

Anti-Terrorism/Force Protection Awareness Training

DoD Instruction 2000.16 requires annual Anti-Terrorism/Force Protection (AT/FP) awareness training for all CONUS-based DoD personnel eligible for official OCONUS travel on government orders, and all CONUS-based personnel if the CONUS terrorism threat level is promulgated above “moderate”.

This training is an easily accessible, customized, user-friendly method to accomplish this task. The training generally takes about 30 mins - 1 hr to complete, be sure to allocate time to get it done. However, if you can't finish the training in one setting you can pick up where you left off by using the “resume training” option. At the end of the training session you can print out a certificate to verify the process. The security office will maintain a copy of the certificate. The training is valid for one year after the completion date.

To complete the training:

- **Go to:** www.at-awareness.org
- **Type in:** “Aware” in the access code field
- **Click:** The “Login” button
- **Click:** The “Signup” button, to start a new account
- **Enter:** The required data (the name and rank you type will appear on the certificate)
- **Click:** The “submit” button
- **Click:** “AT level 1 Training”
- **Click:** “Begin training” (complete the training)
- **Click:** The “print certificate” button*
- Bring or fax a signed copy of the certificate to the security office. (You sign the “trainee” line, a security office rep will sign the “certifying officials” line....this certificate is not valid unless both signatures are on it)

Note: Use the “Help” button in the top right corner of the screen if you encounter any problems.

***Change print settings to “landscape” for best results.**

Questions or comments contact the security office at 295-3033.