

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 33-21**

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**Communications and Information**

**INFORMATION ASSURANCE**

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This checklist reflects AFSPC requirements for Information Assurance programs at all levels to prepare for and conduct internal reviews.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not related, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline to be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed to ensure an effective and thorough review of a unit's response to customer needs.

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Director, Logistics and Communications

## ATTACHMENT 1

**COMMUNICATIONS AND INFORMATION REQUIRMENTS FOR INFORMATION  
PROTECTION ASSESSMENT AND ASSISTANCE PROGRAM**

Table A.1.1.Checklist.

<b>SECTION 1: INFORMATION ASSURANCE</b>			
<b>MISSION STATEMENT:</b> To ensure effective communications and information assurance posture. <b>NOTE:</b> All references are from AFI 31, AFI 33 and AFSSI 5020 series.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Are all systems and networks on the base (including GSUs) certified and accredited before operational use? (AFPD 33-2, <i>Information Protection</i> , para 1.4.)			
1.1.2. Are all systems and networks certification and accreditations on base (including GSUs) tracked for compliance and non-compliance and a get-well plan provided to the Wing IA office? (AFI 33-202, <i>Computer Security</i> , para 2.16.2.2.)			
1.1.3. Has access been authorized for foreign nationals? Do email accounts for foreign nationals identify the individuals as foreign personnel to include position assigned? (Last name, first name, rank, country of origin, assignment, office symbol: example, Doe, John, WG, CDR, UK-FLO, CENTAF/A6) (AFI 33-202, <i>Network and Computer Security</i> , para 5.2.1.1.1.)			
1.1.4. Are EMSEC inspections conducted on all classified systems prior to being placed in operation to insure EMSEC assessments are complied with? This includes all tenant and geographically separated organizations (AFI 33-203, <i>Emission Security</i> , para 2.11.2)			
1.1.5. Is there a process in place to ensure a National Agency Check (NAC) is performed and documented on all personnel before gaining access to any government system. (AFI 31-501, <i>Personnel Security Program Management</i> , para 3.27.)			
1.1.6. Have all DoD information systems been assigned a mission assurance category that is directly associated with the importance of the information they contain? (AFI 33-202, <i>Network and Computer Security</i> , para 3.12)			

1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Has the Network Control Center conducted and documented annual software inventory of licenses and established a process to track licenses? Review site license agreements and remove software from systems when no longer required or authorized. (AFI 33-114, <i>Software Management</i> , para 4.1.1, 4.1.2 and 9.) (AFI 33115 V1, <i>Network Management</i> , para 6.4.3.1.19.2.4.)			
1.2.2. Has the unit Commander appointed in writing an Information Systems Security Officer (ISSO) to supervise the unit's COMPUSEC program? (AFI 33-202, <i>Network and Computer Security</i> , para 2.17.)			
1.2.3. Has the Host Wing Commander (or senior communications officer or commander) designated, in writing, a primary and alternate Information Assurance Awareness Program Manager to manage the Wing IA awareness program? (AFI 33-204, <i>Information Assurance (IA) Awareness Program</i> , para 13.1.)			
1.2.4. Does the Host Wing Information Assurance Office maintain appointment letters of all unit IA awareness managers and ensure IA awareness material is available to all information system users, including all tenants, geographically separated units, isolated field offices, detachments and remote operating locations? (AFI 33-204, <i>Information Assurance (IA) Awareness Program</i> , para 14.)			