

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

35-19

10/3/19

TRAINING REQUIREMENT FOR INTERNATIONAL TRAVEL

I. PURPOSE

This notice updates the content of FSIS Notice 61-18 and reiterates that any FSIS employees traveling outside of the United States are required by the Department of State (DOS) to complete a security training course before the travel occurs.

II. BACKGROUND

As of January 1, 2019, the DOS requires High Threat High Risk (HTHR) Security Training for all international travel.

III. REQUIRED TRAINING

A. All FSIS employees traveling to a foreign location are required to take security training before DOS will grant eCountry Clearance (eCC) for international travel, as outlined in [FSIS Directive 3840.1](#), *Temporary Duty Travel Outside CONUS*.

B. FSIS employees are to take the security training through the following process:

1. Specific training required will depend on the amount of international travel conducted by the employee as follows:
 - a. High Threat Security Overseas Seminar (HTSOS) (No charge): is an Aglearn five-hour on-line course required for employees visiting any combination of identified HTHR posts for less than 45 days in a year; and
 - b. Foreign Affairs Counter Threat (FACT) (\$2,036): is a DOS five-day on-site course required for those employees visiting or assigned any combination of HTHR posts for 45 days or more in a year.
2. Courses remain valid for only five years, after which travelers will need to re-take the training.

C. FSIS employees can register for the HTSOS course in Aglearn at no charge. In Aglearn search for FAS-HTSOS-2019. For FSIS employees to register for the FACT course, a funded hard copy [SF-182, Request, Authorization, and Certification of Training](#) is to be sent to DOS Foreign Service Institute (FSI) Registrar via e-mail at FSIRegistrar@state.gov or faxed to 703-302-7152. In addition, employees

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 10/1/20

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need to submit the electronic version of the SF-182 through AgLearn, as required for other USDA training. Information about course content or registration procedures may be found at <https://fsitraining.state.gov/Home/Index/8> or sought through the FSI Registrar by telephone at 703-302-7137.

D. Arranging and complying with the new requirement is the responsibility of the FSIS program area and the employee; funding is the responsibility of the FSIS program area.

E. Employees are to provide the Office of the Chief Financial Officer (OCFO), Financial Operations Division (FOD) a copy of the course certification along with other required documentation when they complete their authorization for foreign travel at: FSCGeneral@usda.gov.

F. DOS will verify the completion of the training requirement when FSIS requests permission for travel via the DOS eCC application.

G. DOS may occasionally require the traveling FSIS employee to supply a copy of the course completion certificate. FSIS employees are responsible for maintaining the certificate record.

IV. QUESTIONS

Refer questions regarding this requirement, to the FSIS FOD Travel Section at: FSCGeneral@usda.gov or call 1-800-949-3964.

A handwritten signature in cursive script that reads "Alexander J. Wagner".

Assistant Administrator
Office of Policy and Program Development