

# PERSONNEL INITIAL/ANNUAL SECURITY BRIEFING RECORD

*(For use of this form see USARC Reg 380-5; the proponent agency is USARC G-2)*

*(Security manager will complete this section)*

**NAME** \_\_\_\_\_ **RANK/PREFIX** \_\_\_\_\_  
*(Last) (First) (MI)*

**STAFF SECTION** \_\_\_\_\_ **POSITION TITLE** \_\_\_\_\_

*(Check one)*    **AC**    **AGR**  
 **CTR**    **CIV**    **USAR**   **PARA LINE NO.** \_\_\_\_\_   **REPORT DATE** \_\_\_\_\_

**CLEARANCE INFORMATION:**

**Clearance** *(Check one)*

**TOP SECRET/SCI**    **TOP SECRET**    **SECRET**    **CONFIDENTIAL**

**Type of Investigation** *(Check one)*

**NACI/T1**    **ANACI/NACLC/T3**    **SSBI/T5**    **T3R**   **T5R**

**Date Investigation Completed:** \_\_\_\_\_   **Date Clearance Granted:** \_\_\_\_\_

*(Employee's supervisor will complete this section)*

**CIVILIAN POSITION SENSITIVITY:** *(Check one)*

**CRITICAL SENSITIVE**    **NON-CRITICAL SENSITIVE**    **NON-SENSITIVE**

**ACCESS REQUIRED:** *(Check one)*

**TOP SECRET**    **SECRET**    **CONFIDENTIAL**    **NONE**

\_\_\_\_\_  
*(Supervisor's Signature)*

\_\_\_\_\_  
*(Date)*

**The following security related areas have been discussed:**

- |  |   |
|--|---|
| <input type="checkbox"/> Classified Information Nondisclosure Agreement (SF 312).<br><input type="checkbox"/> Classified Information:<br>Access, Accountability, Protecting, Marking,<br>Transporting/Mailing, Reproducing, Destroying.<br><input type="checkbox"/> Classified Meetings and Briefings.<br><input type="checkbox"/> Emergency Safeguarding of Classified Information.<br><input type="checkbox"/> Safe Maintenance.<br><input type="checkbox"/> End-of- Day Security Procedures.<br><input type="checkbox"/> Security Violations and Compromises.<br><input type="checkbox"/> Command/Section/Unit Security SOPs.<br><input type="checkbox"/> Telephone Security. | <input type="checkbox"/> Foreign Travel Briefings.<br><input type="checkbox"/> TARP (Threat Awareness and Reporting Program) Briefings.<br><input type="checkbox"/> Information Systems Security:<br>Procedural Security, Data Security, Communications<br>Security, Physical Security, Software Copyright<br>Violations, Telecommunications Security Monitoring.<br><input type="checkbox"/> Personnel Security Investigations.<br><input type="checkbox"/> Reporting Derogatory Information.<br><input type="checkbox"/> Debriefing/Outprocessing Requirements.<br><input type="checkbox"/> Intelligence Oversight. |
|--|---|

*(Sign at initial security briefing)*

\_\_\_\_\_  
*(Employee's Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Staff Section/Unit Security Manager's Signature)*

\_\_\_\_\_  
*(Date)*

*(Security manager will complete this section)*

**REFRESHER BRIEFINGS:** *(Initial and date annually)*

DATE	INITIALS	DATE	INITIALS	TARP ATTENDANCE <small>(Biennial attendance date)</small>	FOREIGN TRAVEL BRIEFING DATES