

## COMSEC RESPONSIBLE OFFICER AND USER TRAINING CHECKLIST

Use the following checklist to track initial and annual COMSEC training. As the trainer completes each item, the trainee writes 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 AFMAN 33-283. 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 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 annually.

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 TRAINEE (Print Name and Grade)

A. GENERAL INSTRUCTION	TRAINEE INITIALS	TRAINER INITIALS	I. EMERGENCY ACTION PLANS	TRAINEE INITIALS	TRAINER INITIALS
1. Introduction			42. Introduction		
2. Objective			43. Emergency Protection Planning		
<b>B. MGMT &amp; RESPONSIBILITIES FOR COMSEC</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</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>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</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 & Total Destruction		
<b>D. REQUESTING, ISSUING &amp; USING COMSEC</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>	<b>J. COMSEC INCIDENTS</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>
13. Requesting COMSEC Material			56. COMSEC Incident Reporting		
14. Over-The Counter Service			57. Reporting Procedures		
15. Authorizing Receipt & Transport			<b>K. AUDIT PROGRAM</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>
16. Issuing to COMSEC Users			58. COMSEC Auditing		
<b>E. PHYSICAL SECURITY RQMT FOR COMSEC</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>	59. Wing COMSEC Audit		
17. Physical Security Requirements			60. Information Collections, Records, & Forms		
18. Access Controls & Procedures			<b>L. OTHER</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>
19. Storing COMSEC Information & Material			61. Use of Electronic Fill Device (RaSKL, SKL)		
20. Security Checks			62. Black Data Management		
<b>F. SAFEGUARDING AND CONTROLLING</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>			
21. Inventory and Accounting Requirements					
22. Page Checks of Classified COMSEC Pubs					
23. Amending COMSEC Pubs					
24. Accounting & Disposing of Amendments					
25. Photography					
26. Public Display of COMSEC Material					
<b>G. DESTRUCTION</b>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>			
27. Routine Destruction			<b>FOR THE TRAINEE:</b> I fully understand the information the trainer provided and explained to me.  _____ SIGNATURE OF THE TRAINEE  _____ DATE		
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>	<b>TRAINEE INITIALS</b>	<b>TRAINER INITIALS</b>			
33. Introduction			<b>FOR THE TRAINER:</b> I fully explained the information to this individual.  _____ SIGNATURE OF THE TRAINER  _____ DATE		
34. Exceptions					
35. TPI of TS Keying Material					
36. Transportation					
37. Storing Material					
38. Use					
39. Recording Combinations					
40. TPI Incidents					
41. Waivers					