

S.A.F.E. Training

Administrative Manual section 402.02-B.3 and Foreign Travel Order DOE O551.1C, requires:

When travel to one foreign country is 30 days or more in duration the traveler is required to complete the S.A.F.E. (Serving Abroad for Family and Employees) training be completed. To register, follow the directions on the Department of State website: <http://www.state.gov/m/fsi/tc/1853.htm#SAFE>

Q&A

Q - If I am in a foreign country for 35 days but only 20 of them are business is the training still necessary?

A - YES

Q - If my citizenship (passport) is with the country being visited on business for 30 days or more, is the training still necessary?

A - YES

Q - How frequently is the training necessary, every time I travel to a foreign country for 30 days or more or is it good for a set number of years.

A - TAKEN ONCE (per country), refresher training needed every 5 years.

Q - Is the training necessary if I took it to travel to one country in 2008 for 30 days but will be traveling to a different country in 2009 for more than 30 days?

A – YES

Q – What does the S.A.F.E. training contents include?

A – **Security Overseas Seminar (MQ911)** - 2 day classroom session in Washington, DC

Online Working in an Embassy (PN113)

Q – Does Jefferson Lab pay the costs associated with this training?

A – When traveling on official JLab business, JLab pays all costs incurred.

Q – Do we know the cost of the complete course and estimated travel expenses?

A – Yes: Classroom course is \$315
Travel expenses are approx. \$1000
On-line course is \$100