

Student Guide

**Short: SF701**

[NARRATOR:] Welcome to the SF 701 Short - “Completing the SF 701 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:] Today is Mr. Johnson’s first day on the job. He has been tasked by his leadership to become familiar with the Activity Security Checklist used in the Research and Development (R&D) section of the National Defense Center (NDC). Secret information is stored at the NDC. Mr. Johnson has requested the assistance of the security office for instructions to complete the Standard Form (SF) 701.

[MR. JOHNSON:] Good morning Gunny Bond, my name is Mr. Johnson and this is my first day on the job.

[GYSGT BOND:] Good morning Sir, welcome to the NDC. If there is anything I can help you with, please let me know.

[MR. JOHNSON:] Thank you for the welcome. I do have a question.

[GYSGT BOND:] No problem, how may I help you?

[MR. JOHNSON:] I’m trying to find guidance on completing the SF 701 – Activity Security Checklist.

[GYSGT BOND:] Sure, I can help you with the SF 701. 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. The SF 701, “Activity Security Checklist,” shall be used to record security checks. The SF 701 shall be retained and disposed of as required by the Component records management schedule. Here at the NDC, the SF 701 is kept on record until the next compliance inspection is conducted by higher headquarters.

[GYSGT BOND:] As you can see, there is not a lot of guidance for completing the SF 701 at the DoD level. Since each Component has a different mission the actual completion of the SF 701 is left to the activity to establish policy and procedures.

[MR. JOHNSON:] Where would I find the NDC’s guidance for completing the SF 701?

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[GYSGT BOND:] That's a good question Mr. Johnson. NDC's Security Practices Standard Operating Procedure (SOP) includes guidance on the SF 701.

[NARRATOR:] There is no standard way of communicating how to complete the SF 701. The NDC has provided their guidance, for SF 701 completion, within an SOP. As GySgt stated earlier, "each Component has a different mission and the actual completion of the SF 701 is left to the activity to establish policy and procedures.

[GYSGT BOND:] Mr. Johnson, take a look at this SF 701 example. Let's walk through it. First, complete the following fields at the top of the form, Division/Branch/Office, Room Number, and Month and Year. On the second line complete the To/From/Through fields. Each month, turn-in the completed SF 701 to the security office, and post a new SF 701.

[MR. JOHNSON:] That doesn't seem so hard Gunny, I think I can handle that part of the SF 701.

[NARRATOR:] While some Activities don't require the To/From/Through fields to be completed, the NDC requires this information. Check with your Activity or Component for additional guidance.

[GYSGT BOND:] Let's review the "ITEM" list. Within the NDC, each office has items applicable to that area. You can add additional items that are unique to your area, if needed. After you conduct your walkthrough of the area, mark each item that was checked for that day.

[MR. JOHNSON:] I have a question regarding who does the end-of-day security checks. Who should physically conduct those checks?

[GYSGT BOND:] The SF 701 is a visual reminder to conduct end-of-day security checks when closing for the day. The last person leaving for the day must conduct checks of all the items indicated on the SF 701. They will mark each ITEM, INITIAL FOR DAILY REPORT, and enter the TIME the checklist was completed.

[MR. JOHNSON:] I have one final question. How does the NDC mark end of day security checks for holidays and weekends?

[GYSGT BOND:] We mark holidays and weekends as "not opened - holiday" or "not opened - weekend."

[NARRATOR:] Remember to check with your component for specific guidance on how to mark end of day security checks for holidays and weekends.

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[MR. JOHNSON:] Thank you Gunny, I now have a clearer picture of the requirements for completing the SF 701 - Activity Security Checklist.

[GYSGT BOND:] You're welcome Mr. Johnson, have a great NDC day!

[NARRATOR:] GySgt Bond did an outstanding job of providing SF 701 guidance to Mr. Johnson. Are you up to the challenge?

**KNOWLEDGE CHECK**

1. Which reference provides guidance for completing the SF 701 Activity Security Checklist?
  - a. **DoDM 5200.01, Volume 3**
  - b. DoDM 5205.07, Volume 3
  - c. DoDM 5220.22, Volume 3
  
2. How long is the SF 701 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**
  
3. Which form is used to record end of day security checks?
  - a. SF700 – Security Container Information
  - b. **SF701 – Activity Security Checklist**
  - c. SF702 – Security Container Check Sheet

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4. What field(s) are required to be completed on the SF 701?
  - a. Division/Branch/Office
  - b. Room Number
  - c. Month and Year
  - d. All of the above**
  
5. Initialing the SF 701 is optional.
  - a. True
  - b. False**

[NARRATOR:] Congratulations you have completed the SF 701 Short! Welcome to the world of the SF701s.