

**Functional Series 400
Personnel**

INTERIM UPDATE 05-04

SUBJECT: Mandatory Personal Security Training for Overseas TDY of 30 Days or More

NEW MATERIAL: Effective January 1, 2005, all U.S personnel traveling to post for an extended temporary duty (TDYs) of 30 days or longer must complete a mandatory overseas security training requirement prior to their departure. Effective June 1, 2004, this same requirement was implemented for all U.S. personnel traveling to post on permanent assignment.

EFFECTIVE DATE: 01/01/2005

POLICY

USAID/General Notice
M/HR/TE
02/15/2005

Subject: Mandatory Personal Security Training for Overseas TDY of 30 Days or More

Effective January 1, 2005, all U.S personnel traveling to post for an extended temporary duty (TDYs) of 30 days or longer must complete a mandatory overseas security training requirement prior to their departure. Effective June 1, 2004, this same requirement was implemented for all U.S. personnel traveling to post on permanent assignment. (See USAID/W Notice dated 5/12/2004, "Mandatory Personal Security Training.")

Employees who are planning an extended overseas TDY in the near future or are frequent travelers overseas are advised to review the following information carefully regarding the personal security training requirement and take the necessary steps to enroll in the mandatory training as soon as possible.

1. The Department of State's Foreign Service Institute (FSI) will conduct the approved minimum four-day class, "Serving Abroad for Families and Employees (S.A.F.E.), at tuition of \$530.00. The S.A.F.E. course includes relevant elements of two Department of State courses, the "Security Overseas Seminar" (SOS -MQ911) and "Working in an Embassy" (PN113). The Department of State offers these courses in two modules which can be taken consecutively or separately. Employees are only required to take the "Working in an Embassy" course once. This course is also available on line as a distance learning course. The on line version is available to any employee.

2. Once employees have completed the S.A.F.E. course, they will only be required to attend a one-day security refresher course, Advanced Security Overseas Seminar (MQ912), every five years.

3. Employees who have successfully completed the two-day SOS course since June 1, 2000, have satisfied the mandatory personal security training requirement until June 1, 2005, and subsequently are only required to take the refresher course. All other employees, including those who completed SOS prior to June 2000, are required to take the full four-day S.A.F.E. course.

4. Employees must complete and submit an SF-182 (Training Authorization Form) through their responsible administrative officer with a copy of their country clearance cable and TA (travel authorization) to M/HR/TE to the attention of Kristy Rodriguez for funding and enrollment. Training requests must be received at least 3 weeks prior to the course start date. If an employee attends the courses without an approved SF-182, the employee or the office will be charged for the course. Course schedules can be found on the HR/Training and Education Division's website located at: http://inside.usaid.gov/M/HR/lcd/fsi_course.doc.

5. Employees must provide certification of completion of training prior to travel as a part of the country clearance cable.

6. If time or urgency of mission will not allow for completion of this mandatory security training requirement prior to departure, the country clearance request should describe the circumstances and request a waiver from the chief of mission.

Point of Contact: Any questions concerning this Notice may be directed to Kristy Rodriguez or Ferindo Middleton, at (202) 712-4589.

Notice 0245

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0504_021605_cd39	02/15/2005	01/01/2005		CD 39	This IU will remain active until the policy in it is codified in the ADS.