

**11D PAM 1-201
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: G6	CHAPTER: 16 SECTION: D	DATE OF REVISION: 1 MAY 2003
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PROPONENT/PHONE NO: DCMO 350-7350/6438	PROGRAM/ACTIVITY/TOPIC (PAT) Communications Security (COMSEC)	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>Section I: 1. Is a DA Form 1999-R, Restricted Area Visitor Register being maintained at entry to all COMSEC facilities? (AR 380-40, para 4-5d, TB 380-41, para 5.2c and MSG 261528Z JUN 97) 2. Is an Access List posted listing accompanied/unaccompanied personnel? (AR 380-40, para 4-5d) 3. Is the No-Lone Zone designated in writing by the Commander, and the description posted with the area? (AR 380-40, para 2-19) 4. Has the area been designated in writing as a Restricted Area? Is a bi-lingual sign been posted in a conspicuous area? (AR 190-13, para 6-3, para 6-4)</p> <p>Section II: Has the primary hand receipt holder/custodian successfully completed the INTEL 34 (Standardized COMSEC Custodian Course, Europe)? (AR 380-40, para 2-2b, TB 380-41, para 2.7b)</p> <p>Section III: Are the following publications on-hand or on order? (TB 380-41, para 4.18) 1. AR 380-40, Policy for Safeguarding and Controlling Communications (COMSEC) Material. Date: _____ 2. TB 380-41, Security Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material. Date: _____ 3. DA PAM 25-380-2, Security Procedures for Cryptographic Items. Date: _____ 4. DA PAM 25-35, Index of Communications Security (COMSEC) Publications. (if required) Date: _____</p> <p>Section IV: Is there a current COMSEC Facility Request and Approval on file? Does the basis for approval of the facility remain unchanged? (AR 380-40, Chapter 4; TB 380-41, para 2-1)</p> <p>Section V: Is there a current COMSEC Authorization Memorandum on file with the DCMO that reflects the minimum number of personnel authorized to pick up COMSEC? (AR 380-40, para 2-12b)</p>		
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ITEM	GO	NO-GO
<p>13. Installation and operation of electronic access control devices conform to the requirements of Chapter 5, TB 380-41. Possible points: 2 _____ Deducted: _____</p> <p>14. COMSEC key is stored as required by Chapter 5, TB 380-41. Possible points: 2 _____ Deducted: _____</p> <p>15. All classified COMSEC documents are stored securely. (Chapter 5, TB 380-41) Possible Points: 1 _____ Deducted: _____</p> <p>16. Location where classified CRYPTO key is stored is augmented by facilities which prevent unauthorized access to the storage container or vault itself. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>17. Containers used for storing classified COMSEC information meet original procurement specifications for physical security (Chapter 5, TB 380-41). Possible points: 1 _____ Deducted: _____</p> <p>18. Locks used to secure storage containers or secure rooms are approved built in combination locks or, where prescribed for the classification of material and circumstances, approved combination padlocks. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>19. Lock combinations have been changed within the past 12 months. For containers storing NATO material every 6 months (Chapter 5, TB 380-41) or when an individual knowing the combination no longer requires access. (AR 380-5) Possible points: 3 _____ Deducted: _____</p> <p>20. Lock combinations are disseminated to an absolute minimum number of authorized personnel. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>21. Access to the COMSEC facility is granted and controlled IAW the provisions of Chapter 5, TB 380-41. Possible points: 1 _____ Deducted: _____</p> <p>22. Daily security checks are made at the end of each workday and on nonworkdays as required. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>23. In COMSEC facilities with a continuous (24 hour) operation, the SF 702 is properly annotated at the end of each shift change. Possible points: 1 _____ Deducted: _____</p>		
Section III: Standard Operating Procedures and Emergency Action Procedures		
<p>24. An SOP has been prepared IAW Chapter 2.2, TB 380-41. Possible points 6: _____ Deducted: _____</p> <p>25. An emergency plan has been prepared and includes those provisions of Chapter 5, TB 380-41 deemed appropriate by the commander. Possible points: 6 _____ Deducted: _____</p> <p>26. The emergency plan is effective and can be executed per the instructions with resources available. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>27. Emergency procedures provide for the immediate destruction of superseded key IAW chapter 5, TB 380-41. Possible points: 2 _____ Deducted: _____</p> <p>28. Emergency destruction materials are adequate and readily available for use. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>29. Briefings and dry runs are held quarterly (and documented) and all personnel are aware of their responsibilities in the event of an emergency. (AR 380-40) Possible points: 1 _____ Deducted: _____</p>		

ITEM	GO	NO-GO
<p>Section IV: Accounting Procedures and Material Audit</p> <p>30. The COMSEC accounting system provides for proper security control and handling of accountable COMSEC material (Chapter 4, TB 380-41). Possible points: 6 _____ Deducted: _____</p> <p>31. All keying material on hand is being used on a routine basis or is held for valid contingency purposes. (Chapter 3, TB 380-41). Possible points: 1 _____ Deducted: _____</p> <p>32. Inventories of ALC 3 and ALC 4 material are recorded on an SF 153, signed and witnessed listing all ALC3 and ALC 4 material held by the account (Chapter 4, TB 380-41) Possible points: 3 _____ Deducted: _____</p> <p>33. COMSEC material, (including amendment residue), is destroyed in accordance with the schedule and procedures in Chapter 4. Superseded key is completely destroyed by burning, use of destruction devices or methods which meet the criteria in Chapter 4 of TB 380-41. Possible points: 1 _____ Deducted: _____</p> <p>34. Local accounting procedures for issuing COMSEC material are known and properly implemented. (Chapter 4, TB 380-41) Possible points: 3 _____ Deducted: _____</p> <p>35. The number of editions and copy count of key held are the minimum required (Chapter 3, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>36. Quarterly revalidation from DCMO is accomplished and required documentation is on hand. Possible points: 1 _____ Deducted: _____</p> <p>Section V: Knowledge of COMSEC Procedures</p> <p>37. The requirements for access to COMSEC information are known and adhered to (AR 380-40) and clearances are verified per AR 380-67. Possible points: 2 _____ Deducted: _____</p> <p>38. Personnel understand the use of the marking "CRYPTO" (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>39. Personnel are aware of the limitations imposed on the handling and release of UNCLASSIFIED COMSEC information (Chapter 5, TB 380-41). Possible points: 1 _____ Deducted: _____</p> <p>40. Procedures for checking packages and material upon receipt for evidence of tampering or exposure of contents are known (Chapter 4, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>41. Personnel are familiar with page check requirements. (Chapter 4, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>42. All users know the identity of the CONAUTH for all key held. Possible points: 1 _____ Deducted: _____</p> <p>43. Cryptopersonnel are proficient in the operation of all systems and/or cryptoequipment held, or an adequate training program is in effect. Possible points: 1 _____ Deducted: _____</p> <p>44. The procedures for preparing classified COMSEC material for shipment are known and adhered to. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>45. Authorized means of transporting classified COMSEC material are known and adhered to. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p>		

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<p>46. Personnel are familiar with reportable incidents pertaining to the cryptosystems and associated material held. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>47. Supervisory personnel are thoroughly familiar with the requirements for reporting incidents. (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>48. Users are aware of the requirement to report all circumstances, occurrences, or acts which could lead to a compromise of key directly to the appropriate CONAUTH (Chapter 5, TB 380-41) Possible points: 1 _____ Deducted: _____</p> <p>Section VI: Crypto Equipment; Electronic and STU-III Key Control</p> <p>49. All authorized quantities of cryptoequipment, on hand or on order, are being used and are required for mission accomplishment. Possible points: 1 _____ Deducted: _____</p> <p>50. Electronic keying material is inventoried and distributed in a manner that assures continuous protection and control (Chapter 4, TB 380-41) Possible points: 6 _____ Deducted: _____</p> <p>51. Cryptosystems and/or authentication systems are used only as prescribed in AR 380-40. Possible points: 1 _____ Deducted: _____</p> <p>52. When not installed in an operational configuration, classified cryptoequipment and components are stored securely (Chapter 5, TB 380-41). Possible points: 1 _____ Deducted: _____</p> <p>53. Preventive Maintenance is being performed as directed in the appropriate organization/operator level technical manual for the COMSEC equipment held. Possible points: 2 _____ Deducted: _____</p> <p>* NOTE: Any Practice Dangerous to Security (PDS) - points deducted 15.</p>		
<p>Rating Standard - COMSEC</p> <p>Possible Points: 100</p> <p>Points Deducted: _____</p> <p>Overall Score: _____</p> <p>Satisfactory: 100 - 70</p> <p>Needs Improvement: 69 - Below</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