

# **INTERNAL INSPECTIONS IMPLEMENTATION REPORT**

## **LOCATION**

**Type of Office:**

**Physical Address:**

**Prepared by:**

**Date:**

## Internal Inspections Implementation Status

Site	Date Inspection Due (18 or 36 Months)	Actual Date of Inspection	Comments

Per Pub 1075, Section 2.D.3, agencies must establish a review cycle as follows:

- Local offices receiving FTI: at least every three years
- Headquarters office facilities housing FTI and the agency computer facility: at least every 18 months
- All contractors with access to FTI, including a consolidated data center or off-site storage facility: at least every 18 months

The agency must complete a documented schedule (internal inspection plan), detailing the timing of all internal inspections in the current year and next two years (three-year cycle).