

PERSONNEL 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. Memo, HQDA ODCSINT, 26 Oct 99, Subject: Personnel Security
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. AR 25-400-2, MARKS, 10 Oct 02 |
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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. CRITICAL: Has the head of the activity appointed in writing a properly cleared official to serve as Security Manager? (AR 380-5, Para 1-6)	ALL			
3. CRITICAL: Are previous inspection results on file and available for review? (AR 24-400-2, Table B-2, FN 1-201c)	ALL			
4. CRITICAL: Does the activity maintain a current listing of sensitive civilian positions by position number, job title, sensitivity, and level of access required? (AR 380-67, Para 3-102)	BDE/DIR BN			
5. CRITICAL: Prior to granting a person access to classified material, does the Security Manager:	BDE/DIR BN			
a. Document in individual's security file, verification of security clearance? (AR 380-5, Para 6-3) (Verification can be done by DCII, DA Form 873, or JPAS)				
b. Ensure individual has been given an initial security briefing with documentation recorded in the security file? (AR 380-67, Para 9-201)				
c. Ensure a SF312, Classified Information Nondisclosure Agreement, has been executed and a copy maintained in the security file? (AR 380-5, Para 6-3)				
d. Verify a break in service does not exceed 24 months? (AR 380-67, Para 3-400 & 7-102)				
e. Verify proof of U.S. citizenship? (AR 380-67, Para 3-400)				
6. CRITICAL: Does the Security Manager forward the original SF's 312 to appropriate agencies, as outlined in AR 380-5, Para 6-3?	BDE/DIR BN			
7. CRITICAL: Refresher Personnel Security Training	BDE/DIR			
a. Does the activity provide, at a minimum, annual security training for personnel having continued access to classified material? (AR 380-67, Para 9-202)				
b. Are refresher-training records maintained within the security office? (AR 380-67, Para 9-202)				
8. CRITICAL: Are activity personnel receiving biannual SAEDA training and is a record maintained to satisfy reporting requirements? (AR 381-12, Para 1-8 and 3-5)	ALL			
9. CRITICAL: Are activity personnel receiving annual OPSEC training and is a record maintained? (AR 30-1, App F-2)	ALL			
10. CRITICAL: Has a personnel security program been established to ensure:	ALL			
a. Supervisory personnel are familiar with their personnel security responsibilities? (AR 380-67, Par 9-102)				
b. Individuals are familiar with pertinent security regulations, standards of conduct and reporting requirements? (AR 380-67, Para 9-103)				

PERSONNEL SECURITY

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c. Co-workers understand security obligations? (AR 380-67, Para 9-104)				
11. CRITICAL: Transfer/Retirement/Resignation/Separation/Discharge/Clearance Withdrawal/Clearance Revocation	BDE/DIR/ BN			
a. Does the Security Manager forward a copy of the individual's SF312 to the gaining organization's Security Manager? (AR 380-5, Para 6-3)				
b. Prior to transferring, are cleared personnel debriefed according to AR 380-5 Para 6-5?				
c. Before cleared individuals retire, resign, separate, etc, or individuals whose security clearances have been withdrawn or revoked depart the Army, is a DA Form 2962 (Security Termination Statement) or a SF 312 Debriefing Acknowledgement executed prior to departure? (AR 380-67, Para 9-204 and AR 380-5, Para 6-5)				
d. Is DA form 2962 or SF312 with debriefing executed maintained in the unit's security office for a minimum of 2 years? (AR 380-67, Para 9-204 and AR 380-5, Para 6-5)				
12. CRITICAL: Is a DA Form 5247-R, Request for Security Determination, properly executed and forwarded with applicable enclosures to OIS when:	BDE/DIR/ BN			
a. An interim clearance has been granted and final clearance is not received within 150 days (AR 380-67, Para 7-101)?				
b. New personnel arrive and their clearing papers issued by their last unit indicates that an investigation has been initiated (AR 380-67, Para 7-101)?				
c. Individual's security clearance was granted by a different government agency and a break in service is less than 2 years (AR 380-67, Para 7-102)?				
d. There is a change/correction to individual's personnel status/DA Form 873?				
13. CRITICAL: SF's 86, Electronic Security Questionnaire (EPSQ)	BDE/DIR/ BN			
a. For DOD Civilian and Military Personnel, are appropriate security clearances - SF's 86, Questionnaires via EPSQ, for National Security Position, completed in their entirety and submitted to OIS (AR 380-67, Para 3-201)?				
b. Are appropriate fingerprint cards included in initial security clearance packets (FD 258, or SF87) (AR 380-67, Para 5-105)?				
14. CRITICAL: Is the Security Manager actively reducing any PR backlogs and submitting any new PR's prior to the 5/10/15 years investigation anniversary date for TS/Secret/Confidential Clearances, respectively? (Memo, HQDA ODCSINT, 10/26/99, Subject: Personnel Security)	BDE/DIR/ BN			
15. CRITICAL: Are local records checks conducted and documented within the individual's security record prior to submitting an initial/PR security clearance packet (AR 380-67, Para 3-401)?	ALL			
16. CRITICAL: Unfavorable Information (Chapter 8, AR 380-67)	ALL			
a. Is a DA Form 5248-R, Report of Unfavorable Information for Security Determination, forwarded to OIS in a timely manner when:				
(1) The Cdr learns of credible derogatory information on a member of his/her command outlined in AR 380-67, Para 2-200?				
(2) At 90-day intervals, if CDR has not taken final action?				
(3) The CDR has taken final action?				
b. Upon receipt of a Letter of Intent (LOI) or Statement of Reasons (SOR), does the Security Manager/CDR ensure the individual executes an acknowledgement statement and forwards to OIS in a timely manner?				
c. Does the Security Manager/CDR ensure any documentation provided for an LOI or SOR is provided to OIS by suspense dates?				

PERSONNEL SECURITY

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d. When a Security Manager/CDR receives an LOI concerning a person who is no longer assigned to the command, does the Security Manager/CDR notify OIS and provided OIS with a copy of PCS/ETS orders?				
17. CRITICAL: Does the Security Manager safeguard personnel security information/investigative reports/files and restrict access IAW Chapter 10, AR 380-67?	ALL			
18. Does the Security Manager conduct recurring personnel security oversight evaluations of subordinate unit/activities and maintain evaluation records (AR 380-67, Para 11-103)?	BDE/DIR BN			
REMARKS AND FINAL COMMENTS:				