

INFORMATION SECURITY

Proponent For Inspection: Office of Intelligence and Security

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

- REFERENCES:
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| a. AR 380-5, Information Security, 29 Sep 00
c. AR 525-13, Antiterrorism Force Protection, 4 Jan 02
e. AR 530-1, OPSEC, 3 Mar 95 | b. AR 380-67, Personnel Security, 9 Sep 88
d. AR 381-12, SAEDA, 15 Jan 93
f. DoD 5200.1-R, Information Security Program, 17 Jan 97 |
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STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Does the unit have the most current publications? See reference list above.	ALL			
2. ADMINISTRATIVE SECURITY and APPOINTMENTS.				
a. Are previous inspection results on file and available for review? (AR 25-400-2 Table B-2, FN 1-201c)	ALL			
b. Has a Primary and Alternative Security Manager been appointed in writing? (Para 1-6(e), AR 380-5)	BDE/BN DIR			
3. ACCESS and CONTROL.				
a. Has the SF 312 (NDA) been signed, proof of a valid security clearance been obtained, and need-to-know been established prior to personnel being granted access to classified material? (Sect I, Chap 6, AR 380-5 and AR 380-67)	ALL			
b. Does the Security Manager conduct security inspections and spot checks to evaluate compliance with applicable regulations and requirements? (Para 1-7, AR 380-5)	BDE/BN DIR			
c. Are random exit/entry inspections being conducted for the neglectful or illegal transport of classified? (Para 6-36, AR 380-5)	BDE/BN DIR			
d. Have staff offices with open storage been approved to Construction Standards? (Para 7-20, AR 380-5)	BDE/DIR			
e. Are procedures in place to ensure the requirements for conducting classified meetings/conferences are accomplished properly? (Para 6-18, AR 380-5)	BDE/DIR			
4. CLASSIFIED DOCUMENT CONTROL. CRITICAL				
a. Are classified documents properly marked? - Overall markings - Portion markings - Declassification or downgrading instructions - Name of organization and date - Derivative sources or OCA - Reason for classification (Chap 4, AR 380-5)	ALL			
b. Has the annual classified document clean-out day been accomplished? (Para 6-27, AR 380-5) (Para 6-700b, DoD 5200.1-R)	ALL			
c. Has specific reproduction equipment been designated for reproduction of classified information and are rules posted? (Para 6-25, AR 380-5)	ALL			
d. Are working papers dated when created, safeguarded and either destroyed or finalized after 180 days? (Para 6-24, AR 380-5)	ALL			
5. SECURITY CONTAINER CONTROL.				
a. Are security container's combinations changed at least annually or when people having access are reassigned? (Para 7-8, AR 380-5)	ALL			
b. Are SF's 700 posted in the mechanical drawer of each security container indicating individuals with knowledge of the combination and the contents? (Para 7-8, AR 380-5)	ALL			

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c. Is the SF 702 being filled out properly, indicating each time the security container is opened or closed? (Para 6-10, AR 380-5)	ALL			
d. Are end of day security checks conducted and recorded on a SF 701? (Para 6-11, AR 380-5)	BDE/BN DIR			
e. Is there an Emergency Action Plan (EAP) posted on each container? Has the EAP been rehearsed? (Para 6-12, AR 380-5)	ALL			
f. Are magnetic signs indicating when the container is opened or closed located on the front of each security container? (Para 6-10, AR 380-5)	ALL			
g. Has each security container designated for storage of classified been assigned a number or symbol? (Para 7-8, AR 380-5)	ALL			
h. Are priority stickers placed inside each drawer? (Para 7-8, AR 380-5)	ALL			
i. Are security containers ready for turn-in inspected for any left over classified and are the combinations reset to the factory set combinations (50-25-50)? Are signed statements affixed attesting to this for the Property Book Officer? (Para 7-8, AR 380-5)	BDE/BN DIR			
6. TRANSMISSION CONTROL. <u>CRITICAL</u>				
a. Are classified couriers briefed and given a statement on their responsibilities before being assigned a courier card (DD Form 2501)? Are their signed statements being maintained in their security personnel file for two years? (Para 7-300b, DoD 5200.1-R, Para 8-14e, AR 380-5, & MANSCEN Courier SOP)	BDE/DIR			
b. Are issued courier cards valid for 1 year or less, and are individual's needs to carry classified being reevaluated annually? (Para 8-13, AR 380-5)	BDE/DIR			
c. Is a log or some other type of control being implemented for the issuance of courier cards? (Para 8-13, AR 380-5)	BDE/DIR			
d. Are proper controls such as double wrapping, registering mail, and locking brief cases, being enforced? (Para 8-9, AR 380-5)	BDE/BN DIR			
e. Is a foreign travel brief given for couriers traveling OCONUS? (Para 8-14, and 9-8, AR 380-5)	BDE/DIR			
f. Are couriers traveling OCONUS given a courier authorization letter to travel abroad with classified aboard a commercial aircraft? (Para 8-15, AR 380-5)	BDE/DIR			
g. Is there a current list of personnel authorized to pick up and deliver Secret material? (Para 8-13, AR 380-5)	BDE/DIR			
7. DESTRUCTION CONTROLS. <u>CRITICAL</u>				
a. Are approved methods being utilized for the destruction of classified material? (Para 3-15, AR 380-5)	ALL			
b. Is classified waste (non-paper) being destroyed by an approved method? (Para 3-16, AR 380-5)	ALL			
8. VIOLATIONS AND INFRACTIONS. <u>CRITICAL</u>				
a. Are possible and actual security violations being reported immediately to the Security Manager and to the Office of Intelligence & Security? (Chap 10, AR 380-5)	ALL			
b. Are preliminary inquiries conducted IAW policy and regulation? Is a system in place to conduct preliminary inquiries? (Chap 10, AR 380-5)	ALL			
c. Are completed preliminary inquiries maintained on file for two years? (Chap 10, AR 380-5)	ALL			
9. SECURITY EDUCATION AND AWARENESS.				
a. Are initial briefings being conducted before access is granted to classified material? (Para 9-3, AR 380-5)	ALL			
b. Are annual refresher briefings being conducted for personnel who are stationed for over a year? (Para 9-7, AR 380-5)	ALL			
c. Are all personnel receiving the biennial SAEDA briefing? (Para 9-14, AR380-5 and AR 381-12)	ALL			

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d. Are all personnel receiving the annual OPSEC briefing? (AR 530-1)	BDE/DIR BN			
e. Are debriefings being conducted? (Paras 6-5 & 9-15, AR380-5)	ALL			
f. Are records of briefings being maintained in the individual's security file? (Para 6-5, AR 380-5)	ALL			
g. Are individuals traveling abroad or PCSing abroad receiving a foreign travel and force protection brief? (Para 9-8b, AR 380-5)	ALL			
REMARKS AND FINAL COMMENTS:				