

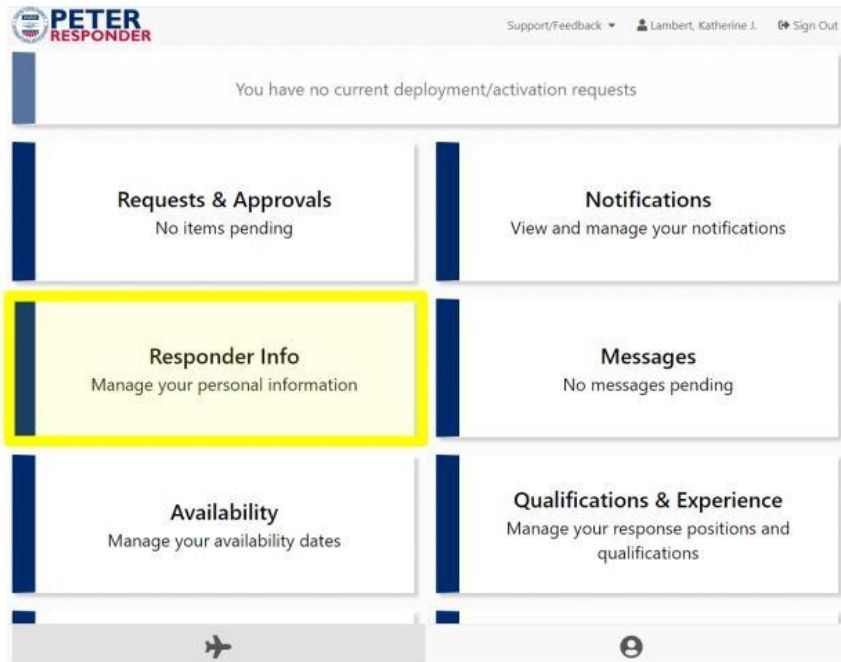
Pre-Travel Readiness in PETER

Since 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. Here are the steps for completing each task in PETER:

Jump to:

- [Add Passport Information to PETER](#)
- [Add Medical Clearance Information to PETER](#)
- [Check RED File Status in PETER](#)
- [Update FACT or CTAT Training Information](#)

Note: After completing PETER pre-travel readiness tasks, it's recommended that you review the RMS chapter [Travel and Compensation: Know Before You Go](#) for additional information on ECC and MyServices profiles, and other travel action items.

Pre-Travel Readiness Task:	Valid Passport
PETER Task:	Add Passport Information to PETER
Instructions:	
1. Access PETER Responder at https://peter-responder.usaid.gov/. On the home page locate and click on the "Responder Info" tile. 	
2. Within "Responder Info" scroll down to the "Travel Documents" section. Locate the "Passports" section, select "Manage".	



Travel Documents ▾

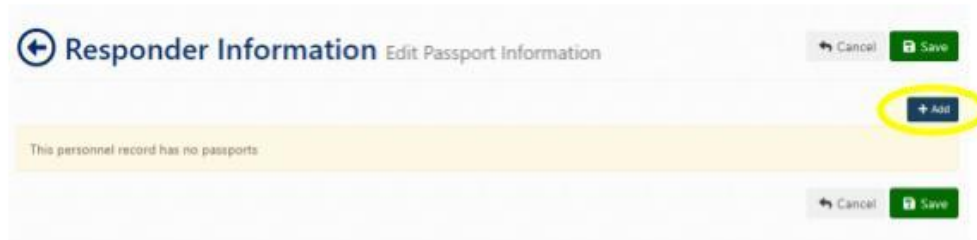
Passports ▾ Manage

You have no passports

Visas ▸ Manage

Known Traveler Documents ▸ Manage

- Within the “Passports” management section, select “Add”. Within the dialogue box add the required information and passport image. When finished click “Confirm”. *Note that the passport image must be a JPEG or PNG file.*

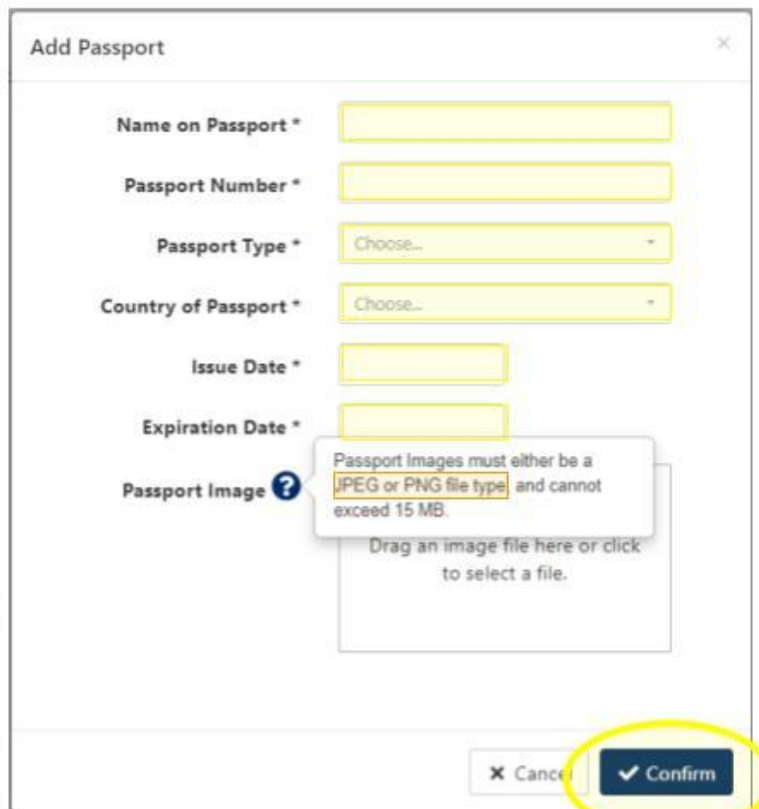


➔ Responder Information Edit Passport Information Cancel Save

+ Add

This personnel record has no passports

Cancel Save



Add Passport ×

Name on Passport *

Passport Number *

Passport Type *

Country of Passport *

Issue Date *

Expiration Date *

Passport Image ?

Passport Images must either be a JPEG or PNG file type and cannot exceed 15 MB.
Drag an image file here or click to select a file.

✕ Cancel ✓ Confirm



Pre-Travel Readiness in PETER

- You will return to the “Passports” management section, click “Save” at the top or bottom right hand corner to complete this task.

Responder Information Edit Passport Information

Cancel Save

+ Add

Click Save or Cancel to hide the passport image(s).

United States / -

Edit Remove

Name on Passport	Name	Passport Image	Uploaded on: 8/14/2024 12:40 PM (141640Z AUG 24)
Passport Number	-	Download Image	
Passport Type	Personal		
Country of Passport	United States		
Issue Date	8/14/2024		
Expiration Date	8/21/2024		

Cancel Save

Additional Notes:

- Ensure that your passport is not expired and has at least 6 months validity beyond your activation end date (if known).
- Only a user and extremely limited roles in PETER Manger can view passport data and images. If a user without permissions views a personnel page, the passport section is not included in the view.

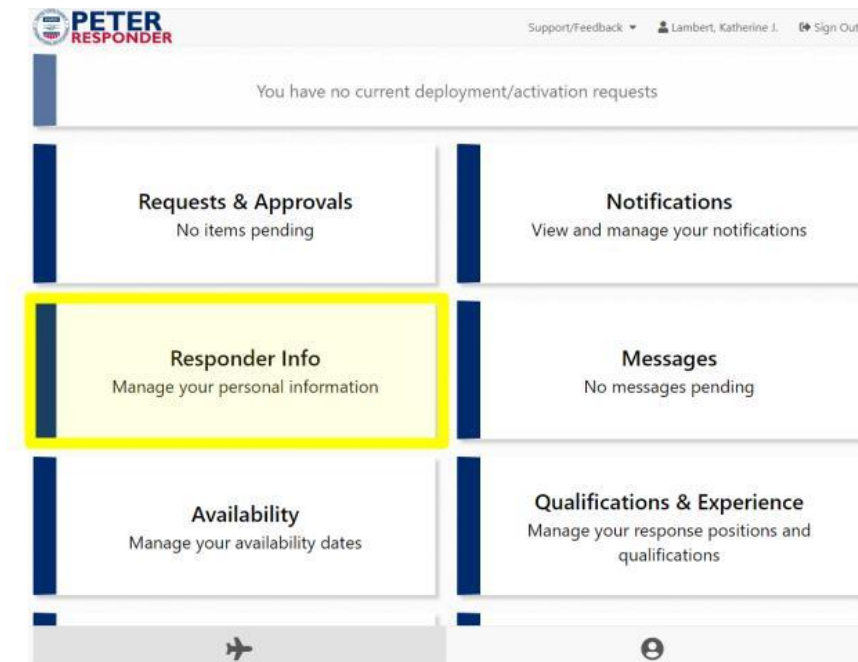


Pre-Travel Readiness Task: Medical Clearance

PETER Task: Add Medical Clearance Information to PETER

Instructions:

1. Access PETER Responder at <https://peter-responder.usaid.gov/>. On the home page locate and click on the “Responder Info” tile.



2. Within “Responder Info” scroll down to the “Medical Information” section, select “Manage”.

Medical Information ▼ ⚙️ Manage

Medical Evacuation Insurance Carrier	--	Has Yellow Card?	--
Medical Evacuation Insurance Policy Number	--	Medical Clearance Level	--
Medical Evacuation Insurance Expiration	--	Medical Clearance Issue Date	--
Medical Evacuation Insurance Contact Phone	--	Medical Clearance Expiration Date	--
Medical Evacuation Insurance Notes	--	Medical Clearance Letter	-- 📄 Upload Letter

Pre-Travel Readiness in PETER

- Ensure that you complete the Issue and Expiration date fields in the lower part of this section. The expiration date defaults to 2 years in the future, but this can be edited as appropriate based on the clearance letter.

Note: If these dates are not filled in, PETER will continue sending Medical Clearance notifications until a date is entered.

In the upper part of the section fill in as much information as possible. Click “Save”.

Upper Details Section:



Medical Clearance Issue Date

Medical Clearance Expiration Date

Lower Date Section:



Responder Information Edit Medical Information

Medical Evacuation Insurance Carrier

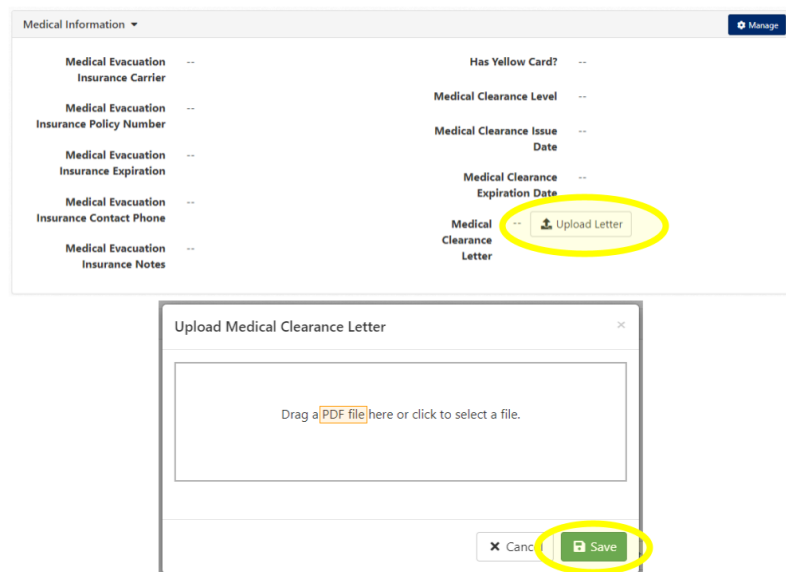
Medical Evacuation Insurance Policy Number

Medical Evacuation Insurance Expiration

Medical Evacuation Insurance Contact Phone

For international numbers, enter a + followed by the country code.

- You will return to the “Medical Information” profile section, locate and click “Upload Letter” to upload a Medical Clearance Letter. After uploading, click “Save” to complete this task. *Note that this letter must be a PDF file.*



Medical Information

Medical Evacuation Insurance Carrier

Medical Evacuation Insurance Policy Number

Medical Evacuation Insurance Expiration

Medical Evacuation Insurance Contact Phone

Medical Evacuation Insurance Notes

Has Yellow Card?

Medical Clearance Level

Medical Clearance Issue Date

Medical Clearance Expiration Date

Medical Clearance Letter

Upload Letter

Upload Medical Clearance Letter

Drag a PDF file here or click to select a file.

Cancel Save

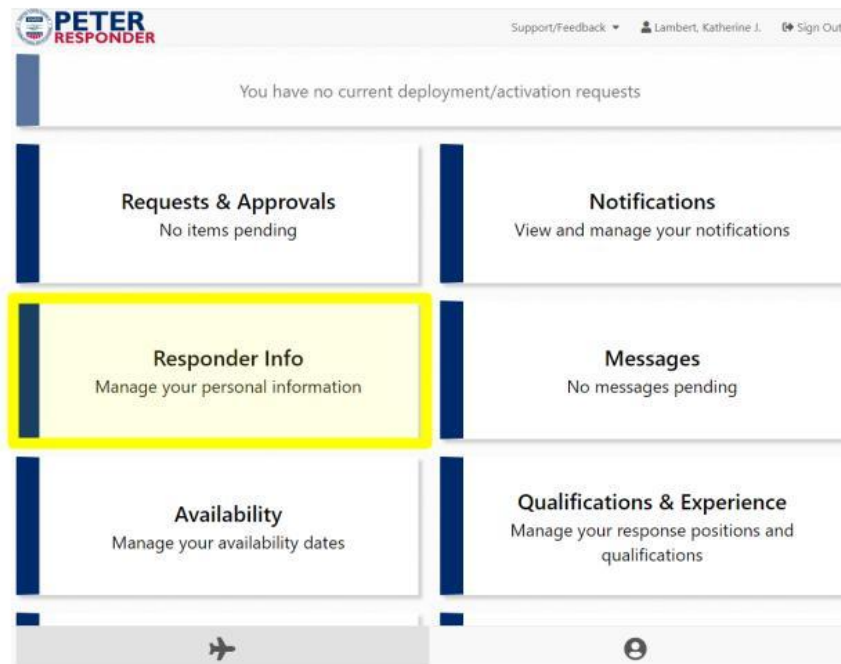
Additional Notes:

- 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*.

Pre-Travel Readiness Task:	Record of Emergency Data (RED) File
PETER Task:	Check RED File Status in PETER

Instructions:

1. Access PETER Responder at <https://peter-responder.usaid.gov/>. On the home page locate and click on the “Responder Info” tile.



2. Within “Responder Info” scroll down to the “RED File Information” section, view your RED file status. Confirm the status is correct. If you do not have a RED file or have questions, follow the steps in the “Additional Notes” section below.

RED File Information ▾

RED File Submitted?

Additional Notes:

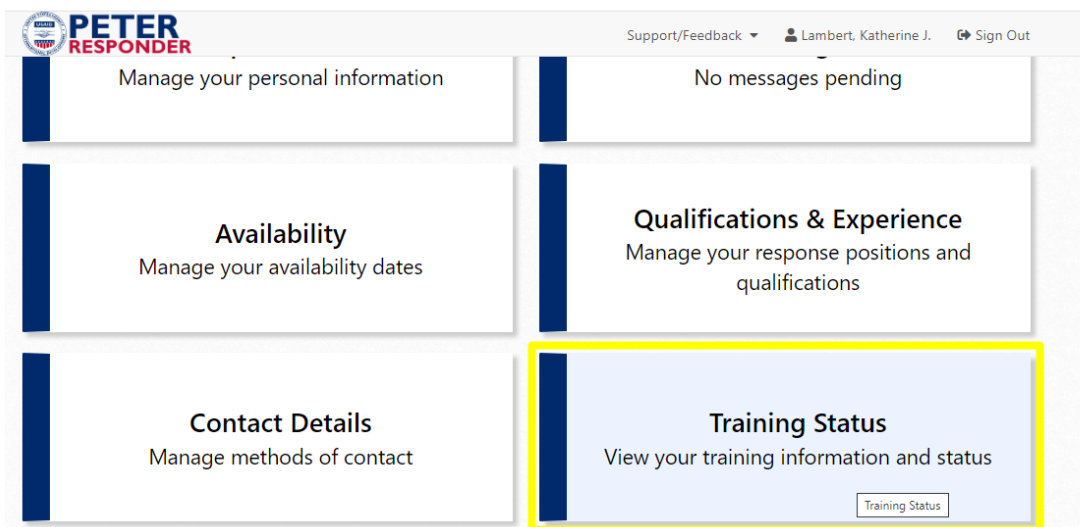
- To submit a RED File: Complete the RED file template per the instructions at [this link](#). You will then submit a password protected copy directly to REDfile@usaid.gov with “SBU: RED File” in the subject line. After submission your PETER Profile will be updated on your behalf.
- If you have questions contact HASST at BHA.HASafetyandSecurity@usaid.gov.

Pre-Travel Readiness Task:	FACT or CTAT
PETER Task:	Update FACT or CTAT Training Information

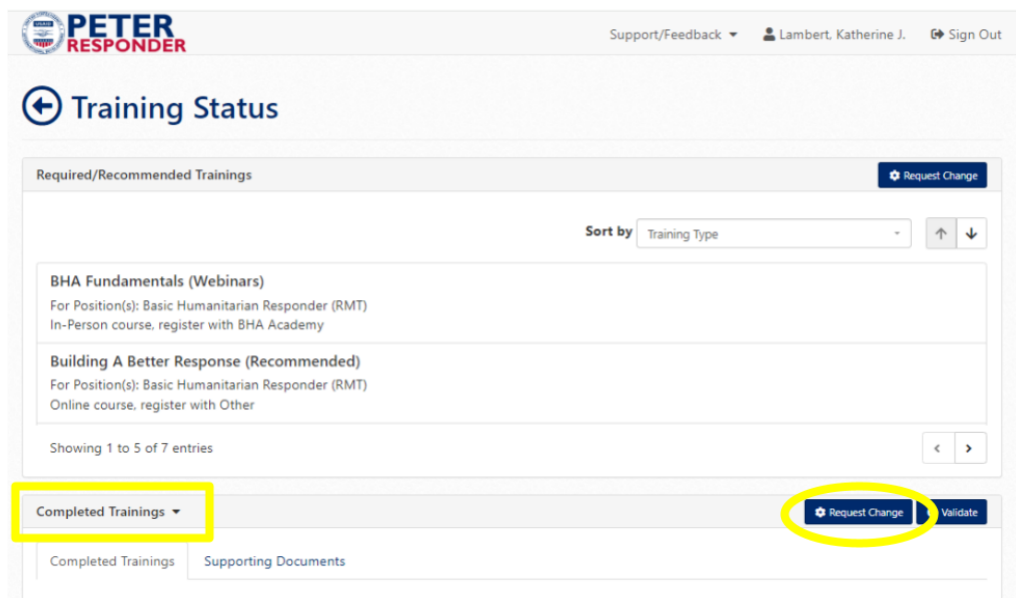
Instructions:

*A video tutorial for this process is available here: [Add a Completed Training to PETER.mp4](#)

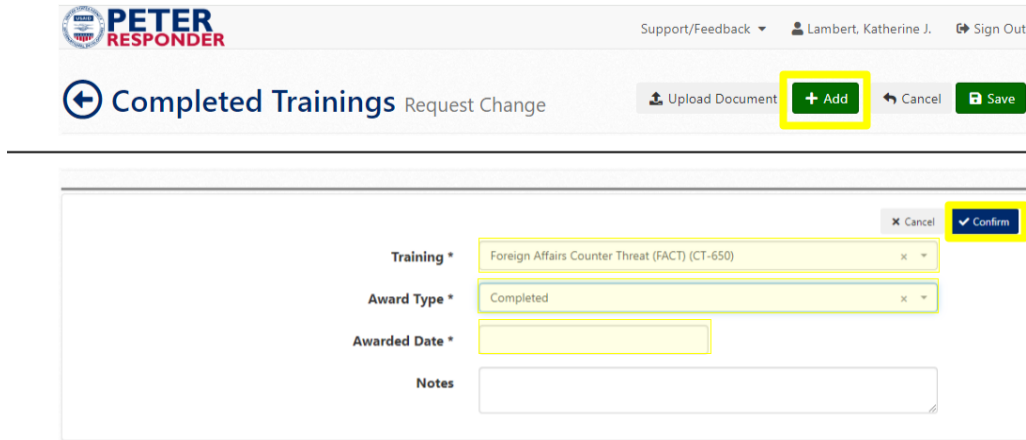
1. Access PETER Responder at <https://peter-responder.usaid.gov/>. On the home page locate and click on the "Training Status" tile.



2. Scroll to the "Completed Trainings" panel, click "Request Change".



- Click on the green “Add” button at the top of the page. On the page that opens, type FACT or CTAT into the “Training” field and select the appropriate training title, select “Completed” in the “Award Type” field, add the awarded date, then click “Confirm”.



PETER RESPONDER Support/Feedback Lambert, Katherine J. Sign Out

Completed Trainings Request Change Upload Document **+ Add** Cancel Save

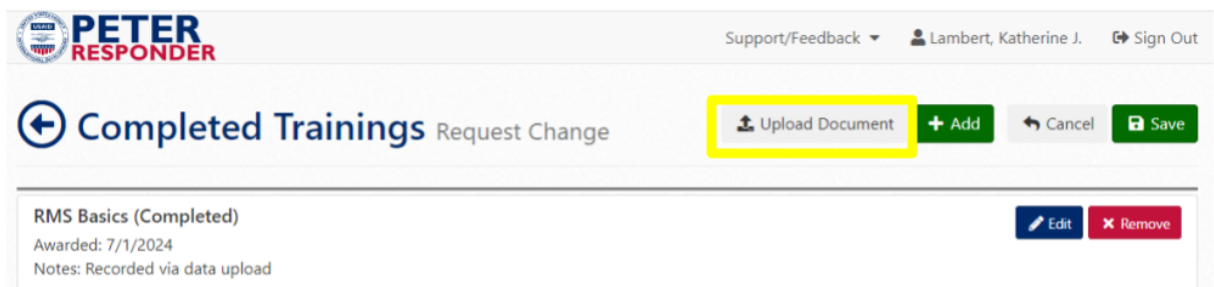
Training * Foreign Affairs Counter Threat (FACT) (CT-650) Cancel **Confirm**

Award Type * Completed

Awarded Date *

Notes

- You will return to the “Completed Training” section, click "Upload Document". In the pop up, drag or select a file to upload your certificate, then in the “Associated Training” dropdown associate it with FACT or CTAT from the list. Click "Confirm".



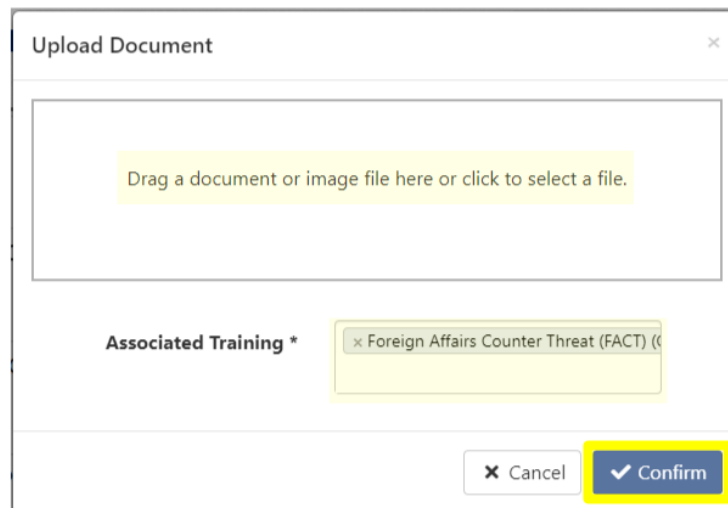
PETER RESPONDER Support/Feedback Lambert, Katherine J. Sign Out

Completed Trainings Request Change Upload Document **+ Add** Cancel Save

RMS Basics (Completed) Edit Remove

Awarded: 7/1/2024

Notes: Recorded via data upload



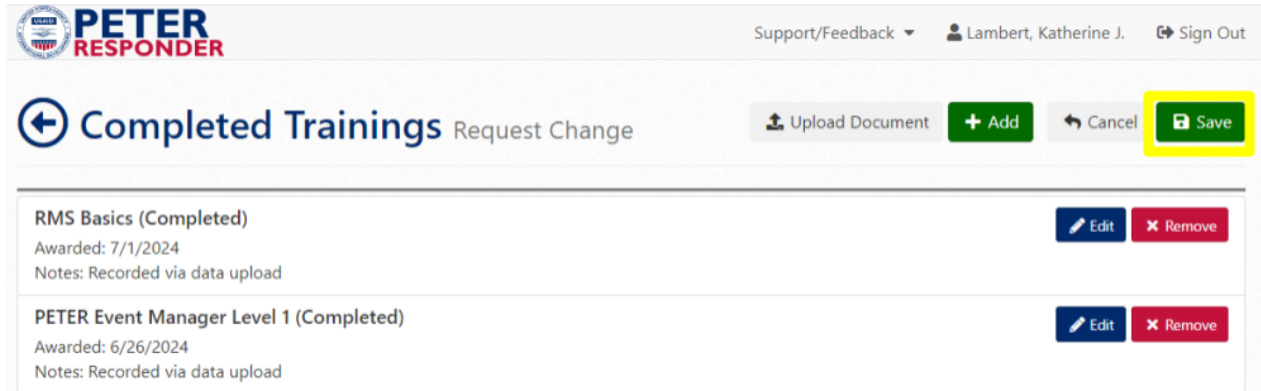
Upload Document

Drag a document or image file here or click to select a file.

Associated Training * Foreign Affairs Counter Threat (FACT) (CT-650)

Cancel **Confirm**

5. You will return to the “Completed Training” section, click “Save” to complete this task.



- Please note that the Training Unit may take a couple of days to approve your training. Please also note that you can only make one submission at a time to the Training Unit in your Responder portal (one submission could contain multiple trainings).
- Once the training is approved, it will be reflected under the Completed Trainings panel in the Training Status tile in your Responder portal and on any open PTBs.

Additional Notes:

- To register for FACT:
 - Follow the guidance on the [BHA Training Unit](#) google page.
- To register for CTAT:
 - CTAT is offered through [USAID University](#).
 - Starting October 1, 2025, CTAT will change to eFACT and will only be offered through FSI with an associated cost.