

National Aeronautics and Space Administration  
Headquarters  
Washington, DC 20546-0001



February 9, 2017

Reply to Attn of:

Office of International and Interagency Relations

TO: Officials-in-Charge of Headquarters Offices  
Directors and NASA Centers

FROM: Associate Administrator for International and Interagency Relations

SUBJECT: State Department Training Requirement for Official U.S. Government  
Travel to Foreign Destinations

The U.S. Department of State has implemented new requirements which mandate that travelers on official U.S. Government (USG) business to certain countries must complete specialized security training. U.S. Embassies in those countries are now denying country clearance for USG employees who have not completed the required training.


As background, in 2015, the Department of State established mandatory training requirements for all USG employees traveling to a small number of high threat/high risk locations, where few NASA employees had occasion to travel. In 2016, the program was expanded to include all countries in sub-Saharan Africa, capturing a few more NASA employees, but overall the impact to NASA remained minimal.

This year the program has been broadened to include not only additional countries in North Africa and the Middle East, but also all of South and Central Asia, which includes several destinations that receive frequent NASA travelers such as India, Kazakhstan, and Nepal. In 2018, all destinations in North and South America will be added, with the remaining countries in Europe, Eurasia, East Asia and the Pacific added in 2019. Therefore, by the beginning of 2019, the enhanced security training will be required for all USG travel anywhere in the world. The State Department phasing plan (and list of countries) is enclosed for your reference.

The mandatory training consists of coursework developed by the Department of State and implemented by the Foreign Service Institute. For USG employees traveling to identified countries for less than 45 days in a calendar year, the High Threat Security Overseas Seminar, which takes 3-5 hours to complete, is available online at a cost of approximately \$55. For USG employees traveling to identified countries for longer than 45 days in a calendar year, the required training involves enrollment in a week-long course, conducted on site at the Foreign Service Institute (FSI), at a cost of approximately \$1,875. At the present time, the course is only offered at FSI's Summit Point, WV, location, though additional training sites

may be made available in the future. Once completed, the training certification remains valid for 5 years and covers travel anywhere in the world.

The travel coordinators at the NASA Centers have been provided with information on these requirements (including the phasing plan) and instructions on how to register for the training. At NASA Headquarters, Ms. Jennifer Dahlgren of my staff is the point of contact for questions and for assisting travelers to meet these requirements. Ms. Dahlgren can be reached by phone at 202-358-3649 or by e-mail at [jennifer.r.dahlgren@nasa.gov](mailto:jennifer.r.dahlgren@nasa.gov).



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Enclosure

**Phasing Schedule for required High Threat Security Overseas Seminar (HTSOS) and Foreign Affairs  
Counter Threat (FACT) Course**

<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Afghanistan	Angola	Algeria	Antigua and Barbuda	Albania
Central African Republic	Benin	Bahrain	Argentina	Andorra
Chad	Botswana	Bhutan	Aruba	Armenia
Egypt	Burkina Faso	India	Bahamas, The	Australia
Eritrea	Burundi	Iraq	Barbados	Austria
Iraq	Cabo Verde	Israel	Belize	Azerbaijan
Kenya	Cameroon	Jordan	Bermuda	Belarus
Lebanon	Comoros	Kazakhstan	Bolivia	Belgium
Libya	Congo, Republic of the	Kyrgyzstan	Brazil	Bosnia and Herzegovina
Mali	Cote d'Ivoire	Kuwait	Canada	Brunei
Mauritania	Djibouti	Maldives	Cayman Islands	Bulgaria
Mexico- Only posts in Ciudad Juarez, Matamoros, Monterrey, Nogales, Nuevo Laredo and Tijuana	Equatorial Guinea	Morocco	Chile	Burma
Niger	Ethiopia	Nepal	Colombia	Cambodia
Nigeria	Gabon	Oman	Costa Rica	China
Pakistan	Gambia	Pakistan	Curacao	Cyprus
Somalia	Ghana	Sri Lanka	Dominica	Czechia
South Sudan	Guinea	Tajikistan	Dominican Republic	Denmark
Sudan	Guinea-Bissau	Turkmenistan	Ecuador	Estonia
Syria	Lesotho	Uzbekistan	El Salvador	European Union
Tunisia	Liberia	Qatar	Grenada	Fiji
Yemen	L Madagascar	Saudi Arabia	Guatemala	Finland
	Malawi	Syria	Guyana	France
	Mauritius	Tunisia	Haiti	Georgia
	Mozambique	United Arab Emirates	Honduras	Germany
	Namibia	Yemen	Jamaica	Greece
	Rwanda		Mexico	Holy See
	Sao Tome and Principe		Nicaragua	Hungary
	Senegal		Panama	Iceland
	Seychelles		Paraguay	Indonesia
	Sierra Leone		Peru	Ireland
	South Africa		Suriname	Italy
	Swaziland		Trinidad and Tobago	Japan
	Tanzania		Uruguay	Kiribati
	Togo		Venezuela	Korea, North
	Uganda			Korea, South
	Zambia			Kosovo
	Zimbabwe			Laos
				Latvia
				Liechtenstein
				Lithuania
				Luxembourg

**2019**

Macedonia  
Malaysia  
Malta  
Marshall Islands  
Micronesia, Federated States of  
Moldova  
Monaco  
Mongolia  
Montenegro  
Nauru  
Netherlands  
New Zealand  
Norway  
Palau  
Papua New Guinea  
Philippines  
Poland  
Portugal  
Romania  
Russia  
Samoa  
San Marino  
Serbia  
Singapore  
Slovakia  
Slovenia  
Solomon Islands  
Spain  
Sweden  
Switzerland  
Taiwan  
Thailand  
Timor-Leste  
Tonga  
Turkey  
Tuvalu  
Ukraine  
United Kingdom  
Vanuatu