimate. Approves the individual to progress to the next stage or rejects the application due to data error or questions regarding legitimacy of candidate.
- Communicates concerns to R2 through the VCS interface, email, phone or in-person.



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SUBMITTER ROLE (R4)



- Responsible Officer or Alternate Responsible Officer must be a U.S. citizen located in USAID/Washington within EGAT/ED and designated by the Department of State.
- Reviews and submits approved exchange visitor's data to SEVIS.
- Manages VCS access of R2, R3 & R4.



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TRAINET/VCS USERS SHOULD:

- **Report changes immediately** in the system as they occur. Remember Participant status is determined by Homeland Security based upon time sensitive events triggered through TraiNet and VCS.
- **Be proactive about events** such as extending programs, shortening programs, terminating participants or any other event affecting the stay of participant in the US. Please contact the helpdesk (trainet-vcs@sraprod.com) if you are unsure of what to do in the system.
- **Inform the USAID Mission** about changes as soon as possible.
- **NOT ignore VCS notification emails.** When in doubt about what to do please contact the USAID TraiNet/VCS Helpdesk at trainet-vcs@sraprod.com.



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MY USAID PROJECY BRINGS PEOPLE TO THE U.S., HOW DO I PROCESS A J1 VISA?

- Become Familiar with ADS 252 “Visa Compliance for Exchange Visitors” <http://www.usaid.gov/policy/ads/200/>.
- Request Access to **TraiNet** or **VCS** (Visa Compliance System) and process the information through the systems.

Contact the USAID TraiNet/VCS Help Desk at trainet-vcs@sraproduct.com or (703) 879-8611.

- Work closely with partner organization and/or USAID to make sure all the necessary paperwork is processed and submitted on time.

TraiNet Website: <https://trainetweb.usaid.gov>

VCS Website: <https://vcs.usaid.gov>



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WHAT TECHNICAL SUPPORT IS AVAILABLE FOR TRAINET, VCS AND SEVIS?

USAID Points of Contact:

- USAID Responsible Officer, and ADS 252 & 253 Policy:
 - James Nindel (jnindel@usaid.gov)
- VCS User Issues/System Access/DS-2019 questions:
 - Linda Walker (lwalker@usaid.gov)
- ADS 252 & 253, and USAID Visa Policy questions:
 - Jeffrey Shahan (jshahan@usaid.gov)



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TRAINET/VCS TECHNICAL SUPPORT

TraiNet/VCS Help Desk Inquiries – trainet-vcs@sraproduct.com

TraiNet/VCS Helpdesk Phone – 703-879-8611

TraiNet/VCS Support Site – <http://trainethelp.usaid.gov>

TraiNet Website: <https://trainetweb.usaid.gov>

VCS Website: <https://vcs.usaid.gov>