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## COMSEC RESPONSIBLE OFFICER AND USER TRAINING CHECKLIST (LRA)

Use the following checklist to track COMSEC training. As trainees complete each item, they write their initials in the space provided, confirming they received training. Place an "N/A" next to all items that do not apply. All items listed below come from AFI 33-201, Volume 2. Use the "Other" section for information unique to the COMSEC mission. Attach additional pages, if needed. After completing the training listed, the trainer and trainee sign and date below. The COMSEC account manager maintains the original copy for all CRO training performed and provides the CRO a copy to file in their COMSEC records. When the CRO conducts user training, file the original in the CRO's COMSEC records and provide the user a copy, if requested. Training records are maintained until the individual no longer has access to COMSEC material and must be reviewed and updated at least annually.

\_\_\_\_\_  
 TRAINEE (Print Name and Grade)

|  | TRAINEE<br>INITIALS | TRAINER<br>INITIALS |  | TRAINEE<br>INITIALS | TRAINER<br>INITIALS |
|--|---------------------|---------------------|--|---------------------|---------------------|
| <b>A. GENERAL INSTRUCTION</b>                  |                     |                     | <b>I. EMERGENCY ACTION PLANS</b>                           |                     |                     |
| 1. Introduction                                |                     |                     | 42. Introduction   |                     |                     |
| 2. Objective                                   |                     |                     | 43. Emergency Protection Planning                          |                     |                     |
| <b>B. MGT AND RESPONSIBILITIES FOR COMSEC</b>  |                     |                     | 44. Emergency Action Plan                                  |                     |                     |
| 3. COMSEC Responsibilities                     |                     |                     | 45. Basic Contents of Plans                                |                     |                     |
| 4. Appointing CROs                             |                     |                     | 46. Planning for Fire, Natural Disasters, and Bomb Threats |                     |                     |
| 5. Training                                    |                     |                     | 47. Planning for Hostile Action                            |                     |                     |
| 6. Operating Instructions                      |                     |                     | 48. Precautionary Actions                                  |                     |                     |
| <b>C. ADMINISTRATIVE SECURITY PROCEDURES</b>   |                     |                     | 49. Emergency Destruction Priorities                       |                     |                     |
| 7. Producing COMSEC Aids                       |                     |                     | 50. Combined Priority List                                 |                     |                     |
| 8. COMSEC Forms                                |                     |                     | 51. Methods of Emergency Destruction                       |                     |                     |
| 9. Records Maintenance and Disposition         |                     |                     | 52. Emergency Destruction Tools                            |                     |                     |
| 10. Standard ALCs                              |                     |                     | 53. Identifying Sensitive Pages in Manuals                 |                     |                     |
| 11. Status Information                         |                     |                     | 54. Emergency Destruction in Aircraft                      |                     |                     |
| 12. Disposition Record Cards                   |                     |                     | 55. Report Precautionary and Total Destruction             |                     |                     |
| <b>D. REQUESTING, ISSUING AND USING COMSEC</b> |                     |                     | <b>J. COMSEC DEVIATION</b>                                 |                     |                     |
| 13. Requesting COMSEC Material                 |                     |                     | 56. COMSEC Deviation Reporting                             |                     |                     |
| 14. Over-The-Counter Service                   |                     |                     | 57. Reporting Procedures                                   |                     |                     |
| 15. Authorizing Receipt and Transport          |                     |                     | <b>K. IAAP</b>   |                     |                     |
| 16. Issuing to COMSEC Users                    |                     |                     | 58. COMSEC Assessment and Assist Program                   |                     |                     |
| <b>E. PHYSICAL SECURITY RQMT FOR COMSEC</b>    |                     |                     | 59. COMSEC Assessment and Assistance                       |                     |                     |
| 17. Physical Security Requirements             |                     |                     | 60. IAAP Checklist   |                     |                     |
| 18. Access Controls and Procedures             |                     |                     | 61. Wing COMSEC Assessment Audit                           |                     |                     |
| 19. Storing COMSEC Information and Material    |                     |                     | 62. Information Collections, Records and Forms             |                     |                     |
| 20. Security Checks                            |                     |                     | <b>L. TIER 3 DEVICES</b>                                   |                     |                     |
| <b>F. SAFEGUARDING AND CONTROLLING</b>         |                     |                     | 63. Use of the Data Transfer Device (DTD) (AN/CYZ-10)      |                     |                     |
| 21. Inventory and Accounting Requirements      |                     |                     | 64. Use of the Simple Key Loader (SKL) (AN/PYQ-10)         |                     |                     |
| 22. Page Checks of Classified COMSEC Pubs      |                     |                     | 65. Use of the Data Management Device (DMD)                |                     |                     |
| 23. Amending COMSEC Pubs                       |                     |                     | <b>M. ADDITIONAL ITEMS</b>                                 |                     |                     |
| 24. Accounting and Disposing of Amendments     |                     |                     | 66. Use of Secure Voice Devices (STU-III/STE/SCIP)         |                     |                     |
| 25. Photography                                |                     |                     | 67. AFCOMSEC Form 9  |                     |                     |
| 26. Public Display of COMSEC Material          |                     |                     | <b>N. OTHER</b>  |                     |                     |
| <b>G. DESTRUCTION</b>                          |                     |                     |  |                     |                     |
| 27. Routine Destruction                        |                     |                     |  |                     |                     |
| 28. Routine Destruction Security               |                     |                     |  |                     |                     |
| 29. Scheduling Routine Destruction             |                     |                     |  |                     |                     |
| 30. Routine Destruction Methods                |                     |                     |  |                     |                     |
| 31. Witnesses                                  |                     |                     |  |                     |                     |
| 32. Destruction Records                        |                     |                     |  |                     |                     |
| <b>H. CONTROL OF TS KEYING MATERIAL</b>        |                     |                     |  |                     |                     |
| 33. Introduction                               |                     |                     |  |                     |                     |
| 34. Exceptions                                 |                     |                     |  |                     |                     |
| 35. TPI of TS Keying Material                  |                     |                     |  |                     |                     |
| 36. Transportation                             |                     |                     |  |                     |                     |
| 37. Storing Material                           |                     |                     |  |                     |                     |
| 38. Use  |                     |                     |  |                     |                     |
| 39. Recording Combinations                     |                     |                     |  |                     |                     |
| 40. TPI Incidents                              |                     |                     |  |                     |                     |
| 41. Waivers                                    |                     |                     |  |                     |                     |

**FOR THE TRAINEE**

I fully understand the information the trainer provided and explained to me.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

**FOR THE TRAINER**

I fully explained the information to this individual.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE