Agency Name: _____

ORI: _____

Security Awareness Training Log

Agencies must maintain a Security Awareness Training Log, showing that each DCIN certified operator, private vendor/contractor and/or city/county/government supported IT personnel has taken this training to ensure compliance with federal regulations.

FBI CJIS Security Policy (v 5.3), 5.2 Security Awareness Training: "Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI (criminal justice information)."

FBI CJIS Security Policy (v 5.3), 5.2.2 Security Training Records: "Records of individual basic security awareness training and specific information system security training shall be documented, kept current, and maintained by the CSO/SIB/Compact Officer. Maintenance of training records can be delegated to the local level."

*** PRINT ONLY***		MARK Type					
Individual Name	**Initials**	Agency	Vendor	Contractor	IT	**Name of Type** (Agency, Vendor, Contractor, IT)	**Date Training Received**
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