



**Functional Series [400](#)
Programming Policy**

INTERIM UPDATE 08-02

SUBJECT: Personal Security Training and Practices

NEW MATERIAL: This Interim Update provides Agency employees with personal security training requirements and practices.

EFFECTIVE DATE: 02/20/2008

POLICY

USAID General Notice
HR & SEC
02/20/2008

Subject: Personal Security Training and Practices

This Notice is provided to employees and their supervisors to raise their awareness of the importance of personal security and to ensure that Agency policy directives, required procedures, and requirements are closely followed.

USAID stresses to employees the importance of every employee practicing good personal security measures abroad, adhering to recommended security guidelines, and attending mandatory personal security training (prior to traveling overseas on permanent assignment or temporary duty assignment for 30 days or more at an overseas location).

1. Mandatory Personal Security Training

a. The mandatory personal security training established by the Department of State applies to employees who are traveling to post on permanent assignment and to those employees who are traveling on extended temporary duty (TDY) overseas for 30 days or more. It also applies to U.S. Personal Services Contractors (USPSCs) and Foreign Service Limited (FSL) non-career appointees. Employees who will be permanently assigned overseas or who will be traveling on extended TDY in the near future are advised to review the following information carefully and take the necessary steps to enroll in the required training as soon as possible.

This mandatory training requirement must be satisfied prior to an employee's departure for overseas assignment or TDY. For those individuals who are in the process of being appointed as an FSL but are already employed overseas under a contract, agreement, or other mechanism, the necessary training must be satisfied before the FSL appointment will be made effective. Employees who are already on board and have not complied with this requirement to date must take immediate steps to enroll in the required training and complete it within 45 calendar days of issuance of this Notice. Additional information regarding mandatory personal security training may be found in the following Agency notices: USAID/W Notice dated May 12, 2004, "Mandatory Personal Security Training," and General Notice dated February 15, 2006, "Mandatory Personal Security Training for Overseas TDY of 30 Days or More."

Employees serving either on permanent assignment or extended TDY to critical and high threat posts must complete mandatory personal security training targeted to these posts. For USAID, this includes those employees serving in Critical Priority Countries, such as Iraq, Afghanistan, Pakistan, and Sudan. This mandatory training requirement for employees who are being assigned to CPCs is addressed separately (see paragraph I(c)).

b. The Foreign Service Institute (FSI) offers personal security courses which are located on FSI's web site: <http://www.state.gov/m/fsi/tc/1853.htm>

This site contains course descriptions and dates and times. The courses that meet basic standards for personal security training are the two-day "Security Overseas Seminar" (SOS) (MQ-911) and the one-day "Advanced Security Overseas Seminar" (ASOS)" (MQ-912). These courses ensure that employees are in compliance with the joint regulations in 13 FAM 320, "Mandatory Training Preparatory to Going Abroad," and State Cable 066580 (March 25, 2004), "Mandatory Personal Security Training Requirements."

The SOS course (MQ-911) provides the basic training that any employee assigned overseas must have to meet the requirement for personal security training. The ASOS course (MQ-912) provides a focused update on security issues for those who have previously attended the SOS course. Completion of the ASOS course meets the requirement for updating security training every five years. An online version of the ASOS course is now offered and takes approximately six to eight hours to complete. While the SOS and ASOS courses are mandatory for FS employees, adult eligible family members are strongly encouraged to complete the courses. The "Youth Security Overseas Seminar" (YSOS) (MQ-914) is a one-day course designed for children grades 2-12 of USG employees assigned abroad.

"Serving Abroad for Families and Employees (SAFE)" combines the on-sight two-day SOS (MQ-911) and the online "Working in an Embassy (PN-113) course. The SAFE program fulfills the training requirement that all employees must meet prior to departing for their first overseas assignment.

Employees should ensure they are enrolled in the appropriate training. Employees who are uncertain about what course(s) they have to take should contact the responsible Human Resources Specialist in the Office of Human Resources (HR). Please refer to HR's web site for a complete listing of human resources specialists and their respective areas:

http://inside.usaid.gov/M/HR/custservice/hr_who_does_what.rtf

To enroll in one of the FSI courses, an SF-182, Authorization, Agreement and Certification of Training, must be completed. This form is posted on the Agency's form page located at: <http://inside.usaid.gov/forms/SF-182.pdf>.

c. Effective immediately, employees and U.S. Personal Services Contractors who will be serving in a Critical Priority Country, either on assignment or TDY of 30 days or more, are required to take the five-day "Foreign Affairs Counter Threat (FACT) Course" (OT-610). This course provides participants with the knowledge and skills to better prepare them for living and working in critical and high threat environments overseas. The course instructs participants in the practical skills necessary to recognize, avoid, and respond to potential terrorist threat situations. In addition, employees who are already serving in a CPC and have not taken this course must take immediate steps to enroll in the required training and complete it within 45 calendar days of issuance of this Notice.

In addition to taking FACT training (OT-610), employees serving in Iraq are required to take a three-day orientation course, "FACT Area Studies/Language Overview - Iraq" (FT-610).

2. Personal Security Practices Personal security is the responsibility of all employees. The joint regulations in 3 FAM 4127 state that it is incumbent upon every employee to practice good personal security measures overseas. In addition, personnel at all levels have specific roles and responsibilities in implementing proactive personal security practices.

Individual employees are responsible for attending required personal security training and security briefings at post and adhering to recommended security guidelines. Employees should be vigilant at all times; implement good personal security practices, irrespective of the threat level in their country of assignment; and employ recommended security measures that may include:

- (1) varying times and routes to work,
- (2) avoiding demonstrations, and
- (3) identifying and reporting vehicles or persons possibly involved in surveillance of their activities. Additional information regarding personal security may be found in the following Agency Notices: USAID/W Notice dated May 5, 2006, "Security Tips for

Traveling Overseas," and Information Notice dated February 8, 2007, "OPSEC: Critical in Today's Operating Environment."

Managers and supervisors are responsible for ensuring that their employees have access to useful information, policy directives and required procedures and guidance concerning personal security. Managers and supervisors should hold regular discussions with employees about personal security measures that can be employed to reduce the risk of becoming the victim of a terrorist attack such as varying routes and work hours, and being less predictable in daily routines.

This Notice will be posted on the HR web site: <http://inside.usaid.gov/M/HR>).

Points of Contact: Any questions concerning this Notice may be directed to:

- David Blackshaw, SEC/PSP, (202) 712-1259 for personal security issues;
- Ghytana Butler, HR/FSP/FSS, (202) 712-5043, and Toni Mitchell, HR/TE, (202) 712-1297, for general information on personal security training courses and enrollment procedures
- Cristal King, HR/FSP/FSS, (202) 712-0592, and
- William Carter, HR/FSP/SP, (202) 712-1143 for personal security training related to assignments in Critical Priority Countries (CPCs).

Notice 0262

File Name	Notice Date	Effective Date	Editorial Revision Date	Remarks
IU4_0802_022108	02/20/2008	02/20/2008		This IU will be cancelled once the policy in this IU is incorporated into a Series 400 ADS chapter.

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