

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Security	CHAPTER: 8 SECTION: A	DATE OF REVISION: 1 SEP 02
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PROPONENT/PHONE NO: G2/CI 350-6118	PROGRAM/ACTIVITY/TOPIC (PAT) Information Security	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>A. Discussion: This inspection applies to battalions, separate battalions, and separate companies. The purpose of an Information Security Program is to ensure that classified information is protected against unauthorized disclosure. A functional program includes effective program management and the establishment of regulatory procedures required for the accountability, marking, dissemination, and transmission and safeguarding of classified information.</p> <p>B. References:</p> <ol style="list-style-type: none"> 1. AR 380-5 29 Sep 00, Department of the Army Information Security Program and USAREUR Suppl 1, 25 Sep 01. 2. AR 381-12, 15 JAN 93, Subversion & Espionage Directed Against the US ARMY and UR 381-12, 27 Sep 90, SAEDA. 3. AR 380-15 (C), 1 Mar 84, Safeguarding Classified NATO Information and USAREUR Suppl 1, 29 Apr 75. 4. Classification Guidance for M1A1, dtd 25 Jan 93; M2 Bradley dtd 17 Mar 94 (Only required for units with this equipment in inventory). <p>C. Specific Questions:</p> <ol style="list-style-type: none"> 1. Does the unit have current editions of the above references? 2. Has the Security Manager conducted annual documented inspections of subordinate units, and forwarded a copy of the results to the next higher HQs? (Para 1-23 and 6-35 AR 380-5) 3. Are classified materials marked, controlled, and accounted for as outlined in Chap 4, AR 380-5? 4. Is reproduction of classified material controlled, monitored, and minimized? (Para 6-26, AR 380-5, and Para 6-25, UR Suppl 1 to AR 380-5) 5. Is a list of personnel authorized to approve reproduction of classified information posted near reproduction machines? (Para 6-25, 6-26, AR 380-5) 6. Are notices prohibiting reproduction of classified information posted on equipment used only for copying unclassified? (Para 6-25, 6-26, AR 380-5) 7. Are emergency evacuation and destruction plans posted and exercised IAW Para 6-12, AR 380-5 and Para 6-12 UR Suppl 1 to AR 380-5? 		
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8. Are emergency evacuation and destruction plans exercised at least annually and the results documented? (Para 6-12, AR 380-5)

9. Is a document custodian and an alternate document custodian appointed on orders? (Para 1-6 AR 380-5)

10. Is SF 700 used to record security container information IAW para 7-8, AR 380-5?

11. Are combinations changed when personnel depart, when possible compromises occur or at a minimum annually? (Para 7-8, AR 380-5)

12. Are courier orders insured and controlled IAW Para 8-12, 8-15, AR 380-5, and Para 8-12, 8-16, UR Suppl 1 to AR 380-5?

13. Has the possibility of loss or compromise of NATO information been reported immediately without waiting for the conclusion of investigative activity? (Chapter 10, AR 380-5, and Para 10-1, UR Suppl 1 to AR 380-5)

14. Are combinations of containers storing NATO documents changed a minimum of semi-annually? (Para 60, AR 380-15)

15. Do all personnel with NATO access have final US clearances? (PARA 3-305, AR 380-67)

16. Are NATO, COSMIC, and ATOMAL access briefings recorded on DA Form 2543? (Para a-2g, AR 380-15) 17. Has ATOMAL access been briefed annually? (Chapter 7, 7-13, AR 380-15, and 7-20 UR Suppl 1 to Ar 380-5, Append K UR Suppl 1 to AR 380-5)

17. Are open storage facilities justified, inspected, and approved? (Para 5-102, AR 380-5 and 5-100, UR Suppl 1 to AR 380-5)

Rating standard (PAT: Information Security)

- Commendable – Go on 16 or more questions.
- Satisfactory – GO on 12-15 questions.
- Needs Improvement – A GO on fewer than 12 questions.

Inspector's comments mandatory for all "NO GO" items. (Attach additional sheets if necessary.)

NOTES:

VERIFICATION

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

X _____
Inspector's Signature, Name Rank, Date