|  |
| --- |
| SECURE AREA SELF-INSPECTION CHECK SHEET |

**EXTERIOR**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECURE AREA NUMBER\_\_\_\_\_\_\_\_\_\_\_\_BLDG\_\_\_\_\_\_\_\_\_\_ROOM\_\_\_\_\_\_\_\_\_

PRIMARY CUSTODIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ISA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLASSIFICATION LEVEL (CIRCLE ONE): SCI SAP Collateral TS Collateral S

OPEN SHELF/BIN STORAGE AUTHORIZED (CIRCLE ONE): YES NO

CAVEATS (CIRCLE ALL THAT APPLY): FGI NATO CNWDI RD FRD COMSEC CRYPTO

🖵 The SF702-20 Security Container Check Sheet is present and maintained on the outside of the main door, being properly filled out when opening, closing and conducting all security checks on the secure area

🖵 The prohibited items list, to include portable electronic devices (PEDS), is posted

🖵 The area has been approved by the approving authority and is properly documented (collateral secure areas are approved by DCSA utilizing the DD Form 147)

🖵 Secure areas approved for comingling have proper documentation

🖵 The authorized locking device is working properly, and the combination has been changed as required

🖵 All locking devices and access controls were inventoried (annually)

🖵 The access control device (card reader or cipher lock) is present and operational

🖵 Escorts are properly trained and understand their responsibilities to protect classified material

**INTERIOR**

🖵 The Area Access List is posted inside the door and is up-to-date

🖵 All custodians and persons having access have been briefed to the highest classification level of the secure area, to include caveats

🖵 A Sec5003 Controlled Area Visitor Log is present and being properly executed and reviewed every quarter

🖵 An Intrusion Detection System is in place, working properly, and has a current Underwriters Laboratory (UL) certification

🖵 Emergency Procedures are posted and identifies the steps required to safeguard classified material in the event of an emergency

🖵 End-of-day security checks are being completed to ensure all classified material is properly secured at the end of each day and the SF701 Security Activity Checklist is being properly executed

🖵 Classified waste has been removed and destroyed IAW 32 CFR Part 117 requirements

🖵 Current DoD Hotline poster is posted in or near the area

**Classified Information Systems (IS):**

🖵 All IS’s have a current authority to operate (ATO) (including peripherals)

All classified IS’s and their internal/external HD/SSD are marked with:

 🖵 Overall classification to include any caveats

 🖵 Unclassified title

 🖵 Creation date

 🖵 Name and address of the generating facility

 🖵 Classified by

 🖵 Derived from

 🖵 Declassify on date

🖵 All unclassified IS’s and unclassified external media devices are marked UNCLASSIFIED (HD’s/SSD’s/optical media/USB’s)

🖵 All IS’s, both classified and unclassified, and peripherals to include monitors, keyboards, printers, scanners, copiers, and fax machines are marked to their respective classification levels.

🖵 No unauthorized items are within the secure area, i.e. Bluetooth, wireless, cellular or photographic/recording devices (unless authorized)

 **LIST OF FINDINGS**

 **Total classified hardware in area**

 **Do not include hardware on IS baseline**

|  |  |
| --- | --- |
| **TOP SECRET** |  |
| **SECRET** |  |
| **CONFIDENTIAL** |  |

**Inspector’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Inspector’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Custodian’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Custodian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**