

BHA RESPONSE

PRE-TRAVEL READINESS CHECKLIST



Travel readiness begins long before a response activation. As soon as you open a DART PTB, you should make a plan to complete the following checklist of required steps to be travel ready.



VALID PASSPORT



INSTRUCTIONS

All USAID Direct Hires and USPSCs must use a diplomatic passport for official international travel. Other USG staff may travel on an “Official” passport or a personal passport. In most cases, ISCs will travel on a personal passport but may be required to obtain a “Service” or diplomatic passport for some travel

Note: Passports can take up to a few months to process. If you need an expedited passport, let TTD know when you request your forms.

- ☐ Enter your passport information in your PETER profile
- ☐ Ensure that your passport is not expired and has at least 6 months validity beyond your activation end date (if known).
- ☐ PASAs should contact BHA.DASPTtravel@usaid.gov for passport assistance. All other eligible BHA staff can contact passportsandvisas@usaid.gov for guidance or go to the TTD Google Site [Passports and Visas](#) for the necessary forms/instructions for diplomatic or service passports, if needed.



MEDICAL CLEARANCE



INSTRUCTIONS

Individuals on temporary duty assignments (TDY) longer than 30 days require a medical clearance to access the Embassy health unit. Those on TDY for fewer than 30 days require either a medical clearance or a physician's statement of physical fitness. Those without a medical clearance or physician's statement of physical fitness may not use the embassy health unit and *should not deploy*.

- ☐ Enter the date of your Medical Clearance in your PETER Profile
- ☐ If you do not have a medical clearance, please follow [Department of State Bureau of Medical Services](#) guidelines to initiate your medical clearance.
- ☐ If you have a medical clearance, verify that it is a Worldwide medical clearance.
 - If it is not a Worldwide medical clearance, contact MEDClearancesPA@state.gov to transfer your medical clearance to the correct post upon nomination for a deployment.



FACT OR CTAT



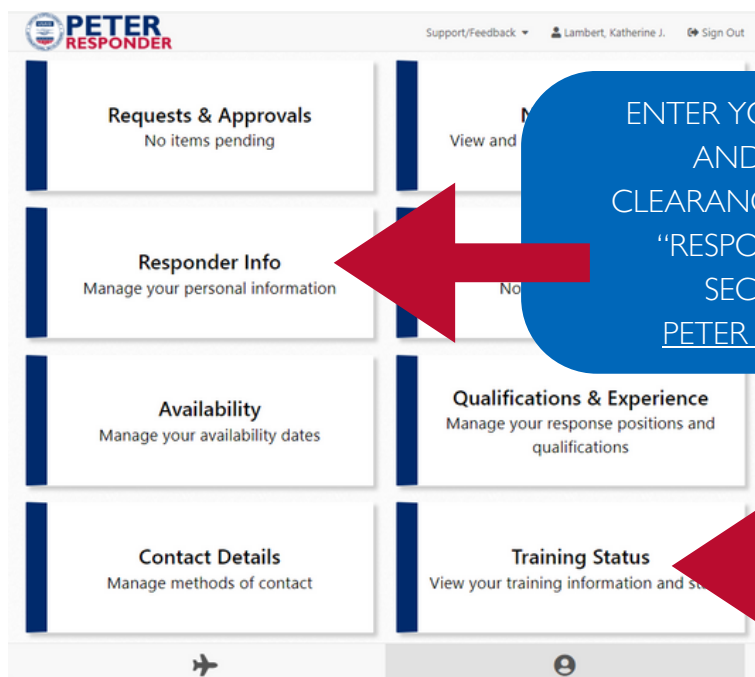
INSTRUCTIONS

The Foreign Affairs Counter Threat (FACT) course (CT-650), is a five-day, in-person, mandatory training for all USG staff working overseas for 90 or more cumulative days in a 12-month period. FACT is valid for 6 years.

CT401 Counter Threat Awareness Training (CTAT) (soon to be renamed eFACT) is an online course developed for employees on cumulative TDY assignment(s) of less than 90 days in a 12-month period. Those with an active FACT certificate do not need to take CTAT. CTAT/eFACT is valid for 6 years.

- ☐ To register for FACT:
 - Follow the guidance on the [BHA Training Unit](#) Google page.
- ☐ To register for CTAT
 - CTAT is offered through [USAID University](#) at no cost through October 1, 2025. We recommend taking CTAT by this date, especially if you don't have a FACT certificate!
 - Starting October 1, 2025, CTAT will change to eFACT and will only be offered through FSI with an associated cost.
- ☐ Update your training records in PETER once you have a completion certificate

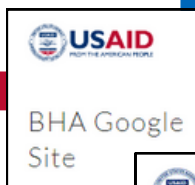
GET TRAVEL READY!



ENTER YOUR PASSPORT
AND MEDICAL
CLEARANCE INFO IN THE
"RESPONDER INFO"
SECTION OF
[PETER RESPONDER](#)

REGISTER FOR FACT
VIA THE [BHA GOOGLE
SITE](#) OR CTAT VIA
[USAID UNIVERSITY](#).

UPON COMPLETION
UPLOAD YOUR
CERTIFICATE IN THE
"TRAINING STATUS"
SECTION OF [PETER
RESPONDER](#)



USAID
FROM THE AMERICAN PEOPLE