

**For Use During Oversight and Staff Assistance Visits**

**Prepared by NGB-IGO**

**AS OF: 19 SEPTEMBER 2013**

<b>WMD-CST "HANDLING OF NON-DOD AFFILIATED PERSONS INFORMATION PROGRAM" SELF-ASSESSMENT</b>		
	<b>Y/N</b>	<b>Comments</b>
1. Does the WMD-CST have a "Non-DoD Affiliated Persons Information Program" monitor appointed in writing? - Do assigned personnel know who the unit monitor is? - Is the appointment memo posted in the work area?		
2. Does the unit have the following (digital copies acceptable): A. DoDD 5200.27 (1980) B. AR 380-13 (1974) C. CNGBI 0700.01 (2013) D. CNGBI 2400.00 (2013) E. NGR 500-3/ANGI 10-2503 (2011) F. SEAT Checklists		
3. Does the unit have command directives and NGB SEAT checklists that include processes for handling non-DoD affiliated persons' information?		
4. Is the unit in compliance with command directives and guidance?		
5. Does the unit conduct and document recurring training at least on an annual basis and within 90 days of new arrivals?		
6. Do assigned unit members understand how to appropriately handle non-DoD affiliated persons' information?		
7. Are files maintained to ensure they do not violate the DoDD 5200.27?		
8. Are Mission Termination Packets and other unit files/records maintained and periodically reviewed to ensure the proper handling of USPERS info in accordance with regulation? - Is this review documented?		

NOTE: This document is not a checklist, but rather a tool for units and sections to utilize for successful IO Program assessment. It is important to remember that a Handling Non-DoD Affiliated Persons Information Program must exist within the CST due to the nature of their mission. MI MOS Soldiers may be in the unit and will require Intelligence Oversight training. Furthermore, Non-MI MOS Soldiers need to be familiar with the intent behind Executive Order 12333, which protects the rights of US Citizens.