

Student Guide

Short: SF 702

[NARRATOR:] Welcome to the SF 702 Short - “Completing the SF 702 Form.” This short is unclassified and all classification markings displayed are for training purposes only. Please note the Resources link at the top of the screen contains additional reference materials.

[NARRATOR:] Mr. Nail has been tasked by his leadership to complete the Standard Form (SF) 702, Security Container Check Sheet used in the Research and Development (R&D) section of the National Defense Center (NDC). Secret information is stored at the NDC. Mr. Nail has requested the assistance of the security office for instructions on completing the SF 702.

[MR. NAIL:] Good morning Ms. Hammer, my name is Mr. Nail and I need some assistance on completing the Security Container Check Sheet.

[MS. HAMMER:] Good morning Mr. Nail! How can I help?

[MR. NAIL:] I’ve been tasked by my organization to complete the SF 702. I’ve never done this before, so I would appreciate some assistance from your office.

[MS. HAMMER:] Sure! What questions do you have?

[MR. NAIL:] I’m trying to find guidance on completing the SF 702 and I’m not really sure what regulation I need to look at.

[MS. HAMMER:] I can definitely give you a hand with that. Let me pull up the Department of Defense Manual (DoDM) 5200.01, Volume 3, Enclosure 2.

[NARRATOR:] Per Enclosure 2, Paragraph 9, End of Day Security Checks, the heads of activities that process or store classified information shall establish a system of security checks at the close of each duty and/or business day to ensure that any area where classified information is used or stored is secure. An integral part of the security check system shall be the securing of all vaults, secure rooms, and containers used for storing classified material.

The SF 702, “Security Container Check Sheet,” shall be used to record such actions. The SF 702 shall be retained and disposed of as required by the Component records management schedule. Here at the NDC, the SF 702 is kept on record until the next compliance inspection is conducted by higher headquarters.

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[MS. HAMMER:] As you can see, there is not a lot of guidance for completing the SF 702 at the DoD level. Since each activity or component has a different mission the actual completion of the SF 702 is left to the activity or component to establish policy and procedures.

[MR. NAIL:] Where would I find the NDC's guidance for completing the SF 702?

[MS. HAMMER:] That's a great question! NDC's Security Practices Standard Operating Procedure (SOP) includes guidance on the SF 702.

[NARRATOR:] There is no standard way of communicating how to complete the SF 702. The NDC has provided their guidance, for SF 702 completion, within an SOP. As Ms. Hammer stated earlier, "each activity or component has a different mission and the actual completion of the SF 702 is left to the activity or component to establish policy and procedures.

[MS. HAMMER:] Take a look at this SF 702 example. Let's walk through it. First, be sure to complete the administrative data at the top of the form. Fill in the To/Thru/From/Room No./ Building/Container No./and Month/Year sections. Each month, turn-in the completed SF 702 to the security office and display a new SF 702.

[MR. NAIL:] That doesn't seem so hard. I think I can handle that part of the SF 702.

[NARRATOR:] While some activities or components don't require the To and Thru fields to be completed, the NDC does require this information. Check with your activity or component for guidance.

[MS. HAMMER:] Let's review the "Date/Opened By/and Closed By" columns. Within the NDC, each day must be accounted for. Each time someone opens the container they must initial and record the time in the Opened By column for that day. The same applies for the Closed By column, initials and a time must be recorded. The Guard Check column may be required in some organizations, but not here at the NDC.

[MR. NAIL:] I have a question: who should check the container at the end of the day?

[MS. HAMMER:] The SF 702 is a visual reminder to ensure that the security container is secured when closing for the day. The last person in the office must conduct a check of the container and record their initials and time in the Checked By column.

[MR. NAIL:] I have one final question. How does the NDC mark the SF 702 for holidays and weekends and on days when the container is not opened?

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[MS. HAMMER:] For holidays and weekends the form is noted “Not Opened - Holiday” or “Not Opened - Weekend.” Here at the NDC, for those days that the container is not opened, annotate “Not Opened”, in the Opened By and Closed By columns, however the Checked By column must be completed with initials and time.

[NARRATOR:] Remember to check with your activity or component for specific guidance on how to mark the Security Container Check Sheet for holidays, weekends, and days not opened.

[MR. NAIL:] Thank you Ms. Hammer, I now have a clearer picture of the requirements for completing the SF 702 - Security Container Check Sheet.

[MS. HAMMER:] You’re welcome Mr. Nail, have a great NDC day!

[NARRATOR:] MS. Hammer did an outstanding job of providing SF 702 guidance to Mr. Nail. Are you up to the challenge?

KNOWLEDGE CHECK

1. Which reference provides guidance for completing the SF 702 Security Container Check Sheet of vaults, secure rooms, and containers used for storing classified information?
 - a. **DoDM 5200.01, Volume 3**
 - b. DoDM 5205.07, Volume 3
 - c. DoDM 5220.22, Volume 3

2. How long is the SF 702, maintained?
 - a. 1 year
 - b. Dude, it’s not maintained, destroy when no longer used
 - c. **It shall be retained and disposed of as required by the Component records management schedule**

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3. Which form is used to record end of day security checks?
 - a. SF700 – Security Container Information
 - b. SF 701 – Activity Security Checklist
 - c. **SF 702 – Security Container Check Sheet**

4. What field(s) are required to be completed on the SF 702?
 - a. Opened By
 - b. Closed By
 - c. Checked By
 - d. **All of the above**

5. Initialing the SF 702 is optional.
 - a. True
 - b. **False**

[NARRATOR:] Congratulations you have completed the SF 702 Short!