

ATTENTION: All MGC Employees

(REQUIRED)

Security Awareness Training

The Transportation Security Administration (TSA) has issued an “interim final rule” on security awareness that includes all Middle Georgia College employees.

As of September 21, 2004, the rule requires every employee that frequents or works at an airport to participate in initial and recurrent security awareness training. Employees will obtain initial training from the TSA on-line training program at this address:

<http://download.tsa.dhs.gov/fssa/training/index.html>

Therefore, employees that will frequent the Eastman Campus at least twice a month and employees currently at the Eastman Campus must complete this on-line training immediately or within one week before entering the site.

After completion of the course, a certificate must be printed and signed by the immediate supervisor. The immediate supervisor will then forward to Human Resources for the certificate to be placed in the employee’s personnel file.

Example on certificate:

_____ Name _____

_____ Date _____

_____ Supervisor Signature _____