

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. S.A.F.E. course (MQ911) must be completed before country clearance can be requested.

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,

MQ911 – “Security Overseas Seminar”, is a 4-day training program contains the relevant elements to receive Serving Abroad for Families & Employees (S.A.F.E.) certification. .

Refresher Course - Once this basic course (MQ911) is completed, a shorter security refresher course (MQ912) is required 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/>.

PN113 - “*Working in an Embassy.*” The course is only required if you are a NON US Citizen. The primary purpose is to prepare the employee to work effectively with the U.S. embassy country team. Unlike MQ911, which only needs to be taken once every five (5) years regardless of the number of countries being visited, this training is required for each country being visited every five (5) years.

Registration:

MQ911 Training – US Citizens

- 1) Complete the [SF-182 training form](http://www.crs.state.gov/index.cfm?fuseaction=public.display&shortcut=CSQC) - 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 will be arranged by Office of Science directly from program 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
- 5) Kristy will sign as the government official and send it to DOE-HQ for processing.
- 6) Once processed, 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.
- 7) Upon completion of the training, a copy of the certificate should be uploaded into FTMS as an attachment to the trip request. Attachment title: SAFE Training.
- 8) Send a copy of the certificate to the T&D Manager, Bruce Ullman, ullmann@jlab.org, to be entered into the employees training record.

MQ911 Training – NON US Citizens

- 1) Complete the [SF-182 training form](http://www.crs.state.gov/index.cfm?fuseaction=public.display&shortcut=CSQC) - or
(<http://www.crs.state.gov/index.cfm?fuseaction=public.display&shortcut=CSQC>)
(follow instructions at end of this document to complete SF-182)
This course must be taken in person at the FSI in Arlington Virginia
- 2) Tuition of \$335 must be paid by JSA/Jefferson Lab check.
- 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) Attach the Job Related Training (JRT) form or authorized Travel Authorization that shows the registration fee of \$335 to a copy of the SF-182 for your records.

- 5) FAX: SF182 (pg. 1 & 2, only) to Kristy Bacher, Office of Science at (301) 903-8583
- 6) Kristy will sign as the government official and return the SF182 to you.
- 7) Once SF-182 is returned from Office of Science and check is issued, mail to (overnight is recommended):

FSI/REG – Room F1245
ATTN: Tanya Oglesby
4000 Arlington Blvd.
Arlington, VA 22204

NOTE: It is best to send both the SF182 for both courses + the two checks at the same time. This will help expedite the process.

- 8) Upon receipt of the forms at FSI/Registrar office, the employee will be e-mailed instructions on when to report to the Foreign Security Institute (FSI) in Arlington, VA to complete the class described at the top of this page.
- 9) Upon completion of the training, a copy of the certificate should be uploaded into FTMS as an attachment to the trip request. Attachment titled: SAFE Training.
- 10) 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 – NON US Citizens

- 1) Complete the [SF-182 training form](#)
(follow instructions at end of this document to complete SF-182)
- 2) Tuition of \$100 must be paid by JSA/Jefferson Lab check.
- 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) Attach the Job Related Training (JRT) form or authorized Travel Authorization that shows the registration fee of \$100 to a copy of the SF-182 for your record.
- 5) FAX: SF182 (pg. 1 & 2, only) to Kristy Bacher, Office of Science at (301) 903-8583
- 6) Kristy will sign as the government official and return the SF182
- 7) Once SF-182 is returned from Office of Science and check is issued, mail to (overnight is recommended):

4. Training End Date – NA

18. Training Objective – complete DoS requirement for travel to foreign country for 30 days or more.

Section C – Costs and Billing Information

US Citizens – MQ911

1. Direct Costs and Appropriation/Fund Chargeable

a. Tuition and Fees	\$100	Appropriation Fund SC – NP – TJNAF
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NON US Citizens – MQ911

1a – Tuition and Fees \$335 Paid by check

3. Total Training Non-Government Contribution Cost – **complete for PN113**
\$335 - JSA/TJNAF check attached
Payable to: Foreign Service Institute

PN113

1a – Tuition and Fees \$100 Paid by check

3. Total Training Non-Government Contribution Cost –
\$100 - JSA/TJNAF check attached
Payable to: Foreign Service Institute

Section D – Approvals

1a. – Traveler’s immediate supervisor

2a. – NA

3a. – Bruce Ullman, T&D Manager – or attach approved JRT

Section E – Approvals/Concurrence

1a. – Kristy Bacher – Office of Science (via fax)