

Personnel Security Checklist						
1	Entity/Facility Name:			7	Review Date:	
2	Responsible Official:			8	Reviewers Name:	
3	Alternate Responsible Official:			9	Status:	
4	Building:					
5	Room number(s):					
6	Agent(s) used:					
Item	Question	Response			Comments	References
		Yes	No	N/A		
10 Personnel Management						
a	Personnel Management is specifically addressed in the Facility Security Plan.					
b	The facility has appointed an RO to manage the personnel security process.					7 CFR 331.4.b
c	RO's or Security Managers are aware of procedures for submitting requests for access approval or clearance (e.g., FD961, SF85P or SF86).					7 CFR.331.4.b
d	Initial and annual security awareness training is provided to all employees.					7 CFR 331.12.b
e	Records are maintained of initial and recurring security training.					7 CFR 331.14.a.3
f	The facility has a comprehensive personnel security policy.					BMBL Appendix F
g	Spot checks are conducted periodically to insure personnel are in compliance with the security policy.					42 CFR 73.10
h	Directors, RO's and/or Security Managers are immediately notified of adverse information that may affect personnel clearances.					7 CFR 331.9.a.6
i	The RO or Security Manager know what actions are to be taken when derogatory information is received.					7 CFR 331.10.a
j	A current access roster is available.					7 CFR 331.14.a.2
11 Personnel Suitability						
a	Personnel Suitability is specifically addressed in the Facility Security Plan.					
b	All personnel have completed a document to check suitability prior to having access to select agents (e.g. FD 961, SF85P or SF 86).					7 CFR 331.6.a
c	Initial briefing has been given to personnel prior to giving access to selected agents.					7 CFR 331.12.b
d	Personnel are required to sign a non-disclosure agreement prior to gaining access to selected agents.					Public Law 107-188.B.h.1.A
e	All personnel with unescorted access to select agents have been cleared through the Department of Justice.					9 CFR 121

Item	Question	Response			Comments	References	
		Yes	No	N/A			
12	Human Resource Management						
a	Human Resource Management is specifically addressed in the Facility Security Plan.						
b	All personnel are required to complete a pre-employment checklist or application.					d	
c	A policy to ensure screening of all personnel who require access to select agents is in place.					Government SME Best Practices	
d	Personnel are assigned to positions based on position descriptions.					Government SME Best Practices	
e	Each Government position is based on the Position Risk Designation Record. (Applies to Government Facilities Only)					Government SME Best Practices	
f	All positions are identified with proper security classification.					Government SME Best Practices	
g	Minimal education and experience criteria are established for those individuals involved with establishing and maintaining physical security.					43 CFR 73.11 (b)(1)	
h	Pre-employment requirements include checks of references, prior employment, education/training and professional credentials/certifications.					Government SME Best Practices	
14	Total Responses						
15	Reviewer's Summary						
a	Summarize review findings below:						
b	Indicate final disposition or recommendations below:						
c	Signature:			d	Date:		