DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO ATTENTION OF

IMBV-PLO-B

26 June 2014

MEMORANDUM FOR All Military, DoD Civilian Employees, Military and DoD Civilian Family Members 14 Years and Older

SUBJECT: Fort Belvoir Policy Memorandum #19, Antiterrorism Awareness (AT) Training (Level I) and Area of Responsibility (AOR) Specific Training

1. REFERENCE: Army Regulation 525-13 (Military Operations Antiterrorism), 11 September 2008.

2. PURPOSE. The Army Antiterrorism (AT) Program is established to protect DoD Personnel, civilian employees, DoD contractors, and their Family members, as well as information, material and facilities against terrorism in all locations and situations. Ensuring all personnel are aware of the terrorist threat and adequately trained in the application of protective measures is a critical task for all commanders.

3. APPLICABILITY. This policy applies to all military, DoD civilian employees, military and DoD Family members 14 years and older, DoD contractors and partner organizations assigned to Fort Belvoir.

4. POLICY. Commanders and directors are responsible for ensuring AT Awareness Training (Level I) is conducted, recorded, tracked and reported as required. The Directorate of Plans, Training, Mobilization and Security (DPTMS) Antiterrorism Officer (ATO) will provide oversight and track Garrison AT training completion. The ATO is responsible for providing advice and guidance on all AT training matters.

5. PROCEDURES.

a. Annual AT Level I Awareness Training is mandatory for all military personnel and DoD civilians (including Non-Appropriated Funds employees).

b. Annual AT Awareness Training (Level I) may be completed online at https://atlevel1.dtic.mil/at/ or received by an AT Level II certified instructor in a classroom setting.

c. Military and DoD civilians traveling outside the 50 United States, its territories, and possessions (to include leave, pass or temporary duty) will receive a destination AOR threat update within 30 days of travel. Military and DoD civilians traveling on leave status must receive a country specific travel briefing from the Directorate of Plans, Training, Mobilization and Security (DPTMS) Security Division. All personnel on official or unofficial travel status must have received AT Awareness Training (Level I) within 12 months of travel.

d. DoD Contractors will be offered annual AT Awareness Training (Level I) and a destination AOR update prior to travel outside the 50 United States, its territories, and possessions, under terms and conditions specified in the contract.

e. Family members 14 years and older accompanying or joining sponsors OCONUS on official government orders will receive AT Awareness Training (Level I) and a destination AOR briefing prior to departure from an AT Level II certified instructor.

f. Garrison directorates will provide the Installation ATO training certificates documenting all AT training their personnel received, for signature. Sign in rosters will be utilized to track all classroom training conducted by the Installation ATO or AT Level II certified instructor. DPTMS will maintain sign in rosters from Quarterly Installation Training Days.

g. OCONUS Travel: Individual training documents certifying that the traveler completed AT Awareness Training will be provided to the orders approving official prior to OCONUS travel. Orders approving officials will verify that the traveler received AT training as required. Travel orders will contain the dates the traveler received AT Awareness Training (Level I) and AOR updates and briefings. This also applies to travel orders for Family members 14 years and older who accompany or join the sponsor on an overseas assignment or official government travel.

h. The ATO will send a request for AT training completion data to Garrison directors quarterly. All organizations will provide AT training data to the ATO as requested. The ATO will compile the installation data and report AT training completion status to the AT Committee.

6. PROPONENT. The Directorate of Plans, Training, Mobilization and Security (DPTMS) Antiterrorism Officer is the proponent for this policy at (703) 805-4001.

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Commanding