

SAFE Personal Security Training

Subject: *Safety Abroad for Families and Employees (SAFE)* training is required for all Federal executive agencies who deploy personnel overseas and must request country clearance to perform extended temporary duty for more than 30-days at any overseas location.

Background: The DoS sent an Executive Secretary Memorandum to all agencies requiring employees serving overseas complete a new security training starting January 1, 2004. Effective January 1, 2005 personnel requesting country clearance to perform extended temporary duty (TDY, defined as more than 30-days) at an overseas location are also required to take personal security training. The requirement implemented a recommendation of the Accountability Review Board convened by the Secretary of State after the Oct 2002 murder of a USAID employee assigned to the U.S. Embassy in Amman, Jordan. Agencies must provide, via the country clearance request certification, that training for covered employees will be complete prior to travel. Requests for waivers based on reasons of convenience or agency financial considerations will not be approved, and employees on multi-year tours will be required to complete the training upon their next travel to the U.S. In the case of TDY employees, if time or urgency of mission does not allow for the completion of this mandatory security training, the country clearance request should note the circumstances and request a waiver from the Chief of Mission.

Training: Training is provided to non-State employees by The DoS Foreign Service Institute – Shultz Center or National Foreign Affairs Training Center, 4000 Arlington Boulevard, Arlington, VA. The approved course, “*Serving Abroad for Families & Employees (S.A.F.E.)*” is a 4-day training program and includes relevant elements of two Department of State courses; the MQ911 - “*Security Overseas Seminar*” and PN113 - “*Working in an Embassy*.” The course’s primary purpose is to prepare the employee to work effectively with the U.S. embassy country team, and to help family members in living safely overseas.

Once this basic course (MQ911) is completed, a shorter security refresher course (MQ912) is required every five (5) years. PN113 must be taken for each country being visited every five (5) years.

Information on the online ASOS (MQ912) or its content, contact the Transition Center's Security Overseas Program by phone (703) 302-7269/7271 or fax (703) 302-7452.
<http://www.state.gov/m/fsi/>.

Registration:

Both elements of the S.A.F.E. course (MQ911 & PN113) must be completed before country clearance can be requested.

MQ911 Training

1) Complete the [SF-182 training form](#) - or
(<http://www.crs.state.gov/index.cfm?fuseaction=public.display&shortcut=CSQC>)
(follow instructions at end of this document to complete SF-182)

2) Tuition of \$100 will be arranged by Office of Science directly from their funds. There is no cost to JLab for this course.

3) The point of contact at Office of Science is Kristy Bacher, phone: (301) 903-0372, email: kristy.bacher@science.doe.gov,

4) FAX: Completed SF-182 form (pg. 1 & 2, only), along with a cover sheet, stating: S.A.F.E. training for TJNAF employee – Name & e-mail address.

TO: Kristy Bacher, Office of Science at: (301) - 903-8583

Once received, the employee will be e-mailed directly with a website address, log in, and password. The traveler has 30 days to complete the training. If the training is not successfully completed, the password will expire. Passwords will not be regenerated. A new training request will be required, thus training should not be requested unless the proper amount of time can be allocated to successfully completing the training. At the end of the training the employee will be instructed to print out a certificate. The certificate will be good for 5 years.

6) Upon completion of the training, a copy of the certificate should be uploaded into FTMS as an attachment to the trip request titled SAFE Training.

7) Send a copy of the certificate to the T&D Manager, Bruce Ullman, ullmann@jlab.org, to be entered into the employees training record.

PN113 Training

1) Complete the [SF-182 training form](#) or <http://www.crs.state.gov/index.cfm?fuseaction=public.display&shortcut=CSQC> (follow instructions at end of this document to complete SF-182)

2) Tuition rate for “Working in an Embassy” is \$100.

3) The FSI point of contact (POC) in the Office of the Registrar is Ms. Oglesby, phone: (703) 302-7146, email: OglesbyLR@state.gov.

4) Submit Job Related Training (JRT) form and a Check Disbursement Request (DOE books) to the training and development manager in the VARC. Once signed the request will be sent to AP by the T&D Manager.

5) FAX: SF-182 (pg. 1 & 2, only) to Ms. Oglesby at (703) 302-7152.

6) MAIL: Check is to be mailed to the address on the SF-182 form. Upon receipt of the forms and check the employee will be e-mailed directly with a website address, log in, and password. The traveler has 30 days to complete the training. If the training is not successfully completed, the password will expire. Passwords will not be regenerated. A new training request will be required, thus

