

Appendix C

**WISCONSIN NATIONAL GUARD SELF-CERTIFICATION SECURITY AUDIT  
CHECKLIST FOR TELEWORKERS WORKING AT HOME**

Name: \_\_\_\_\_

Organization/Office/Location: \_\_\_\_\_

Phone: \_\_\_\_\_

*This checklist assesses the overall ability to protect United States Government, state, and Wisconsin National Guard data and information processed, stored, transmitted, or received at the home work site. Each participant shall read, complete, sign, and date the security audit checklist.*

Home work site location:

\_\_\_\_\_

**USER SECURITY**

- |   |     |    |
|---|-----|----|
| 1. Have you received adequate Automated Information Systems (AIS) security awareness and training?  | Yes | No |
| 2. Have you signed an AIS user responsibility acknowledgment form?  | Yes | No |
| 3. Do you possess an adequate working knowledge of how your computer transmits and receives data?   | Yes | No |
| 4. Do you possess an adequate working knowledge of what data needs to be protected when you transmit or receive?                                  | Yes | No |
| 5. Do you possess an adequate working knowledge on properly storing and handling storage media (e.g., floppy disks, CD-ROMs, backup tapes, etc.)? | Yes | No |
| 6. Are you familiar with computer virus detection and eradication procedures?   | Yes | No |

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*Attach a copy of this list to your Telecommuting Agreement, retain a copy for your record and send one copy to your Human Resource Office.*