

Student Guide

Short: SF700

[NARRATOR:] Welcome to the SF 700 Short - “Completing the SF 700 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 Private Bond’s first day on the job. He has been tasked by his leadership to change the combination on a GSA-approved security container in the Research and Development section of the National Defense Center. Secret information is stored in the container. He has changed the combination; however, he does not know how to complete the SF 700. Private Bond has requested the assistance of the security office for instructions to complete the SF 700.

[PRIVATE BOND:] Good morning Ms. Johnson. I have a request for assistance.

[MS. JOHNSON:] Good morning private, how may I help you?

[PRIVATE BOND:] I changed the combination on the security container as requested; however, I need some help on completing the SF 700.

[MS. JOHNSON:] Sure, I can help you with that. Let me pull up DoDM 5200.01 Vol. 3 and we can walk through the process together. Let’s turn to Enclosure 3.

[NARRATOR:] Per Enclosure 3, SECURITY CONTAINER INFORMATION, you must maintain a record for each container, vault, or secure room door, used for storing classified information. The SF 700 shall be used for this purpose. You must complete a new form each time the security container combination is changed.

[PRIVATE BOND:] I noticed the SF 700 has multiple parts. Once I complete Part 1, what do I do with it?

[MS. JOHNSON:] Part 1 of the SF 700 is unclassified, but because it contains Personally Identifiable Information (PII), it must be protected by placing it in an opaque envelope conspicuously marked “Security Container Information” and stored in the control drawer of the security container. Once you complete Part 2, it must be marked at the highest level of classification authorized for storage in the security container, in this case SECRET.

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[PRIVATE BOND:] Thanks Ms. Johnson. It sounds like Part 2 is now a classified document. I remembered after taking CDSE's Derivative Classification course that a classification authority block is required. Do I need to fill it out? If so, what information is required and where do I place it?

[MS. JOHNSON:] That's actually a great question Private Bond! The classification authority block shall state "Derived From: 32 CFR 2001.80(d) (3)," with declassification upon change of combination. You may have noticed that there is no reference to the placement of the Classification Authority Block; however, the policy at the National Defense Center is to place it at the bottom of Part 2. If you move to another command they may have a different policy, for example on the back of Part 2. There is one question that you haven't asked.

[NARRATOR:] Private Bond looks at Part 2 and notices that there is a Part 2A.

[PRIVATE BOND:] Ms. Johnson, I just noticed that there is a Part 2A. What is my next step?

[MS. JOHNSON:] Part 2A must also be completed and marked at the same classification level as Part 2 and inserted into Part 2.

[PRIVATE BOND:] Thank you Ms. Johnson for providing the instructions on completion of the SF 700.

[NARRATOR:] Private Bond turns to leave Ms. Johnson's office.

[MS. JOHNSON:] Excuse me Private Bond, but there is one more detail we need to discuss.

[PRIVATE BOND:] Ms. Johnson what did I forget?

[MS. JOHNSON:] Do you know where to store the completed Part 2?

[PRIVATE BOND:] I was going to place it in the same container as Part 1.

[MS. JOHNSON:] Private Bond, what would happen if you were locked out of that container and you don't remember the combination?

[PRIVATE BOND:] I didn't think about that! What if I store it in a different container at the same classification level or higher?

[MS. JOHNSON:] Good job Private Bond; that is exactly what you should do.

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[NARRATOR:] Private Bond has done an outstanding job of requesting assistance when he did not know how to complete the SF 700. Are you up to the challenge?

KNOWLEDGE CHECK

1. What reference should you use to complete the SF 700?
 - a. **DoDM 5200.01, Vol. 3**
 - b. DoDI 8500.01
 - c. DoDD 7304.02

2. What goes on the outside of the opaque envelope?
 - a. Picture of the Director/Commander
 - b. **Security container information**
 - c. Open only in case of emergency

3. Where is Part 1 stored?
 - a. Under lock and key
 - b. In Pvt. Bond's wallet
 - c. **In the storage container's control drawer**

4. Where do you store Part 2A?
 - a. **Inside of Part 2**
 - b. Outside of the storage container's control drawer
 - c. Underneath your mouse pad

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5. Where do you store Part 2?
 - a. In Ms. Johnson's purse
 - b. In another storage container at the same or higher classification level**
 - c. In the narrator's virtual environment

[NARRATOR:] Congratulations you have completed the SF 700 Short and you have been awarded the same medal as Private Bond!