

**Appendix C**

**INTELLIGENCE AND SECURITY**

STAFF ELEMENT: G2  
SUB FUNCTION: INFOSEC

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. A security manager is appointed on orders? (Para 1-6e)	_____	_____	_____
2. Copy of appointment orders provided to Information and Personnel Security, G2? (Para 1-6e)	_____	_____	_____
3. A Top Secret Control Officer (TSCO) is appointed on orders? (Para 6-21a) Note: TSCO will not be appointed when no TS material is processed or held.	_____	_____	_____
4. Reproduction authority for Top Secret is appointed on orders? (Para 6-26)	_____	_____	_____
5. An information security Standard Operating Procedure (SOP) was written? (Para 1-6a)	_____	_____	_____
6. Unit possesses current, readily accessible copies of AR380-5? (Chapter 1)	_____	_____	_____
7. The MSC security manager conducts announced inspections of subordinate units and staff. (Para 1-24)	_____	_____	_____
8. The MSC security manager conducts unannounced inspections in assigned units. (Para 1-24)	_____	_____	_____
9. Inspection results are maintained. (Para 1-24)	_____	_____	_____
10. Personnel are aware of procedures for reporting security violations/compromises. (Para 10-2b)	_____	_____	_____
11. Did the unit report any compromises or security violations during the past year? (Chapter 10)	_____	_____	_____
a. Were incidents reported to Eighth US Army within 24 hours of occurrence/report of occurrence? (Chapter 1 and Chapter 10)	_____	_____	_____
b. Was a preliminary inquiry officer appointed on orders? (Chapter 10)	_____	_____	_____
c. Was a preliminary inquiry written and a copy forwarded through unit commander to EAGB-S-IPS within 10 working days? (Chapter 1 and Chapter 10)	_____	_____	_____

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SUB FUNCTION: INFOSEC

INSPECTION ITEM AND REFERENCE

COMPLY    NON-COMPLY    N/A

12. If appropriate, original/derivative classification documents are periodically reviewed by the security manager for proper classification. (Para 1-7f)

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13. Classified holdings are properly marked. (Para 1-7f)

\_\_\_\_\_

14. The activity has an original classification authority (OCA). (Para 2-3)

\_\_\_\_\_

15. The building/room that stored classified material meets minimum construction standards. (Para 7-13)

\_\_\_\_\_

16. The activity has open storage?

a. The open storage has been approved by Eighth US Army? (Para 7-4)

\_\_\_\_\_

b. The approval is still valid (3 years). (See reference above)

c. No renovations or procedural changes occurred since approval. (See reference above)

\_\_\_\_\_

17. The activity maintains Top Secret documents. (Ch. 6)

\_\_\_\_\_

a. The two-person rule has been implemented. (Para 6-29a)

\_\_\_\_\_

b. Top Secret accountability registers and access rosters are maintained. (Para 6-21b)

\_\_\_\_\_

c. Ten percent of Top Secret documents are inventoried monthly. (Para 6-21d)

\_\_\_\_\_

d. A continuous chain of receipts is initiated for all Top Secret documents. (Para 6-21b)

\_\_\_\_\_

18. Classified material is stored in GSA approved containers. (Para 7-4)

\_\_\_\_\_

a. Each container has posted a SF 700, Security Container Information, on the interior combination drawer. (Para 7-8c)

\_\_\_\_\_

b. The combination to the container is changed at least annually, or upon departure of the individual having access to the container. (Para 7-8b)

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COMPLY      NON-COMPLY      N/A

c. Part 2 of the SF 700 is marked with the highest classification maintained in the safe. (Para 7-8c(3))	_____	_____	_____
d. Part 2A (combination envelope) of the SF 700 is stored in a central location. (Para 7-8)	_____	_____	_____
e. Each classified container possesses SF 702, Security Container Check Sheet. (Para 7-8a)	_____	_____	_____
f. The SF 702 is properly annotated daily. (Para 6-10b)	_____	_____	_____
19. All offices possessing a classified container have an EA Form 815-1, Security Manager Identification, posted. (Chapter 6 and Chapter 10)	_____	_____	_____
20. The SF 701, Activity Security Checklist, is posted near office/building doors and properly annotated. (Para 6-11)	_____	_____	_____
21. An emergency evacuation and destruction plan has been written and removal/destruction of Sensitive But Unclassified (SBU) Information is included and submitted to 8 <sup>th</sup> US Army Security Office for review. (Para 6-12)	_____	_____	_____
g. It adequately addresses procedures. (See above reference)	_____	_____	_____
h. It details how destruction will be accomplished. (See above reference)	_____	_____	_____
i. It describes the location and quantity of devices need in event of destruction. (See reference Material to be evacuated identified. (See reference above)	_____	_____	_____
j. A copy of the plan is readily available but not posted on the security container. (Para 7-8a)	_____	_____	_____
k. The plan is tested annually, recorded and maintained. (Para 6-12)	_____	_____	_____
22. Classified or unclassified typewriter ribbon cartridges have the appropriate label affixed. (Para 3-16c)	_____	_____	_____
23. Security is practiced in telephone conversations on none secure communication telephone. (Para 6-13)	_____	_____	_____

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<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
24. The activity possesses a facsimile machine and EA Poster 380-11 is posted near the unclassified facsimile machine. (Chapter 10)	_____	_____	_____
25. Procedures have been implemented for issuance, control, and accountability of DD Form 2501, Courier Authorization Card. (Para 8-13)	_____	_____	_____
a. Responsible official will provide a written statement to individuals escorting classified material authorizing such transmission. (Para 8-13a)	_____	_____	_____
b. The individual has a recurrent need to Handcarry classified information. (Para 8-13b(1))	_____	_____	_____
c. The form is signed by an appropriate official in the individual's security office. (Para 8-13b(2))	_____	_____	_____
d. Stocks of the form are controlled to preclude unauthorized use. (Para 8-13b(3))	_____	_____	_____
e. The form is issued for no more than two years at a time. (Para 8-13b(4))	_____	_____	_____
l. The requirement for authorization to handcarry will be reevaluated and/or revalidated at least biennial basis, and a new form issued, if appropriate. (Para 8-13b(4))	_____	_____	_____
26. Procedures have been implemented for hand carrying documents from one activity to another. (Para 8-13)	_____	_____	_____
27. Procedures have been implemented for mailing classified material. (Chapter 8)	_____	_____	_____
28. The US classified material is protected against unauthorized access by foreign nationals, including ROK military and civilian personnel employed by the US Government. (Para 6-9)	_____	_____	_____
29. In areas where US and ROK military have access to caveat ROKUS and RELROK material, US only classified documents are stored in separate containers. (Para 7-7)	_____	_____	_____

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SUB FUNCTION: INFOSEC

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
30. Reproduction machines authorized to reproduce classified material have USFK Poster 380-2, Authorized for classified copy, displayed near the machine. (Chapter 10)	_____	_____	_____
a. An EA 815-1, Security Manager Identification, sign is posted. (Chapter 10)	_____	_____	_____
b. A USFK Poster 380-3, STOP, Do not use for Classified reproduction, is displayed on reproduction machine not authorized to reproduce classified information. (Chapter 10)	_____	_____	_____
c. The machine and area are checked after reproduction of classified material. (Para 6-25)	_____	_____	_____
d. Three blank copies are run through the machine Upon completion of reproduction. (Chapter 6)	_____	_____	_____
e. A security representative is present when the machine is serviced. (Chapter 6)	_____	_____	_____
31. The activity uses approved methods of destruction. (Para 3-13)	_____	_____	_____
a. If a shredder is used, it complies with the width standards. (Para 3-15b)	_____	_____	_____
b. If documents are burned, the burn facility Complies with standards. (Para 3-15a)	_____	_____	_____
c. During annual clean-out week (first week in November), the activity destroys classified that is obsolete or no longer needed for operational use. (Chapter 6)	_____	_____	_____
32. The Security Manager periodically checks destruction methods and procedures. (Para 6-28)	_____	_____	_____
33. Unclassified papers, manuals, and plastic slides are shredded or burned. (Chapter 6)	_____	_____	_____
a. Security education programs have been established to meet the objectives of AR 380-5. (Chapter 9)	_____	_____	_____

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SUB FUNCTION: INFOSEC

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
b. A briefing on responsibilities is given to all personnel authorized, or expected to be authorized access to classified information. (Chapter 9)	_____	_____	_____
c. A periodic security refresher training is provided. (Chapter 9)	_____	_____	_____
34. Training attendance are recorded and maintained. (Chapter 9)	_____	_____	_____
35. Is DA Form 2962, Security Termination Statement, is used to debrief transferring personnel and "Transfer to another command", annotated at the top of the form. (Para 6-5c)	_____	_____	_____
36. DA Form 2962, Security Termination Statement, is maintained for 2 years. (Chapter 6)	_____	_____	_____
37. Administrative sanctions have been imposed on personnel for repeated security violations/deliberate compromises. (Chapter 10)	_____	_____	_____
38. The security maintains a file of all Eighth US Army Security Grams. (Chapter 9)	_____	_____	_____
39. The security manager receives mandatory security training 30 days after appointment. (Chapter 9)	_____	_____	_____
40. The Security Manager has direct access to appointing authority. (Chapter 9)	_____	_____	_____
41. The activity maintains security posters to enhance security awareness. (Chapter 10)	_____	_____	_____
42. The inspection found no work habits or other conditions detrimental to good security awareness. (Chapter 9)	_____	_____	_____
43. The security manager devotes an ample amount of time per week to INFOSEC. (Chapter 9)	_____	_____	_____

NOTE: Except where specifically listed, all subjects are discussed in AR380-5. Questions contained in this checklist are not all inclusive of the governing policies and regulations, and may generate additional questions. Posters cited may be obtained by accessing the EUSA Intranet at: <https://www-eusa.korea.army.mil>. Users are advised that the questions are general and reflect the regulations only in a broad sense. For a complete understanding of the

requirements, users should review pertinent regulations and acquaint themselves with the standards to better evaluate the security posture of an organization, activity, or unit.

PRIMARY INSPECTOR SIGN AND DATE: \_\_\_\_\_

SUB-FUNCTION: Personnel Security  
INSPECTION ITEM AND REFERENCE

COMPLY    NON-COMPLY    N/A

<p>1. The Security Manager retains on files extract information from DA Form 873 or the printout from the DCII on all individuals who require access to classified information based on their MOS or duty position. (Eighth U.S. Army Suppl 1 to AR 380-67, para 7-102)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>2. The security manager maintains a personnel security policy file. (Eighth U.S. Army Suppl to AR 380-67, para 11-101).</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>3. Appropriate local files checks are being made prior to granting security accesses when the subject has been in-country over 30 days and when requesting security clearances or investigations. (Eighth U.S. Army Suppl 1 to AR 380-67, para 7-102)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>4. Procedures have been established within the unit whereby the security manager is provided adverse information as listed below. (AR 380-67, para 2-200, chapter 8 and app I)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>    a. Serious Incident Reports with the exception of non-alcohol related traffic accidents. (Reference as above)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>    b. Incidents pending UCMJ action for offenses. (Reference as above)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>    c. Individuals pending elimination action. (Reference as above)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>    d. Letters of indebtedness and repeated (more than one) writing of bad checks. (Reference as above)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>5. The security manager verified that instructors and other persons involved with education or orientation of military personnel had a favorable NAC prior to assignment of such duties. (AR 380-67, para 3-611)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>6. Executed original SF 312s (Non-Disclosure Agreement) are on file for all personnel having access to classified material. (AR 380-5, para 10-102/103)</p>	<p>___</p>	<p>___</p>	<p>___</p>
<p>7. A completed local security briefing is documented and</p>	<p>___</p>	<p>___</p>	<p>___</p>

on file for all personnel with access to classified material.  
(AR 380-5, para 9-201)

\_\_\_ \_\_\_ \_\_\_

8. The activity has a Personnel Security SOP. (AR 380-5, para 13-304)

\_\_\_ \_\_\_ \_\_\_

9. Local access authorized is commensurate with that  
authorized for the duty position. (AR 380-67, para 7-102)

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**SUB-FUNCTION: Personnel Security**  
**INSPECTION ITEM AND REFERENCE**

**COMPLY    NON-COMPLY    N/A**

10. The security manager maintains a compartmented "Access Roster," listing names, rank/grade, SSN, para and line number, type of investigation and date completed, and mission required access level authorized based on "need to know". (Eighth U.S. Army Suppl 1 to AR 380-67, para 7-102)

\_\_\_ \_\_\_ \_\_\_

11. Top Secret security clearances for soldiers/civilians whose investigations are over five years old are downgraded to Secret as required by DOD Security clearance policy. (AR 308-67, para 7-103)

\_\_\_ \_\_\_ \_\_\_

12. Copies of current AR 380-67, and Eighth U.S. Army Suppl 1 to AR 380-67 are on hand and utilized. (Eighth U.S. Army Suppl 1 to AR 380-67, para 11-101)

\_\_\_ \_\_\_ \_\_\_

13. Sufficient copies of the following blank forms are on hand: Electronic Personnel Security Questionnaire (EPSQ) FD 258; SF 312. (Eighth U.S. Army Suppl 1 to AR 380-67, app S)

\_\_\_ \_\_\_ \_\_\_

14. The security manager purges their files when access is no longer required or when the subject has departed the command. (AR 380-67, para 10-104)

\_\_\_ \_\_\_ \_\_\_

15. Appropriate investigations are conducted on Korean employees in sensitive positions. (AR 340-67, para 3-403)

\_\_\_ \_\_\_ \_\_\_

16. Procedures are in place to prevent Korean and other foreign nationals from accessing U.S. classified material. (AR 340-67, para 3-403)

\_\_\_ \_\_\_ \_\_\_

17. The security manager/assistant security manager attended the most recent USFK/Eighth U.S. Army Annual Security Manager's Conference. (Eighth U.S. Army Suppl 1 to AR 380-67, app S)

\_\_\_ \_\_\_ \_\_\_

18. Inspection results, to include findings, recommendations, and corrective actions, are retained on file until the next comparable inspection, and are made available to command security inspections during the annual inspection or staff assistance visit. (Eighth U.S. Army Suppl 1 to AR 380-67, para 11-101h)

\_\_\_ \_\_\_ \_\_\_

19. A security screening will be conducted on every individual

prior to accepting the DA Form 873 to determine the absence of derogatory information.(AR 380-67, CH 7 par 7-102 (b))

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**Primary Inspector Sign and Date:** \_\_\_\_\_

**SUB-FUNCTION: Intelligence Oversight**  
**INSPECTION ITEM AND REFERENCE**

**COMPLY    NON-COMPLY    N/A**

1. Have previous intelligence oversight inspections been conducted? Review report, if available. Follow through on any significant findings. (Eighth U.S. Army CIP Pam)

\_\_\_

2. Have any other intelligence inspections/audits been conducted in the preceding 12 months? Review results. (Eighth U.S. Army CIP Pam)

\_\_\_

a. Intelligence Contingency Funds.

\_\_\_

b. Inspector General.

\_\_\_

c. Intelligence Property.

\_\_\_

3. Is there an Intelligence Oversight Officer appointed? (USFK IO Policy, 22 Dec 98)

\_\_\_

a. Appointment Orders/Memo.

\_\_\_

b. Reflected in job description/OER support form.

\_\_\_

4. Does the Intelligence Oversight Officer maintain files? (USCINCPACINST 3800.11A, para 7e.)

\_\_\_

a. Basic documentation, and policy and procedures files.

\_\_\_

b. Appropriate regulations(s).

\_\_\_

c. Records of cases, inspections, and training.

\_\_\_

5. Has the unit conducted AR 381-10 training for their personnel within the past 12 months? (USCINCPACINST 3800.11A, para 7e)

\_\_\_

a. Training schedule.

\_\_\_

- |   |     |     |     |
|---|-----|-----|-----|
| b. Record of those who attended/training records.   | ___ | ___ | ___ |
| c. Sample unit personnel for understanding of the provisions of AR 381-10.  | ___ | ___ | ___ |
| 6. Is the unit conducting any intelligence operational requiring special collection techniques? (Procedure 1, para A-1)   | ___ | ___ | ___ |
| a. Review documentation/OPLANS.   | ___ | ___ | ___ |
| b. Approval process.  | ___ | ___ | ___ |
| c. Review conduct of operational activity.  | ___ | ___ | ___ |
| 7. Excluding information pertaining to personnel assigned to the unit, do automated files, operational intelligence files, or working files contain information about U.S. persons? (Procedure 1)<br>If yes, check mission/authorization. | ___ | ___ | ___ |

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**SUB-FUNCTION: Intelligence Oversight**  
**INSPECTION ITEM AND REFERENCE**

**COMPLY    NON-COMPLY    N/A**

- |   |     |     |     |
|---|-----|-----|-----|
| 8. If applicable, is information gathered based on a function assigned to the intelligence component? (Procedure 1)   | ___ | ___ | ___ |
| 9. Is the unit authorized to actively collect information about U.S. persons? (Procedure 2) If yes, complete checklist A.   | ___ | ___ | ___ |
| 10. Is the unit involved in electronic surveillance activities? (Procedure 5, Part 1, para A) If yes, complete checklist B.   | ___ | ___ | ___ |
| 11. Is the unit authorized to conduct physical searches of U.S. personnel? (If yes, answer attached checklist C.)   | ___ | ___ | ___ |
| 12. Is the unit authorized to conduct mail searches? (If yes, answer attached checklist D.)   | ___ | ___ | ___ |
| 13. Is the unit authorized to conduct physical surveillance? (Procedure 9) (If yes, answer attached checklist E.)   | ___ | ___ | ___ |
| 14. Are intelligence personnel participating any U.S. organization for the purpose of accomplishing a military intelligence mission? If so, is the participation disclosed to an appropriate official? (Procedure 10, para C2)    | ___ | ___ | ___ |
| 15. Does the unit comply with the guidelines in Procedure 11; para B, for contracts with academic institutions, commercial organizations, companies, private institutions or individuals?   | ___ | ___ | ___ |
| 16. Is cooperation with law enforcement authorities consistent with the limitations in DOD 5525.5, and for the purpose of investigating or preventing clandestine activities, protecting DOD employees, information, property and | ___ | ___ | ___ |

facilities; or preventing, detecting or investigating other violations of law? (Procedure 12, para B1)

\_\_\_ \_\_\_ \_\_\_

17. Is the unit authorized to conduct human experimentation on behalf of a DOD intelligence component? (Procedure 13, para C1)

\_\_\_ \_\_\_ \_\_\_

18. If applicable, is approval for human experimentation received from the Secretary or Deputy Secretary of Defense? (Procedure 13, para C2)

\_\_\_ \_\_\_ \_\_\_

19. Does the unit familiarize its personnel with the provisions of Executive Order 12333, AR 381-10 and any other applicable DOD directives? (Procedure 14, para B2)

\_\_\_ \_\_\_ \_\_\_

20. Has the unit ever reported any questionable activities IAW DOD 5525.5? (If yes, answer attached Checklist F.)

\_\_\_ \_\_\_ \_\_\_

21. Does the unit have an active CIP including subject matter from Intelligence Oversight? (Eighth U.S. Army/USFK IO Policy letter, dtd 28 Dec 99)

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SUB-FUNCTION: Intelligence Oversight  
INSPECTION ITEM AND REFERENCE

COMPLY   NON-COMPLY   N/A

**Checklist A: Basic Information Collection & Retention**

1. Is information collected about U.S. persons in compliance with Procedure 2, para C?

\_\_\_ \_\_\_ \_\_\_

2. Is the unit authorized to retain information about U.S. persons? (Procedure 3, para B)

\_\_\_ \_\_\_ \_\_\_

3. Is access to retained information controlled? (Procedure 3, para D)

\_\_\_ \_\_\_ \_\_\_

4. Is retained information reviewed and destroyed, if necessary, at least annually? (Procedure 3, para D2)

\_\_\_ \_\_\_ \_\_\_

**Checklist B: Electronic Surveillance**

1. Is electronic surveillance conducted on U.S. persons located outside the U.S. approved by the Attorney General, except in emergency situations? (Procedure 5, Part 1, para C3)

\_\_\_ \_\_\_ \_\_\_

2. If applicable, do all requests for authorization of electronic surveillance meets the case approval standards outlined in Procedure 5, Part 4, para C4?

\_\_\_ \_\_\_ \_\_\_

3. If applicable, are approvals for electronic surveillance on non-U.S. personnel granted for no more than 90 days? (Procedure 5, Part 2, para F3)

\_\_\_ \_\_\_ \_\_\_

4. If information is inadvertently intercepted on U.S. persons

during an electronic surveillance directed against a non-U.S. person, is the approval of the Secretary or Under Secretary of the Army obtained before the information is used, refined, or disseminated? (Procedure 5, Part 2, para F4)

\_\_\_ \_\_\_ \_\_\_

5. Are nonpublic communications of U.S. persons obtained without their consent by means of technical surveillance countermeasures? (Procedure 5, Part 4, para C4)

\_\_\_ \_\_\_ \_\_\_

6. Are all personnel, including operators and supervisors in the operation of electronic communications and surveillance equipment, trained on the requirements and restrictions of the Foreign Intelligence Surveillance Act of 1978 and Executive Order 12333? (Procedure 5, Part 6)

\_\_\_ \_\_\_ \_\_\_

7. If applicable, is vulnerability and hear ability surveys conducted with the consent of the Director, NSA or his designee? (Procedure 5, part 7)

\_\_\_ \_\_\_ \_\_\_

8. If applicable, is monitoring conducted only on a DOD facility? (Procedure 6, subpara C1a)

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COMPLY    NON-COMPLY    N/A

9. If applicable, was coordination conducted with the host country official prior to monitoring non-DOD facilities outside the U.S.? (Procedure 6, subpara C1b)

\_\_\_ \_\_\_ \_\_\_

10. If applicable, is all electronic surveillance information acquired through Army intelligence operations or cooperating (liaison) sources, reviewed expeditiously for relevance to the investigation, upon receipt? (Procedure 3, para E2)

\_\_\_ \_\_\_ \_\_\_

11. If applicable, is access to electronic surveillance information controlled by the commander, with procedures established to ensure authorized access? (Procedure 3, para E2)

\_\_\_ \_\_\_ \_\_\_

12. Is the information disseminated only to organizations that require it for official duties and then only when authorized? (Procedure 3, para 6D)

\_\_\_ \_\_\_ \_\_\_

13. If applicable, is each document, message, report, or file that contains electronic surveillance information, which identifies any person or organization, conspicuously marked with "Contents Include Electronic Surveillance Information, Handle IAW AR 381-10"? (Procedure 3, para E3)

\_\_\_ \_\_\_ \_\_\_

**Checklist C: Un-consented Searches**

1. Are no-consent physical searches of military personnel

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|---|-----|-----|-----|
| authorized by a military judge, or a military commander empowered to approve searches? (Procedure 7, subpara C1a)                         | ___ | ___ | ___ |
| 2. Are no-consent searches of military personnel based on probable cause? (Procedure 7, subpara C1a)                                      | ___ | ___ | ___ |
| 3. Are no-consent physical searches of U.S. persons located outside the U.S. approved by the Attorney General? (Procedure 7, subpara C2b) | ___ | ___ | ___ |

**Checklist D: Mail Searches**

- |   |     |     |     |
|---|-----|-----|-----|
| 1. Is the unit familiar with procedures outlined in DOD 4525.6-M, for searches of mail within and outside U.S. postal channels? (Procedure 8, subpara C1a)                  | ___ | ___ | ___ |
| 2. If applicable, is the unit familiar with applicable regulations for mail cover? (AR 65-75, U.S. Postal Service Domestic Mail Manual, DOD 4525.6-M, Procedure 8, para C3) | ___ | ___ | ___ |

**Primary Inspector Sign and Date:** \_\_\_\_\_

SUB-FUNCTION: Intelligence Oversight  
INSPECTION ITEM AND REFERENCE

COMPLY   NON-COMPLY   N/A

**Checklist E: Physical Surveillance**

- |   |     |     |     |
|---|-----|-----|-----|
| 1. If applicable, was physical surveillance conducted only against present or former DOD affiliated personnel? (Procedure 9, para C1)                   | ___ | ___ | ___ |
| 2. If applicable, was physical surveillance conducted on non-DOD affiliated personnel for identification purposes only? (Procedure 9, para C1)          | ___ | ___ | ___ |
| 3. If applicable, was physical surveillance conducted on DOD affiliated personnel overseas coordinated with the host government? (Procedure 9, para C2) | ___ | ___ | ___ |

**Checklist F: Questionable Activities**

- |  |     |     |     |
|--|-----|-----|-----|
| 1. Are questionable activities reported by electrical message through command channels to HQDA (DAMI-CI) no later than five days after receipt of information? (Procedure 15, subpara C1a) | ___ | ___ | ___ |
| 2. Was a final report sent 30 days after the initial report? (Procedure 15, subpara C2a)   | ___ | ___ | ___ |

3. If the investigation was not completed within 30 days, were status reports submitted every 30 days until the investigation was completed? (Procedure 15, subpara C2a)

\_\_\_\_\_

**Primary Inspector Sign and Date:** \_\_\_\_\_