

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: G6 – AMO	CHAPTER: 16 SECTION: A	DATE OF REVISION: 1 SEP 02	
PROPONENT/PHONE NO: G6 Automation 350-6386/6387	PROGRAM/ACTIVITY/TOPIC (PAT) Automation Management	UNIT INSPECTED/DATE:	
ITEM		GO	NO-GO
<p>A. References:</p> <ol style="list-style-type: none"> 1. Are the required references on hand or easily accessible? <ol style="list-style-type: none"> a. AR 380-19 b. AR 735-5 c. USAREUR 25-1 w/Change 3 d. USAREUR 380-19 e. 11D REG 25-1 f. DA PAM 710-2-1 <p>B. Accountability and Supply: ADP hardware will be accounted for on property book records. Software does not require property book accountability. However, original copies of commercial copyrighted software, regardless of value, are issued and accounted for through normal hand receipt procedures.</p> <ol style="list-style-type: none"> 1. Does the unit Information Management Officer maintain a current inventory of hardware and software on-hand? 2. Is that inventory accurately reflected on the Unit Organizational property hand receipt? (Para 4-3a DA PAM 710-2-1) <p>*3. Have appropriate software controls been implemented to protect system software from compromise, subversion, and/or tampering?</p> <p>C. User Accountability</p> <ol style="list-style-type: none"> 1. Does the user have a valid hand receipt for all commercial software? (Para 2-31I AR 710-2, DA PAM 710-2-1) 2. Are the ADP components signed for on a valid hand receipt? (ie. Monitor, Keyboard, External Drives, Modems, Transformers/ UPS, and Printers). (Para 4-32e, DA PAM 710-2-1) 3. Are original copies of commercial software on hand for each computer where the software is loaded? (Para 2-4d AR 380-19) <p>D. Authorized Software: The Army and units dictate standardized software. Other applications are allowed for military purposes. These applications must be legally procured.</p> <p>*1. Is the software loaded on the computer authorized by 11D Pam. 25-1? Are any applications with no unit utility loaded on the equipment? (Para 2-4d AR 380-19)</p> <ol style="list-style-type: none"> 2. Is the DoD Security banner loaded on all computers? (USAREUR 380-19) 3. Is the most current authorized Anti-Virus program running and set-up to run automatically when the computer boots up? 4. Are the latest RCERTE security patches installed? 5. Are only work-related network sites visited? <p>E. Maintenance: All units should have personnel trained in basic troubleshooting. Unit maintenance personnel should understand the contract maintenance procedures.</p> <ol style="list-style-type: none"> 1. Have unit personnel completed formal training on computer troubleshooting? 			

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<p>2. Does the unit IMO maintain a current status of all systems requiring repairs?</p> <p>3. Does the unit understand the Tier III maintenance system? Are Tier III requests tracked to ensure timely repairs?</p> <p>4. Is obsolete, non-repairable or excess automation equipment turned in to unit supply?</p> <p>Rating standard (Functional Area: AMO)</p> <ul style="list-style-type: none"> ▪ Commendable - GO on 11 and above of the questions without missing the critical items listed below. ▪ Satisfactory - GO on 8-11 of the questions without missing the critical items listed below. ▪ Needs Improvement - GO on 7 or fewer questions. <p>* These are questions, or similar to questions, that also appear on the Management Control Program (MCP).</p>		
<p>Inspector's Comments Mandatory for all NO GO items. (Attach additional sheets if necessary.)</p>		
<p>NOTES:</p>		

VERIFICATION

X _____
Unit POC's Signature, Name Rank, Date

X _____
Inspector's Signature, Name Rank, Date