



High Threat Security Overseas Seminar (HTSOS) Training

High Threat Security Overseas Seminar is an interactive 8-module online e-Learning seminar taken through the internet designed to provide participants with threat and situational awareness training against criminal and terrorist attacks while working in high threat regions for **less than 45 cumulative days**.

Quick Guide to HTSOS

I plan to...	Do I need to take HTSOS?
Travel to a foreign country after January 1, 2019.	YES.
Travel to a foreign country for less than 45 cumulative days in a calendar year.	YES.
Travel to a foreign country for more than 45 cumulative days in a calendar year.	NO. You must complete FACT (See next page).
Complete the FACT training.	NO, FACT completion will satisfy the HTSOS requirement.

FAQ

1. **What countries require HTSOS and when will HTSOS be implemented?**
 - a. HTSOS is currently required for travel to 78 foreign countries. See current list of HTSOS countries [here](#). **Starting January 1, 2019** travel to *any* foreign country will require HTSOS completion prior to receiving DOE approval.
2. **How much does HTSOS cost?**
 - a. Tuition is \$125.00 charged with an ePro requisition. Please ask your supervisor for project ID to be used. Training will be charged to program funds.
3. **How long is the training valid?**
 - a. Training certificate is valid for 5 years.
4. **What if I accumulate foreign travel days over 45 days in a single calendar year?**
 - a. Foreign travel of more than 45 cumulative days in a calendar year will require completion of the separate FACT Training (see FACT below).
5. **What if I have completed FACT training?**
 - a. FACT certification will satisfy the HTSOS requirement.
6. **How do enroll and complete HTSOS?**
 - a. Contact your program admin to initiate the HTSOS process. Once you have access to the online portal, you will have 90 days to complete the course and provide the Foreign Travel Office with the certificate.
7. **I just completed HTSOS, what next?**
 - a. Send a copy of your HTSOS Certificate to your program admin and to Debbie Warner (DLWarner@lbl.gov). Employees should carry a copy of their completion certificates with them on travel, as they may need to provide a copy upon request.

Program	Travel Arranger and Ext.
Advanced Light Source Accelerator Physics	Lucky Cortez x4144
Fusion Science & Ion Beam Technology	Sreela Sen x4391
Berkeley Lab Laser Accelerator Center	Wes Tabler x6710
Accelerator Modeling Program	Lucky Cortez x4144
Berkeley Accelerator Controls & Instrumentations	Lucky Cortez x4144
Berkeley Center for Magnet Technology	Sreela Sen x4391
U.S Magnet Development Program	Sreela Sen x4391