



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

August 1, 2005

MEMORANDUM FOR ALL DoDDS-EUROPE EMPLOYEES

SUBJECT: DoDDS-E Level I Antiterrorism Awareness Training (Level I AAT) and Student Security Awareness Training

A. PURPOSE: To establish the DoDDS-E policy and procedures for Level I AAT, Area of Responsibility (AOR) specific information on antiterrorism protection, and student security awareness training requirements.

B. APPLICABILITY: This policy applies to all new and current employees, local hire foreign nationals, contractors, and family members 14 years or older traveling on official orders.

C. POLICY: It is the policy of DoDDS-E that all Level I AAT and student security awareness is conducted and documented annually during August, September and October. Documentation of training is a copy of the Awareness Training Certificate (on line), copies of sign in rosters from Level I AAT briefings and rosters from student security awareness training. District superintendents, principals, DoDDS-E division chiefs and supervisors will maintain all documentation for two school years. The documentation will be used prior to the issuance of official travel orders, Security Program Reviews or external DoD assessments.

NOTE: All of the training documentation can be maintained electronically (scanned into an electronic file) provided the documents are kept together and can be produced in a timely manner.

D. RESPONSIBILITY: District superintendents, principals, DoDDS-E division chiefs and supervisors are responsible to ensure that all DoDDS-E employees, local hire foreign nationals, contractors and students 14 years or older on official travel orders receive Level I AAT. Additionally, principals are responsible to ensure that all DoDDS-E students receive student security awareness training.

E. PROCEDURE FOR LEVEL I AAT: Our goals are to ensure all required personnel and students receive the required training in the most efficient cost effective manner within the established timelines. To meet our these goals the following procedures are to be followed:

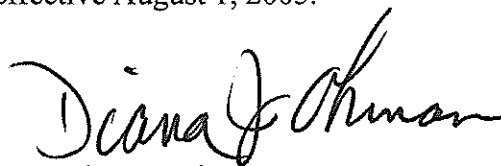
- Current Employee/Local Hire Foreign National – Annual Refresher Level I AAT: This training will be conducted during August, September and October annually. The training can be conducted formally by a certified AT Level II instructor or on line in the class room or workplace via the Department of Defense (DoD) WEB site: <https://atlevel1.dtic.mil/at/>

- DoD Employed Contractor Level I AAT: Each division, district and school will ensure contracts provide for terms and conditions to offer OCONUS contractors Level I AAT training before they depart CONUS. The training will be conducted using the above WEB site. Each division, district and school has the responsibility to maintain records of Level I AAT.
- Students 14 Years and Older on Official Orders Level I AAT: Ensure students traveling on official orders receive Level I AAT. The training can be conducted in the classroom or by using the above WEB site. Each division, district and school has the responsibility to maintain records of Level I AAT.
- New DoD Employees and Their Family Members 14 Years or older Traveling on Government Orders: Human Resources must ensure all personnel eligible for overseas travel receive Level I AAT within 3 three months prior to travel. In addition, all family members 14 years or older accompanying new employees on official business will receive Level I AAT as part of their pre-departure requirements. Use attachment 1 to facilitate and record training. The most efficient means such as the attached WEB links or support from the Area/District Security Officers should be used to facilitate and complete the training. Human Resources will forward training documentation to the gaining division, district or school who will maintain copies of the documents.

F. PROCEDURES FOR STUDENT SECURITY AWARENESS TRAINING: All student awareness training will be conducted during August, September and October using the DoDEA student security awareness tape. Each district and school will ensure the training is documented. Training documentation will be kept for two school years

NOTE: This training requirement is in addition to Level I AAT and cannot be used as a substitute for the Level I AAT.

G. EFFECTIVE DATE: This policy is effective August 1, 2005.



Diana J. Ohman
Director, DoDDS-Europe

Attachment:
Level I AAT Web Based Training Information and Travel Information

Information Paper
Level I AAT Training Instructions and Travel Information

1. SUBJECT: AAT Level I Training instructions and Antiterrorism/Force Protection Travel Information for DoDDS-E Employees.
2. PURPOSE: To provide instructions to complete the on-line Level I AAT web-based training and provide travel security, safety, threat and emergency information for all employees authorized official travel to another country in the Area of Operations of USNORTHCOM, USEUCOM and USCENTCOM. NOTE: This requirement is in addition to annual Level I AT refresher training.
3. REFERENCES: DoD Anti-Terrorism Handbook DoDO-2000.12-H, United States European Command Antiterrorism – Force Protection Operations Order 03-11, dated November 14, 2003.
4. LEVEL I AAT WEB BASED TRAINING:
 - Log in: <https://atlevel1.dtic.mil/at/>
 - Click on create new training session
 - Enter the information requested. NOTE: in the “service” block choose “N/A” and in the “Command” choose “European Command” (Bahrain choose “Central Command”)
 - Next screen choose the applicable tab
 - To start training choose “Begin the Training”
 - Follow the on-line instructions
 - At the end of the training you can review the reference tabs or continue
 - At the next screen take the survey & click the “Submit” tab
 - At the next screen click print certificate, the print menu appears click on layout, landscape then print. You may want to print two copies, one for your supervisor and one for your personal file
 - Sign the certificate where on the line above trainee keep and provide a copy to your supervisor
5. WEB SITES FOR TRAVEL SAFETY AND SECURITY INFORMATION:
 - For the current Force Protection Condition or Terrorist Threat Level, call your District or Area Safety and Security Officer. Know before you go.
 - Department of State: <http://www.state.gov/travel/>
This site provides current security and political climate of the country.
 - European Emergency Services: <http://www.sos112.info/>
This site provides information about European Emergency Services focused on

the emergency call number 112.

➤ DoDEA Safety and Security:
http://www.dodea.edu/log/safety_security/personal_security.htm
This site is a personal protection guide for the traveler.

➤ Centers for Disease Control: <http://www.cdc.gov/travel/>
This site provides current medical/health information to the country of official travel.

6. If you need individual assistance contact your District Safety and Security Officer. (DoDDS-E Personnel contact either Tim Krause 334-2446 or Bill Heiges 334-2694 for further assistance).