



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

August 9, 2004

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 and older traveling on official orders; all must receive Level I AAT and AOR specific information on antiterrorism protection training. In addition, students will receive student security awareness training.

C. POLICY: It is the policy of DoDDS-E to ensure Level I AAT and student security awareness training is conducted and proof of training is maintained for Safety and Security Program Reviews or external Department of Defense antiterrorism assessment. Training records will be maintained for 2 school years.

D. RESPONSIBILITIES: District Superintendents, Principals and Division Chiefs, DoDDS-E, are responsible to ensure that all DoDDS-E employees, local hire foreign nationals and students 14 years and older on official travel receive Level I AAT. Also, ensure all DoDDS-E students receive student security awareness training.

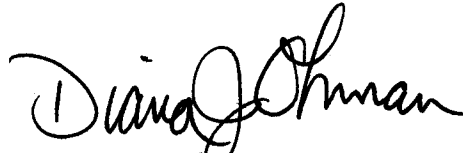
E. PROCEDURES FOR LEVEL I AAT: To ensure that DoDDS-E completes the training in the most efficient and cost effective manner, the following procedures and guidelines are to be followed:

1. Current Employee/Local Hire Foreign National - Annual Refresher Level I AAT – This training will be conducted during August, September and October of a school year. The training can be classroom or the Department of Defense (DoD) official web site: www.at-awareness.org. Each division, district, and school has the responsibility to facilitate training, track and keep a record of the training.
2. DoD Employed Contractor Level I AAT – Each division, district, and school will ensure contracts provide terms and conditions to offer CONUS contractor employees Level I AAT before departing CONUS. The training will be the above web site. Each division, district and school sponsoring a contractor has the responsibility to facilitate training, track and keep a record of the training.

3. Student 14 Years and Older on Official Orders Level I AAT – Ensure students traveling on official orders receive Level I AAT. The training can be classroom or the above web site. Each division, district and school has the responsibility to facilitate training, track and keep a record of training.
4. New DoD Civilians and Their Family Members 14 Years and Older Traveling on Government Orders to DoDDS-E – Human Resources must ensure all personnel eligible for overseas travel receive Level I AAT within 3 months prior to travel. In addition, every family member, 14 years and older accompanying new civilian employees on official business will receive Level I AAT as part of predeparture requirements. Use attachment 1 to facilitate training, track and keep a record of training. If this doesn't occur before departure, ensure arriving new civilian employees at area, districts and schools in-process with Safety and Security Officers to determine their Level I AAT status. The most efficient means, such as web site links and telephone support with area and District Safety and Security Officers, should be used to complete the training if needed for a new employee and family members. Area and districts will facilitate training, track and keep a record of training if needed.

F. PROCEDURES FOR STUDENT SECURITY AWARENESS TRAINING: To ensure that DoDDS-E completes the training in the most efficient and cost effective manner, the training will be provided during August, September and October of each school year. The training will be conducted using the approved DoDEA student security awareness tape. Each district and school will train, track and keep a record of the training. This training cannot be substituted for Level I AAT requirements in E.3 above.

G. EFFECTIVE DATE: This policy is effective August 16, 2004.



Diana J. Ohman
Director, DoDDS-Europe

Attachment:
In-Processing Information/Instruction Paper

**Level I Antiterrorism Awareness Training (Level I AAT)
Travel Safety and Security
Information/Instruction Paper
For In-Processing New Employees/Family Members/Contractors from CONUS**

1. **SUBJECT:** Level I AAT and travel safety and security for new DoDDS-E employees, family members and contractors.
2. **PURPOSE:** Prior to travel, provide threat, security, safety and emergency information for an employee, family member and contractor authorized official travel to another country in the Area of Operations of USNORTHCOM, USEUCOM and USCENTCOM.
3. **REFERENCES:** United States European Command Antiterrorism – Force Protection Operation Order 03-11, dated November 14, 2003 and Department of Defense Education Activity Antiterrorism (AT) Program Regulation 4700.1, dated September 6, 2002
4. **WEB SITES TO REVIEW FOR TRAVEL SAFETY AND SECURITY INFORMATION:**
 - a. Department of State:
http://travel.state.gov/travel_warnings.html This site provides current security and political climate of the country.
 - b. European Emergency Services:
<http://www.sos112.info/> This site provides information about European Emergency Services focused on the single emergency call number 112
 - c. DoDEA Safety and Security:
http://www.odedodea.edu/log/safety_security/personal_security.htm This site is a personal protection guide for the traveler.
 - d. EUCOM Special Assistant for Security Matters:
<http://www.eucom.mil/Directorates/ECSM/main.htm> This site provides travel information and advisories.
 - e. Centers for Disease Control:
<http://www.cdc.gov/travel/> This site provides current medical/health information to the country of official travel.

5. LEVEL I AAT INSTRUCTIONS:

- ✓ Log on: <http://www.at-awareness.org>
- ✓ Access Code: **AWARE**
- ✓ First time user click **SIGN UP**
 - Name: (First, Last)
 - User Type: DoD Civilian Employee
 - Current Assignment Location: Non-US Status: N/A
 - Service: N/A Rank: (scroll down menu/enter your grade)
 - Choose a Password:
 - Reenter Password:

OR

- ✓ **ALREADY REGISTERED (signed up)**
 - User Name:
 - Password:

THEN

- ✓ Click on **AT Level I Course**
- ✓ **Begin the Training**
- ✓ Follow the on-line instructions

When you've completed your training you will be given two options for the certificate. Click on "**Email Certificate**" and send a copy to: steven_reinbrecht@eu.odedodea.edu and timothy_krause@eu.odedodea.edu. Then "**Print Certificate**" to print a paper copy for your records.

6. If individual help or further information is required such as current Force Protection Condition or Terrorist Threat Level, call Area Safety and Security Office - Steven Reinbrecht 334-2694/011-49-6134-604-694 or Tim Krause 334-2446/011-49-6134-604-446

Steven Reinbrecht/334-2694/011-49-6134-604-694/1 Aug 04