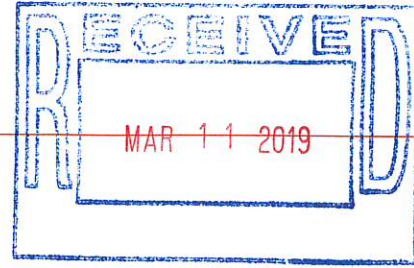


LABOR RELATIONS



March 7, 2019

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, new U.S. Government training requirements for all official international travels went into effect January 1, 2019. In order to comply with these requirements, all employees who engage in official international travel will be required to complete the U.S. State Department's High Threat Security Overseas Seminar (HT401).

We have enclosed information concerning the subject course.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Program

Enclosure

High Threat Security Overseas Seminar (HT401)

- 5-hour online course
- Valid for 5 years
- Fiscal year 2019 Tuition \$125

Employees planning international travel assignments on behalf of the Postal Service must follow these steps to register and complete the required training.

HT401 Enrollment:

- Registration is initiated through the Foreign Service Institute (FSI) fsitraining.state.gov/HTSOS#fsiEnrollmentQuestions. Scroll to the bottom of the page and select "Apply & Pay" to proceed
- Provide Purchase Card Payment Mechanism form to your purchase card holder for eBuy completion and normal purchasing process for training.
- You will receive a link to access the course within 48 hours of registration.
- FSI can also be contacted by email: FSIRegistrarHT401@state.gov or by phone at (703) 302-7144 or 7137.

A certificate of completion must be provided to the Postal Service International Postal Affairs (IPA) Department prior to foreign travel approval.

Additional International Travel Reminders

International travelers must also meet all other travel requirements on a timely basis, including:

- Travel authorization letter (signed 21 days in advance of travel)
- Country Clearance form (due 14 days in advance of travel)
- Any required immunizations
- Entry visa, if required.