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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 INITIALS	TRAINER INITIALS		TRAINEE INITIALS	TRAINER 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