



Office of the Chief Financial Officer

Process for requesting FACT training for a Traveler

As of 01/01/2019

If a traveler is visiting a country that requires the U.S. Department of State mandated Foreign Affairs Counter Threat (FACT) Training, please use the following as your guide:

1. Send an email to Debbie Warner DLWarner@lbl.gov with the following information:
 - a. **Subject:** FACT Training Required: Traveler Name
 - b. **Email Body:** Travelers name, employee ID number, project ID/activity, Division name, Division Director's name and the travelers position/job title. Also provide 3 blocks of dates the traveler is able to take this course. For list of 'open dates' please go to <https://fsitraining.state.gov/FACT#fsiSections>
2. Travel Service will complete the Department of State SF-182 training form on your behalf.
3. Travel Service 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 Service will obtain signature approvals required for the Department of State SF-182 form.
5. While signatures are being obtained, a Procurement Requisition needs to be submitted by the traveler or their administrative support person to have the charge of \$2036.00 processed and paid to the Foreign Service Institute (FSI). On the procurement requisition, provide a note: *see Debbie Warner for FACT paperwork to be submitted with payment AND the travelers name needing the training.*
6. Once payment and signed SF-182 form is sent to FSI, Travel Services will notify travelers that within 3-5 business days they should receive an email from FSI with the date they will be registered. FSI will automatically make hotel reservations for the traveler at the Clarion Hotel & Conference Center at 233 Lowe Dr., Shepherdstown, WV, 304-876-7000. When the email from FSI is received, traveler must **read carefully**, as there is much information provided that they will need to be aware of.
7. Traveler **must** forward the email with the date enrolled in training from FSI to Debbie Warner DLWarner@lbl.gov.
8. Once traveler has successfully completed the FACT training, please email the Course Completion Certificate from the FSI. Certificate must be sent to Debbie Warner DLWarner@lbl.gov. Travel Services will provide certificate to U.S. Embassy to complete approval process.

Trips where the traveler will exceed 45 cumulative days in a calendar year **cannot** be submitted to DOE or the U.S. Embassy (Department of State) for the approval until FACT training is successfully completed and certificate was received at the Embassy. FACT certificates are valid for 5 years and may be used for any High Threat designated country.