

INFORMATION SECURITY

Proponent For Inspection: HQ, MANSCEN, G-2 / OIS

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Over all Rating: T P U

- REFERENCES:
- a. Executive Order 12958, 17 Apr 95
 - d. DoD 5200.1-R, Information Security Program, 17 Jan 97
 - b. Executive Order 12958, as Amended, 25 Mar 03
 - e. AR 380-5, Information Security, 29 Sep 00
 - c. Memorandum (Directive-Type), USD, SUBJECT: Interim Information Security Guidance, 16 Apr 04
 - f. AR 381-12, SAEDA, 15 Jan 93

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)	BN			
2. GENERAL PROVISIONS & PROGRAM MANAGEMENT. <u>CRITICAL</u>				
a. Has a Command Security Manager (CSM) been designated by written appointment? (AR 380-5, para 1-6(e))	BN			
b. Are personnel which require performance of specific roles in the information security program provided security education sufficient to permit quality performance of those duties; not later than six months following assumption of those positions? (AR 380-5, para 9-9)	BN			
c. Are unit self-inspections and spot checks conducted to evaluate compliance with applicable regulations and requirements, and are records/MFRs maintained? (AR 380-5, para 1-7(i), para 1-24 and para 6-35)				
d. Is an oversight inspection program established for subordinate units to assess commands effectiveness of the protection of classified/sensitive information and adherence to Army policy IAW AR 380-5; inspections conducted annually and results maintained on file? (AR 380-5, para 1-24)	BN			
e. Is Standard Form (SF) 311 (Agency Information Security Program Data) submitted annually through MANSCEN G-2 to DAMI-CH as required by EO12958? (AR 380-5, para 1-7(h) & para 1-23)				
f. Are previous inspection results on file and available for review? (AR 25-400-2, Table B-2, FN 1-201c)	BN			
3. ACCESS & CONTROL <u>CRITICAL</u>				
a. Have the SF 312's (Nondisclosure Agreement-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; is data entered into the Joint Personnel Adjudication System (JPAS)? (AR 380-5, para 6-2a)	BN			
b. Are copies of the individual SF 312 maintained on file (separate from personnel security clearance files) until transfer or separation? (AR 380-5, para 6-3b)	BN			
c. Are original SF 312's mailed to Official Personnel Records using appropriate addresses as given in AR 380-5, para 6-3b?	BN			
d. Are personnel who are retiring, resigning, chaptered, or will no longer have access to classified due to clearance revoke, withdrawal, or denial, debriefed utilizing the SF 312 or DA FM 2962 (Security Termination Statement); maintained in unit files for 2 years? (AR 380-5, para 6-5d & AR 25-400-2)	BN			
e. Are storage containers and classified information processing equipment, which had been used to store and process classified information, inspected by cleared personnel before removal from protected area, and is a record maintained on file for a period of 2 years? (AR 380-5, para 6-15 and para 7-11)	BN			

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4. CLASSIFIED DOCUMENT/SYSTEM CONTROL & MARKING CRITICAL				
a. Are classified information processing systems; i.e., AIS equipment (CPU & Monitors), AIS storage media (removable hard drives, diskettes, CD's), copiers, printers and shredders, designated with the proper classification/sensitivity level? SF 706 = Top Secret, SF 707 = Secret, SF 708 = Confidential (AR 380-5, para 4-32 thru 4-34, and para 6-19)	BN			
b. In areas where classified information is created or used, is SF 710 (Unclassified label) used to identify / distinguish unclassified media from classified media? (AR 380-5, para 4-34b)	BN			
c. Are classified documents properly marked, IAW AR 380-5, Chap 4?	BN			
d. Are working papers dated when created, safeguarded and either destroyed or finalized after 180 days? (AR 380-5, para 6-24)	BN			
e. If classified information is being stored in an Open Storage environment, has the Open Storage Area been inspected and approved? (AR 380-5, para 7-12)	BN			
f. Has an annual classified document clean-out day been accomplished? (AR 380-5, para 6-27 & DoD 5200.1-R, para 6-700b)	BN			
g. Has specific reproduction equipment been designated for reproduction of classified information and are rules posted? (AR 380-5, para 6-25c)	BN			
h. Does SF 701, end of day check list, reflect proper storage of classified documents & media? (AR 380-5, para 6-11)	BN			
5. CONTROLLED UNCLASSIFIED INFORMATION CONTROL				
a. During working hours, are reasonable steps taken to minimize risk of access to "For Official Use Only" (FOUO) information by unauthorized personnel? (AR 380-5, para 5-5a & DoD 5200.1-R, para 2-203a)	BN			
b. Are non-record (FOUO) documents properly destroyed by shredding or tearing into pieces and discarding the pieces in regular trash containers? (AR 380-5, para 5-5c & DoD 5200.1-R, para 2-203c)	BN			
6. SECURITY CONTAINER CONTROL. CRITICAL				
a. Are security containers in use by the unit for storage of classified material GSA approved? (GSA certification label affixed) (AR 380-5, para 7-8)	BN			
b. Are tops of classified security containers maintained clutter free; i.e. not used as a "bookshelf" or "paper storage area?" (AR 380-5, para 7-8a)	BN			
c. Are reversible magnetic signs indicating when the container is opened or closed located on the front of each security container? (AR 380-5, para 6-10 & para 7-8)	BN			
d. Is the SF 702 (Security Container Check Sheet) being utilized and filled out properly, indicating each time the security container is opened or closed? (Retained at least 24 hrs after last entry.) (AR 380-5, para 6-10b & c)	BN			
e. Are the security container combinations changed at least annually or when individuals having knowledge of the combination depart, correctly completed, and marked with the highest classification of material stored in the container? (AR 380-5, para 7-8 and para 7-8c)	BN			
f. Is Part I, SF 700, posted in the mechanical drawer of each classified security container and Part 2 stored at the next higher headquarters in a classified security container? (AR 380-5, para 7-8c(2) and para 7-8d)	BN			
6. TRANSMISSION CONTROL. CRITICAL				
a. Is DD Form 2501, "Courier Authorization," used to identify appropriately cleared DoD military and civilian personnel who have been approved to handcarry classified Material? (DoD 5200.1-R, para 7-301b & AR 380-5, para 8-13b)	BN			
b. Are classified couriers informed of and acknowledge their security responsibilities through a briefing or written instructions and are their signed statements maintained on file for two years? (DoD 5200.1-R, para 7-300b & para 8-14e, AR 380-5, para 8-14)	BN			

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