

## Special Access Program (SAP) Training Record Template For CY \_\_\_\_\_

This template documents initial, annual, and event-driven training for SAP briefed personnel. This training may be accomplished throughout the year or at one session. Topics covered do not replace completing additional required certifications, user agreements, forms, etc.

Initial                      Annual                      Event-Driven

SAP Topics Covered	Initial	Annual	Event-Driven	Date Completed
1. SAP Characterization				_____
a. Purpose, Policies, Types, Categories, Oversight and Governance				_____
2. General Security				_____
a. Security Incident Trends and Common Mistakes				_____
b. Security Inspection Common Trends				_____
c. Reporting Fraud, Waste, Abuse, and Corruption				_____
3. Personnel Security				_____
a. Relationship of SAP Eligibility to Security Clearance				_____
b. Personal Reporting Requirements (Changes in Status, PSQ, Foreign Travel, Continuous Evaluation)				_____
4. Physical Security				_____
a. SAPF Operating Environment (Procedures, Management and Responsibilities, Communications Security, Visit Management, Common vs Differing Access Levels, Discussion)				_____
b. SAPF Emergency Procedures				_____
5. Information Security				_____
a. Safeguarding, Storage and Processing, Handling, Marking, Couriering SAP Information				_____
b. Disposal and Destruction				_____
c. Security Classification Guides and Critical Program Information				_____
d. Security Review for Resumes, Appraisals, and Reviews				_____
6. Cybersecurity				_____
a. Responsibilities				_____
b. Information Systems Role-Based Security Training (General, Privileged, Data Transfer Agent)				_____
c. Technology Protection				_____
7. Counterintelligence				_____
a. Reporting Requirements				_____
b. Local Threats				_____
c. Foreign Intelligence Techniques				_____

Unique Site SAP Topics	Date Completed	Personal Status
8. _____	_____	(Optional) <input type="checkbox"/> I have been provided an opportunity to review my Pre-Screening Security Questionnaire and report/change any previously unreported personal status changes.
9. _____	_____	
10. _____	_____	
11. _____	_____	
12. _____	_____	
13. _____	_____	

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

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

Signature \_\_\_\_\_

**NOTE:** Additional recommended training to include Insider Threat, Counterintelligence Awareness, Unauthorized Disclosure, etc. can be found on the Center for Development of Security Excellence website.

Trainer (Name) \_\_\_\_\_ Duty Position \_\_\_\_\_

Trainer Signature \_\_\_\_\_