

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Security	CHAPTER: 8 SECTION: B	DATE OF REVISION: 1 SEP 02
PROPONENT/PHONE NO: G2/CI 350-6118	PROGRAM/ACTIVITY/TOPIC (PAT) Personnel Security	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>A. Discussion: This inspection applies to battalions, separate battalions, and separate companies. The intent of a unit Personnel Security Program is the establishment and implementation of regulatory policies and procedures to ensure that granting an individual access to classified information is clearly consistent with interests of national security.</p> <p>B. References:</p> <ol style="list-style-type: none"> 1. AR 380-5, 25 FEB 88, Department of the Army Information Security Program and USAREUR Suppl 1 24 SEP 01. 2. AR 380-67, 9 Sep 88, Personnel Security Program and USAREUR Suppl 1, 20 JAN 94. 3. AR 380-19, 1 Aug 90, Information Systems Security 4. AR 380-15 (C), 1 Mar 84, Safeguarding Classified NATO Information and USAREUR Suppl 1, 29 Apr 75. <p>C. Specific Questions:</p> <ol style="list-style-type: none"> 1. Does the unit have the current edition of the above references or are they available in digital format or if not, are they on order ? 2. Are only US citizens granted access to classified information? (Para 2-100a, AR 380- 67) 3. Is access to classified information granted IAW para 7-100, AR 380-5 and para 2-200, AR 380-67? 4. Is the Privacy Act Notification being given to personnel prior to initiation of a PSI? (Para 2-503, AR 380-67) 5. Are requests for investigations and determination of security clearance being made IAW AR 380-67 and USAREUR Suppl 1 to AR 380-67? 6. Is credible derogatory information applicable to AR 380-67, para 2-200 criteria reported to CCF in a timely manner? (AR 380-67, para 8-101) 7. Is the unit commander taking prompt actions to suspend access or assignments to sensitive duties if so warranted? (AR 380-67, para 8-102) 8. Are proper procedures followed for granting interim Secret and Top Secret clearances? (AR 380-67, para 3-401) 9. Does the unit maintain a current security clearance access roster? If so, does the roster contain all of the required data? USAREUR Suppl 1 to (AR 380-67, para 7-104 and App. Q.) 10. Does the command have established procedures for administering initial security training on individual responsibilities and national security implications? Is this training made a matter of record? (AR 380-67a, para 9-200) 		

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<p>11. Does the security manager have an effective program to debrief all departing soldiers and civilians who have had access to classified information? (AR 380-67, para 9-204)</p> <p>12. Are DA Form 2962's (Security Termination Statements) retained on file for two years after debrief? (AR 380-67, para 9-204)</p> <p>13. Have all people with NATO access received a NATO briefing? If so, are DA Forms 2543 completed correctly? (AR 380-15)</p> <p>14. Have annual Cosmic Top Secret Atomal briefings been administered? (AR 380-15)</p> <p>15. Does the command conduct recurring personnel security oversight of subordinate units/activities, and maintain a record? (AR 380-67, para 11-103)</p> <p>16. Have all civilian employees who require access to classified information, had their clearance verified through CPO? (AR 380-67)</p> <p>Rating standard (PAT: Personnel Security)</p> <ul style="list-style-type: none"> • Commendable – Go on 15 or more questions. • Satisfactory – Go on 12-14 questions. • Needs Improvement – Go on 11 or fewer questions. <p><u>Inspector's comments mandatory for all "NO GO" items. (Attach additional sheets if necessary.)</u></p>		
<p>NOTES:</p>		

VERIFICATION

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

X _____
Inspector's Signature, Name Rank, Date