

**U.S. Citizenship and Immigration
Training Requirements for Refugee Officers**

Training	Description	Duration
Refugee, Asylum and International Operations Combined Training (RAIO CT)	RAIO Combined Training instructs new officers from Asylum, Refugee Affairs, and International Operations Divisions on the fundamentals of humanitarian protection law under international instruments and our federal law that are common to all three divisions. RAIO CT also covers cross-cultural communication, interviewing skills, working with interpreters and survivors of trauma.	5 weeks (combination distance and residence)
Refugee Division Officer Training Course (RDOTC)	RDOTC instructs Refugee Officers on the law, regulations, policies and procedures specific to refugee adjudications. RDOTC includes practical exercises on the forms, assessment, analysis, elicitation and time management that refugee officers need to perform well in the field. Officers are graded on a written examination and mock interviews.	4 weeks in-person Washington, DC
Middle East Refugee Processing (MERP)	Refugee Affairs Division developed a specialized training for officers who interview refugee applicants from the Middle East, to supplement the rigorous training that they already receive. Discussions within DHS and with other agencies and departments continue to identify country conditions information to inform this training. The DHS Office of Intelligence and Analysis (I&A) and the Defense Intelligence Agency (DIA) participate in training officers and identifying relevant country conditions materials. In the last Middle East Refugee Processing training, experts from Federal Bureau of Investigations (FBI), DIA and Immigration and Customs Enforcement, Homeland Security Investigations (ICE HSI) Forensic Documents briefed officers on Syrian country conditions.	1 week in-person Washington, DC
Security Overseas Seminar (SOS) and Working in an Embassy	The 2-day in-person training is conducted by the Department of State at the Foreign Service Institute. There is an additional 6-hour online Working in an Embassy training. These trainings are required for anyone traveling for 30 or more consecutive days.	2-day in-person Rosslyn, VA

Training	Description	Duration
High Threat SOS (HTSOS)	If you are traveling to high-risk post for less than 45 days in a calendar year, you will need to take the online HTSOS training in addition to SOS or Advanced SOS. This training is valid for five years.	4-hours on-line
Foreign Affairs Counter Threat Trainings (FACT)	Required for officers traveling to a high-risk post for more than 45 days in a calendar year.	5-day in-person
BASIC	USCIS Agency training designed to cross-train adjudicating officers in a wide-range of disciplines and competencies.	9 weeks

**U.S. Citizenship and Immigration
Training Requirements for International Operations Division Officers**

The above Refugee Officer training requirements apply to International Operations Division officers deployed to USCIS field offices abroad. Staff working in Headquarters are required to take RDOTC and MERP if they work on refugee-related portfolios, and SOS, HT-SOS, and FACT if they will be deployed on details abroad which would require those trainings. In addition, all International Operations Division officers (both abroad and HQ) must attend the following:

Training	Description	Duration
International Operations Division Officer Training Course (IODOTC)	IODOTC instructs officers joining the International Operations Division and either deploying abroad to a USCIS field office or remaining at Headquarters in the United States on the law, regulations, policies and procedures specific to benefit types adjudicated by the division. IODOTC includes practical exercises on the forms, resources, case management, and other tools officers need to perform well in the field. Officers are graded on a written examination.	2 weeks in-person Washington, DC