

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

# FSIS NOTICE

61-18

11/14/18

## TRAINING REQUIREMENT FOR INTERNATIONAL TRAVEL

### I. PURPOSE

This notice updates the content of FSIS Notice 19-18 to reflect price increases to the training requirements 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 based on a phased period of implementation.

### II. BACKGROUND

As a result of the Benghazi Accountability Review Board, DOS started requiring security training before travel to select posts abroad in 2014. Throughout 2015, the increased security concerns abroad prompted DOS to add additional locations to the list of posts that require the completion of security training before travel, starting first with identified High Threat High Risk (HTHR) posts, and then branching out to other locations. DOS made the determination to add this requirement to the country clearance process for every foreign location, over a phased period of implementation that began on January 1, 2016, and is to be completed by January 1, 2019.

### III. REQUIRED TRAINING

A. All FSIS employees travelling to a covered location, as indicated in [attachment](#), are to take security training by the indicated date before DOS will grant country clearance for international travel, as outlined in [FSIS Directive 3840.1](#), *Temporary Duty Travel Outside CONUS*.

B. FSIS employees traveling to the locations in the [attachment](#) are to take the security training through DOS.

1. Specific training required will depend on the amount of international travel conducted by the employee each calendar year as follows:
  - a. High Threat Security Overseas Seminar (\$125): a five-hour on-line course is 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): a five-day on-site course is 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.

**DISTRIBUTION:** Electronic;  
All Field Employees

**NOTICE EXPIRES:** 12/1/19

**OPI:** OPPD

B. For FSIS employees to register for either course, a funded hard copy [SF-182 Authorization, Agreement and Certification of Training](#) is to be sent to DOS Foreign Service Institute (FSI) Registrar via e-mail at [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov) or fax to 703-302-7152. In addition, employees 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.

C. 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.

D. Employees are to provide the Office of the Chief Financial Officer (OCFO), Financial Management Division (FMD) the date they completed the appropriate course as a self-certification when they complete their authorization for foreign travel at: [FSCGeneral@fsis.usda.gov](mailto:FSCGeneral@fsis.usda.gov).

E. DOS will verify the completion of the training requirement when FSIS requests permission for travel via the DOS eCountry Clearance (eCC) application.

F. 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 FMD Travel Section at: [FSCGeneral@fsis.usda.gov](mailto:FSCGeneral@fsis.usda.gov) or call 1-800-949-3964.

A handwritten signature in black ink that reads "Robert J. Wagner". The signature is written in a cursive style.

Assistant Administrator  
Office of Policy and Program Development

To visit the following locations after the indicated date, travelers are to complete DOS training.

2015	January 1, 2016	January 1, 2017	January 1, 2018	January 1, 2019
N'djamena, Chad Kinshasa, Congo Asmara, Eritrea Nairobi, Kenya Bamako, Mali Niamey, Niger Abuja, Nigeria Lagos, Nigeria Mogadishu, Somalia Juba, South Sudan Khartoum, Sudan Bangui, CAR Nouakchott, Mauritania Alexandria, Egypt Cairo, Egypt Baghdad, Iraq Basrah, Iraq Erbil, Iraq Damascus, Syria Tunis, Tunisia Beirut, Lebanon Tripoli, Libya Sana'a, Yemen Herat, Afghanistan Kabul, Afghanistan Mazar-e-Sharif, Afghanistan Islamabad, Pakistan Karachi, Pakistan Lahore, Pakistan Peshawar, Pakistan	All locations on the continent of <b>Africa</b>	<b>Near East Asia:</b> Bahrain Iran Iraq Israel Jordan Kuwait Lebanon Oman Palestinian Territories Qatar Saudi Arabia Syria Tunisia United Arab Emirates Yemen. <b>South Central Asia:</b> Afghanistan Bangladesh Bhutan India Kazakhstan Kyrgyzstan Maldives Nepal Pakistan Sri Lanka Tajikistan Turkmenistan Uzbekistan	All locations in the <b>Western Hemisphere:</b> Canada Mexico All locations in <b>Central America</b> All Caribbean locations All locations in <b>South America</b>	All locations in the continent of <b>Europe</b> , including Russia All locations in <b>Asia Pacific:</b> Australia Brunei Burma Cambodia China Hong Kong Macau Fiji Indonesia Japan Kiribati Laos Malaysia Marshall Islands Micronesia Mongolia Nauru New Zealand North Korea Palau Papua New Guinea Philippines Samoa Singapore Solomon Islands South Korea Taiwan Thailand Timor-Leste Tonga Tuvalu Vanuatu Vietnam  <b>All other locations.</b>