



SECURITY AWARENESS TRAINING RECORD

Information Security Program

Version 1.0

2026-05-22

Prepared for Walker-Miller Energy Services

Entity: Project Baseline, Inc.

Effective date: 2026-05-22

Version: 1.0

Owner: Todd Walton, Information Security Officer

Cadence: Annual self-attestation; entries added for material training events, policy reviews, and incident-driven learning

1. PURPOSE

This document records the security awareness training and policy acknowledgments completed by Project Baseline, Inc. (PB) personnel. In a solo-firm state it functions as Todd's self-attestation log. It will scale to include contractor and employee training records when PB adds personnel.

This record exists to (a) demonstrate to auditors and clients that PB takes security awareness seriously, (b) document a continuous learning baseline, and (c) provide a clear paper trail for compliance frameworks (NIST CSF Govern function, SOC 2 CCI).

2. SCOPE

All PB personnel including:

- Todd Walton (current sole operator)
- Any future contractor or employee with access to PB systems or data
- Any third party undergoing PB security onboarding (for example, a future ops VA or technical contractor)

3. ANNUAL TRAINING CURRICULUM

Annual training covers, at minimum:

- 1. PB Policy Review.** Read and acknowledge all 10 PB security policies (Information Security, Data Retention, Acceptable Use, Confidentiality/NDA Template, Incident Response, Vendor/Sub-Processor Management, Access Control, Cryptography, Backup, this Training Record document).

- 2. Threat Landscape Update.** Review current major threat categories relevant to a solo consulting firm: phishing (especially business-email-compromise targeting consultants), credential stuffing, ransomware on cloud-hosted infrastructure, AI prompt injection, supply-chain compromise via sub-processors.
- 3. PB-Specific Risk Review.** Walk through PB's Risk Register and confirm understanding of current top risks.
- 4. Incident Response Tabletop.** Run one scenario from the Incident Response Plan and document the response in this record.
- 5. Backup Restoration Test.** Confirm a recent successful restoration test from the quarterly cadence.
- 6. Access Review.** Confirm quarterly access reviews are current.

4. TRAINING LOG

ENTRY 1: 2026-05-22 (INAUGURAL)

Type: Annual policy adoption and inaugural training

Personnel: Todd Walton

Activities completed:

- Read and acknowledged the following PB security policies (effective 2026-05-22):
 - Information Security Policy v1.0
 - Data Retention Policy v1.0
 - Acceptable Use Policy v1.0
 - Confidentiality / NDA Template v1.0
 - Incident Response Plan v1.0
 - Vendor / Sub-Processor Management Policy v1.0
 - Access Control Policy v1.0
 - Cryptography Policy v1.0
 - Backup Policy v1.0
 - Security Awareness Training Record (this document) v1.0
- Reviewed PB Security Inventory (2026-05-22) documenting full system, data, and sub-processor scope
- Acknowledged the 14 open verification items in Section F as Todd action items with target completion within 30 days

- Acknowledged FormSubmit.co as the highest-risk active sub-processor and the 90-day migration plan
- Acknowledged the walkermillertad.project-baseline.com Cloudflare gap as top remediation priority
- Acknowledged the ADMIN_PASSWORD default fallback and CORS wildcard defaults in nonprofit-portal as URGENT verification items

Threat landscape review:

- Business-email-compromise targeting consultants: PB has MFA on Google Workspace (to be verified Section F); Todd verifies sender domain on any payment-redirect requests; PB invoices reference verified bank info, not in-email ACH instructions
- Credential stuffing on nonprofit-portal: Rate limits (10 / 15 min) in place; bcrypt cost 12 in place; MFA for client accounts is a roadmap item
- Ransomware on VPS: Backup Policy is now written; implementation in Section F (cron jobs, off-VPS encrypted destination)
- AI prompt injection on TAD AI Readiness pipeline: abuse-guards include honeypot field, body-size cap, daily spend cap, prompt-construction discipline
- Supply-chain compromise via sub-processors: Vendor/Sub-Processor Management Policy is now written; annual review cadence established

Next training date: 2027-05-22 (or earlier if material policy change occurs)

Acknowledgment:

I, Todd Walton, Principal of Project Baseline, Inc., acknowledge that I have read and understand the PB Information Security Program documents listed above, and I agree to operate PB systems and data in accordance with these policies. I commit to completing the 14 open verification items in Section F within 30 days of this date, and to running quarterly access reviews, quarterly backup restoration tests, and annual policy review on the cadence established in these policies.

Signature: Todd Walton

Date: 2026-05-22

5. FUTURE LOG ENTRIES

Future entries follow this format:

```
### Entry N: YYYY-MM-DD

**Type:** [Annual / Policy update / Incident-driven / Tabletop / Onboarding]
**Personnel:** [Name(s)]

**Activities completed:**
- [Specific items]

**Outcomes / observations:**
- [What was learned, what changed]

**Follow-up actions:**
- [If any]

**Signature(s):** [Name]
**Date:** [YYYY-MM-DD]
```

6. ONBOARDING TRAINING (FUTURE PERSONNEL)

When PB engages a new contractor or employee with system access, they complete onboarding training before access is provisioned:

1. Sign the Confidentiality / NDA template
2. Read and acknowledge all PB security policies (full set listed in Section 3)
3. Receive password manager training and provisioning
4. Receive MFA setup walkthrough
5. Complete a brief written or verbal verification of understanding (4-6 questions)
6. Sign onboarding attestation entry in this record
7. Access provisioned per Access Control Policy

This onboarding process is not currently used (no personnel beyond Todd) but is documented for when it becomes relevant.

7. RECORD RETENTION

This Security Awareness Training Record is retained indefinitely as a foundational compliance document. Annual entries are never deleted; if an entry becomes superseded, the new entry references the prior entry rather than overwriting it.

Signature: Todd Walton, Principal, Project Baseline, Inc.

Date: 2026-05-22



END OF DOCUMENT

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