

Monthly Travel Meeting

May 2018

Topics:



Foreign Training Requirements



HTSOS / Fact Training Update



Travel System



New FTMS TR Form

Foreign Training Requirements

- France - Security Briefing (10+ business days)
- China- Counterintelligence Briefing
- S.A.F.E. Training (Foreign trip 30+ days)
- HTSOS / FACT

[PPPL Travelers Training Spreadsheet](#)

HTSOS / FACT Training Update

- Contractors are not required to take the training. However, because of heightened security concerns, Contractors are highly encouraged to take the training.
- US Embassies have the discretion to withhold a country clearance for contractors if they have not completed the training.
- There may be countries that absolutely require the training, e.g. Argentina
- Due to the uncertainties of the requirements at the moment and the long registration processing time of FSI Registrar Office, T.O. advises travelers to submit their forms at least 40 days prior to planned departure date

Travel System



CONCUR!!

Travel System cont'd

- We are looking into Concur to be our end-to-end Travel System
 - Trip Approval
 - Booking
 - Expense
- Built-in GSA per diem
- Built-in, in-policy indicators for eligible flights, hotels, and cars
- System warning and red flags to help enforce travel policies
- Automated pre-trip approval by cost center

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)	

Questions? Comments?