

**MEMORANDUM**

**TO:** All Airlines, Tenants, & Government Entities

**FROM:** Richard L. Duncan, CPP, Director of Security 

**DATE:** November 5, 2010

**SUBJECT: Interactive Employee Training (IET) Launch & Location Change**

The Department of Aviation Security Division will open its new Interactive Employee Training (IET) Room, located on the 3<sup>rd</sup> Floor, North Terminal, on **Monday, November 15, 2010**. It is equipped with thirty (30) interactive computer stations that allow employees to complete the following training, electronically, prior to receiving their security identification badge:

- **Security Awareness (SIDA) Training**
- **Non-Movement Area Drivers Training** (reservations are required for after-hour classes)
- **Authorized Signatory (AS) Refresher Training** (for renewals only)

The new interactive computer equipment has eliminated the need for scheduled classes; therefore, employees will have the opportunity to complete required training during the following timeframes (depending on station availability):

IET Classes	Hours of Operation – Security Division
<p><b>ALL TRAINING COURSES</b> Security Awareness (SIDA) Training Non-Movement Area Drivers Training Authorized Signatory (AS) Refresher Training</p>	<p><b>Mon, Tues, Thurs, Fri</b> <b>8:30am – 11:15am &amp; 1:00pm-4:00pm</b> <b>Wednesday</b> <b>8:30am-11:15am</b> Employees will not be admitted into the training room before/after these hours</p>
<p><b>Non-Movement Drivers Training</b> (After Hours – Reservations Required)</p>	<p><b>Wednesday</b> <b>6:30pm &amp; 11:30pm</b> Contact Airport Operations at 404-530-6620</p>

The Security Awareness (SIDA) Training and Non-Movement Area Driver's Training classes will no longer be administered in their current/temporary locations. All training classes will be held in the Security Division Training Room. Movement Area Drivers Training will continue to be offered at the Airport Operations.

If you have any questions, please contact the Security Division via email at [SecurityID@Atlanta-Airport.com](mailto:SecurityID@Atlanta-Airport.com). Please note an IET Customer Service Course is coming soon. We thank you in advance for your support of the Airport Security Program.

RLD:JL;ac

