

Monthly Travel Meeting December 2017

Topics:



Car Service



HTSOS - 2018



Counterintelligence



New Travel Manual Feedback?

Car Service

- No longer has limited travel hours and restricted use to under specific circumstances.
- Car service should be used when it is:
 - Less expensive than alternative means of transportation (e.g., train, shuttle services, taxi, or personal auto); or
 - When there are inconveniences or safety issues that justify the additional cost.
- **A justification is still required with cost center approval**

Car Service (cont'd)

- Once TAF (including car service justification & cost estimate) has been approved and processed, the traveler should:
 - book the car service directly with the car service company
 - use their personal credit card for payment, and include the cost on the Travel Voucher for reimbursement
 - PPPL will reimburse the recommended gratuity listed on King Limo's invoice. Therefore no additional gratuity is needed, and any additional gratuity paid directly to the driver will not be reimbursed
 - your email address should be provided to King Limo in order to receive confirmation and itinerary updates.

Car Service (cont'd)

- Preferred car service company:
King Limousine
609-951-0444
njreservations@kinglimoinc.com
- Travel Office working with King Limo on an online portal - travelers will be able to book cars online w/ access code

HTSOS

High Threat Security Overseas Seminar (HTSOS)

- DOE is requiring mandatory training be completed prior to foreign travel for certain countries
- The list of locations requiring the training is increasing and will continue to increase as described in the “Countries Requiring Additional Training” section below
- Foreign travel of less than 45 cumulative days in a calendar year requires completion of a 5-hour online course

Countries Requiring Additional Training

- Currently [78 countries](#) on the Department of States list
- 37 more countries to be added with an effective date of January 1, 2018 (ie: Mexico, Canada, Brazil)

Course Info:

- 8-module online course (estimated 5-hour duration)
- Tuition is \$80, **MUST be charged with P-card**
- Training certificate is valid for 5 years (for most countries)
- must pass every exam (exam after each module) with a score of 80% or better

HTSOS (cont'd)

- Trips cannot be submitted to DOE or the U.S. Embassy (Department of State) for approval until HTSOS is successfully completed and certificate was received at the Embassy.
- Departmental Admins and the Travel office should be notified **well in advance** of any interest in traveling to these countries
 - Ensure travelers respond to quarterly Conference Data Call
 - Poll travelers at your Monthly Departmental Meetings

HTSOS (cont'd)

HTSOS registration process flow (tentative)

1. Email Travel Office travel@pppl.gov with the following information:
 - a. Subject: HTSOS Training Required: Traveler Name
 - b. Email Body: Traveler's name, employee ID number, country to be visited, departure date, Trip purpose, and Department Head's name
2. Travel Office will complete the Department of State SF-182 training form on the traveler's behalf.
3. Travel Office will notify travelers/arranger with next steps; please read entire email as content may vary based on location. Email will contain what additional actions/confirmations are needed by traveler/arranger.
4. Travel Office will obtain signature approvals required for the Department of State SF-182 form.
 - a. Department Head
 - b. Director's Office
 - c. PSO / Contracting Officer
 - d. DOE- Office of Science
5. While signatures are being obtained, a TAF or miscellaneous expense needs to be submitted by the traveler or their administrative support person to have the charge of \$80.00 processed and paid to the Foreign Service Institute (FSI) by **Accounting's p-card**.

HTSOS (cont'd)

HTSOS registration process flow (tentative)

6. Once payment and signed SF-182 form is sent to FSI, Travel Office will notify travelers that within 3-5 business days, FSI will email the **travelers directly** with their login credentials and instructions for completing HTSOS.
7. Traveler/arranger must notify Travel Office once FSI has provided login credentials.
8. Traveler **MUST** complete course within 90 days. Failure to complete course will require traveler to register and pay HTSOS tuition fee again.
9. Once traveler has successfully completed HTSOS, please download Course Completion Certificate from the FSI website. Certificate must to be sent to Travel Office.
10. Travel Office will provide certificate to U.S. Embassy to complete approval process.

For foreign travel of more than 45 cumulative days in a calendar year to high risk, high threat countries requires completion of a 5 day in person training
FOREIGN AFFAIRS COUNTER-THREAT (FACT) Training

Counterintelligence

- The purpose of the Counterintelligence Program is to deter and neutralize foreign intelligence activities in the United States directed at or involving DOE programs, facilities, technology, personnel, unclassified sensitive information, proprietary information, and classified matter.
- Brookhaven Field Office (BFO) is responsible for PPPL & Princeton Site Office.

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Counterintelligence Officer

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Counterintelligence

- Pre-trip Briefings & Post-trip Debriefings
 - Sensitive countries
 - Non-sensitive countries
 - Conferences (domestic & foreign)
- Mandatory Security Briefings
 - China (annual)
 - France (2 years)

New Travel Manual

- Effective **Nov 1, 2017**
 - Applicable to trips that begin on or after Nov 1, 2017
- Any feedback / concerns / questions?

Questions? Comments?