

Registration for High Threat Security Overseas Seminar: SF182 Instructions

1. Fill out blanks 1-17.
 - a. For Educational Level Code, see pages 7-8 of the SF182 form.
 - b. Forms without a social security number will not be processed (Privacy Act Statement on pg.3).
 - i. SF182 forms routed via email internally at USGS are encrypted and secure to protect employee information.
 - c. The course number is: HT401.
 - d. No CSA is required for this training. (pages 4 and 5 of the SF182 doc)
 2. In Section D, line 1a of the SF182 must be signed and dated by your immediate supervisor. Route as appropriate for Supervisor and Approving Official signatures, and have them return the signed version. This can be an electronic signature or printed and signed by hand. Route as appropriate for Supervisor and Approving Official signatures.
 - a. [Training Officer](#) signature is only required if NOT using a credit card for payment. Credit card payment is preferred by FSI and recommended to streamline the process. Cost of training is \$125 per person.
 3. In addition to form SF182, you will also need to submit a credit card payment form. FSI should send you the form, a sample is provided below. You may also need to submit forms within your office for purchase approval. Please check with your administrative staff on their office policies and procedures.
 4. Fax Cover Sheet: Use a blank fax cover sheet, and include your name in the message.
Fax the SF182 and the Credit Card Payment Form to FSI at: 703-746-2562.
 - a. It is the traveler's responsibility to confirm his/her registration with the Office of the Foreign Service Institute Registrar. If you have not heard from FSI within 10 days, regarding enrollment, please send an e-mail to the Registrar's Office at: FSIRegistrarHT401@state.gov or call one of the following numbers: (703) 302-7144 or (703) 302-7137.
 - b. If a traveler is leaving within 1 week and has not met this requirement: Make a note on the cover sheet that training needs to be expedited and call the FSI Registrar right away. They can help you.
 5. The Registrar's Office will contact you by e-mail to provide you with the available training dates, login and password information, and instructions on how to access the course.
 6. The USGS International Programs Office cannot answer questions regarding the High Threat Security Overseas Seminar training. Please contact FSI for all questions.
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7. Once the training is complete, go to the [DOI Learn website](#) to add this training to your official transcript.
 8. To register, go to the "My Home" tab and select "Submit External Training Request."
 9. Enter the same information you used on the SF182 form to fill out the requested fields in DOI Learn and submit for approval. The system will prompt the supervisor to verify your training.
 10. A complete tutorial for the DOI Learn process can be found here:
<https://www2.usgs.gov/humancapital/documents/HowToCreateSF182Learner.pdf>

Enrollment Procedures per FSI

WEBSITE: <https://www.state.gov/m/fsi/tc/securitytraining/ht401/index.htm>

U.S. Government Agencies other than DoS

- **Email:** FSIregistrarFACT@state.gov or
- **Fax:** 703-746-2562
- **Note:** To facilitate enrollment processing, please include the student last name and requested training dates in the email subject line.

- **Documents Required:**
 1. [SF182](#), *Authorization, Agreement and Certification of Training*
 - Documents must be complete. [Click here to view example.](#)
 - Ensure student information is complete as shown in example.
 - Ensure the student may be reached at the listed email address. An alternate address may be included.
 - Ensure the country to be visited is listed in Box 18 "Training Objectives."
 - Ensure all training approvals (see page 2) are completed

Note: Incomplete training request forms will cause delay in enrollment processing.

 2. If payment is by Credit Card
 - Vendor Payment by Purchase Card Memorandum. [Click here to view example.](#)
 - If payment is through student's travel card,
 - Include documentation that authorizes payments for training through the student's travel card (i.e., memo or travel orders).

Authorization to use CCC or GTC

NAME OF AGENCY/EMPLOYER

Address

Date

Foreign Service Institute

400 Arlington Boulevard

Arlington, VA 22204

Subject: Authorization to use Government or Commercial Travel Card

(Name of agency or Name of Company) employees/Third Party- Contractors are authorized to use Government Travel Cards (GTC) or Corporate Credit Card to purchase training related to travel for work. Specifically (Name of Employee) is authorized to use her/his GTC to purchase (name/course code). Please feel free to contact me (Phone#) or (email address).

Name of Financial/Budget/authorizing official

Signature

Position Title

CC Payment Form

VENDOR COPY-TRAINING
Purchase Card Payment Mechanism
U.S. Geological Survey

Order#: _____

Student Name: _____

Student Job Title: _____

Student Organization: U.S. Geological Survey

Student Office address: 12201 Sunrise Valley Drive Reston VA 20192

Student Office Phone Number: _____

Course Title: High Threat Security Overseas Seminar

Course #: HT-401 Start Date: _____ End Date: _____

Tuition/Fees: \$125 Books/Materials: \$0 Total: \$125

Vendor: US DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE

EIN:

Address: OFFICE OF THE REGISTRAR-RM F1245, 4000 Arlington Blvd., Washington, DC 20522

Approving Official: _____ Date: _____
(Usually budget office) Signature

Instructions for Vendor Payment by purchase card:

Purchase Card Information

Purchase Card Number _____ Exp. Date ____/____

Card Security Code (3-digits) _____

Card Holder's Telephone # _____

Card Holder's email _____

Card Holder's Name _____

Card Holder's Signature _____