

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

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# FSIS NOTICE

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52-20

10/6/20

## UPDATED - TRAINING REQUIREMENT FOR INTERNATIONAL TRAVEL

### I. PURPOSE

This notice announces that international travel training is now required for all posts less than 90 days per year as opposed to 45 days per year, and the course is now valid for 6 years as opposed to 5 years. This notice also reiterates that all FSIS employees traveling outside of the United States for official duty 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 federal international travel.

### III. REQUIRED TRAINING

A. All FSIS employees traveling to a foreign location are required to take security training before DOS will grant country clearance electronically in 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. HTSOS (No charge): is an AgLearn five-hour on-line course required for employees visiting any combination of identified HTHR posts for less than 90 cumulative days in a year; and
  - b. Foreign Affairs Counter Threat (FACT) (cost can be located on the Foreign Service Institute (FSI) [website](#)): is a DOS five-day on-site course required for those employees visiting or assigned any combination of HTHR posts for 90 cumulative days or more in a year.

2. Courses remain valid for six 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 FSI Registrar via e-mail at [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov) or faxed 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

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 10/1/21

**OPI:** OPPD

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 Management Division (FMD) a copy of the course certification along with other required documentation when they complete their authorization for foreign travel at: [FSCGeneral@usda.gov](mailto: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 FMD Travel Section at: [FSCGeneral@usda.gov](mailto:FSCGeneral@usda.gov) or call 1-800-949-3964.



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