

Monthly Travel Meeting January/February 2018

Topics:



Car Service



HTSOS - 2018



New FTMS TR Form



Counterintelligence Briefing

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-ensure justification is included on TAF**

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 over 100 countries on the Department of States list

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

1. Complete the Department of State SF-182 training enrollment form (see sample for required fields) and submit to Immediate Supervisor & Department Head for approval
2. Submit the SF-182 training form to the Travel Office along with a completed & approved Travel Approval Form
3. The Travel Office will obtain signature approvals from PSO / Contracting Officer / DOE-Office of Science
4. All forms will be faxed to Foreign Services Institute (FSI) Registrar Office
5. 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.
6. Traveler/arranger must notify Travel Office once FSI has provided login credentials.
7. Traveler **MUST** complete course within 90 days. Failure to complete course will require traveler to register and pay HTSOS tuition fee again.

HTSOS (cont'd)

HTSOS registration process flow

9. Once traveler has successfully completed HTSOS, please download the Course Completion Certificate from the FSI website. Certificate must to be sent to Travel Office.
10. Complete and submit the FTMS Travel Request Form.
11. 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

HTSOS (cont'd)

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING		A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form					
1. Applicant's Name (Last, First, Middle Initial) XXXXXX		2. Social Security Number/Federal Employee Number LAST 4 DIGITS ONLY		3. Date of Birth (yyyy-mm-dd) PII-DO NOT EMAIL	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional) XXXXXX		5. Home Telephone (Optional) (Include Area Code) XXXX		6. Position Level (Mark (X) one) <input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) P.O. BOX 451 PRINCETON NJ 08543		8. Office Telephone (Include Area Code and Extension) XXXX		9. Work Email Address XXXX	
10. Position Title XXXX		11. Does applicant need special accomodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, please describe below N/A	
12. Type of Appointment XXXX		13. Education Level (click link to view codes or go to page 7)		14. Pay Plan N/A	15. Series N/A
				16. Grade N/A	17. Step N/A

HTSOS (cont'd)

Section D - APPROVALS	
1a. Immediate Supervisor - <i>Name and title</i> XXXXX Traveler's Immediate Supervisor	
1b. Area Code / Telephone Number XXXXX	1c. Email Address XXXXX
1d. Signature No electronic signatures accepted	1e. Date XXXXX
2a. Second-line Supervisor - <i>Name and title</i> XXXXX Traveler's Department Head	
2b. Area Code / Telephone Number XXXXX	2c. Email Address XXXXX
2d. Signature No electronic signatures accepted	2e. Date XXXXX
3a. Training Officer - <i>Name and title</i> N/A	
3b. Area Code / Telephone Number N/A	3c. Email Address N/A
3d. Signature	3e. Date N/A
Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - <i>Name and title</i> XXXX HQ Program Officer / Site Office Contracting Officer	
1b. Area Code / Telephone Number XXXX	1c. Email Address XXXX
1d. Signature Travel Office will obtain approval	1e. Date XXXX
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

HTSOS (cont'd)

VENDOR COPY-TRAINING
Purchase Card Payment Mechanism
Agency Name

Order#:

Student Name: [REDACTED]
Student Job Title: [REDACTED]
Student Organization: PRINCETON PLASMA PHYSICS LABORATORY
Student Office address: 100 STELLARATOR ROAD, PRINCETON NJ 08540
Student Office Phone Number: [REDACTED]

Course Title: HTSOS (High Threat Security Overseas Seminar)
Course #: **HT401** Start Date: End Date:
Tuition/Fees: **\$80.00** Books/Materials: Total: **\$80**
Vendor: US DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE
EIN:
Address: OFFICE OF THE REGISTRAR-RM F1245, Washington, DC 20522

Approving Official: Date: DEPARTMENT HEAD SIGNATURE
(usually budget office) Signature

Instructions for Vendor Payment id being made by purchase card

Purchase Card Information

Purchase Card Number [REDACTED] Exp. Date [REDACTED]
Card Security Code (3-digits) [REDACTED]
Card Holder's Telephone # [REDACTED]
Card Holder's email [REDACTED]
Card Holder's Name [REDACTED]
Card Holder's Signature [REDACTED]

ACCOUNTING WILL PROVIDE THIS INFO

New FTMS TR Form

Feedback on the Form?

- Additional fields
 - Includes extra required information
 - Less going back & forth for info between admin / traveler / Travel Office
 - Ensure compliance

Travel Office highly encourage travelers to use this form!

New FTMS TR Form

- Additional fields
 - Includes extra required information
 - Less going back & forth for info between admin / traveler / Travel Office
 - Ensure compliance
- Upcoming changes

(please check the Travel Website for the most updated form as new requirements are posted regularly)-

 - Required training & briefings- New training/briefing requirements will be added to this section:

Check any to confirm enrollment / registration (some may not apply to all trips):	
<input type="checkbox"/> Smart Traveler Enrollment Program (STEP) *(Required for trips to FRANCE)	<input type="checkbox"/> S.A.F.E. Training *(Required for trips 30+ days to any foreign country)
<input type="checkbox"/> MIR3 Intelligent Notification *(Required for 10+ days trips to FRANCE)	<input type="checkbox"/> France Security Briefing by Counterintelligence *(Required for 10+ days trips to FRANCE)
<input type="checkbox"/> High Threat Security Overseas Seminar (HTSOS) *(Required for trips to high-threat, high-risk countries - for travel of less than 45 cumulative days within a calendar year)	
<input type="checkbox"/> Foreign Affairs Counter Threat (FACT) course *(Required for trips to high-threat, high-risk countries - for travel of more than 45 cumulative days within a calendar year)	

Travel Office highly encourage travelers to use this form!

CI-Admins Briefing

Current briefings that CI provides PPPL travelers include:

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

They would like to meet with all Departmental Admins to provide a group briefing and discussion of the work that they do.

Questions? Comments?