



MEMORANDUM FOR: All NOAA Employees

FROM: Christopher Cartwright *Ch Cartwright*  
Acting Director, Finance Office/Comptroller

SUBJECT: Clarification to Travel Advisory 20-3  
HTSOS/FACT for OCONUS Ship Travel

DATE: January 31, 2020

The purpose of this advisory is to further clarify the requirements for completion of High Threat – Security Overseas Seminar (HTSOS) and Foreign Affairs Counter-Threat (FACT) training for employees performing official temporary duty (TDY) ship travel abroad. Please refer to [Travel Advisory 20-3](#) for the original information provided regarding HTSOS and FACT requirements.

Per Department of State (DOS), TDY travel to and from a foreign port for the purpose of embarking/disembarking a ship requires the completion of HTSOS training. Further, 22 United States Code (U.S.C.) 4802 states that traveling on the seas does not, by itself, qualify as being in an “official TDY travel status” and does not trigger the FACT requirement even if an employee’s cumulative time aboard a ship is greater than 45 days. However, if an employee is at port or in country for more than 45 days, they are required to take the FACT training. For example, if an employee spends 4 or 5 days at a time in port after disembarking from a ship, and that adds up to 45 cumulative days abroad, they would meet the FACT requirement.

You can find the State Department guidance at: <https://fam.state.gov/FAM/13FAM/13FAM030104.html>. Just like the HTSOS, the FACT is valid for 5 years. However, if you have a FACT certificate on file and are performing regular TDY travel abroad, you will not have to take the HTSOS course since the FACT course satisfies the HTSOS course requirement. Employees who need to access the FACT course will need to visit the Department of State (DOS) Foreign Service Institute (FSI) website <https://fsitraining.state.gov/> or contact the FSI Office of the Registrar at 703-302-7037 or email [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov).

If you have any questions, please call [\(301\) 444-2193](tel:3014442193) or e-mail Tiffany Gaymon ([Tiffany.Y.Gaymon@NOAA.GOV](mailto:Tiffany.Y.Gaymon@NOAA.GOV)).

