

## Refresher Training Record For CY

This format provides for documentation of annual refresher training. This training may be accomplished throughout the year or at one session. The "COMPUTER SECURITY" listing is mandatory if the individual uses a computer.

### Mandatory Topics Covered

- Foreign Intelligence Techniques
- Threat Reporting
- Effects of Unauthorized Disclosure
- Program Vulnerabilities/Threat & OPSEC
- Adverse Information Reporting
- Reporting Fraud, Waste & Abuse
- Derivative Classification & Marking
- Telephone Security/STU IIIs
- Security Inspection Common Problems

### Date Completed

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### Programs/Projects (Convenience Codes May Be Used)

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### Computer Security

- AIS Operating Procedures
- Audit Trails
- Logs, Forms & Receipts
- Media Protection
- Use of System
- Copyright Laws & Licensing Agreements

### Videos/Films Shown

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### Other Topics Covered

- Visitor Procedures
- Document Control
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### Personal Status (Optional)

I was provided an opportunity to review my DoD Personnel Security Questionnaire and report/change any previously unreported personal status changes.

**Individual's Initials:** \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization/Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Location

\_\_\_\_\_  
Security Education Manager (SEM) or Instructor