Standard Form 700 (Sf 700)
Security Container Information

It can be costly and time consuming when a GSA-approved security container or vault cannot be opened because the combination is lost or forgotten. When a combination is lost or forgotten a container must be forced open. Once a container or vault has been forcibly opened, the classified material must be safeguarded until the damaged container is repaired. You can help prevent this from happening by using, as required below, a SF 700 form.

Details of the Form:
SF 700 is a two-part form consisting of an envelope with a tear-off tab and cover sheet. The cover sheet and face of the envelope provide space for information about the activity, container, type of lock, and who to contact if the container is left open.

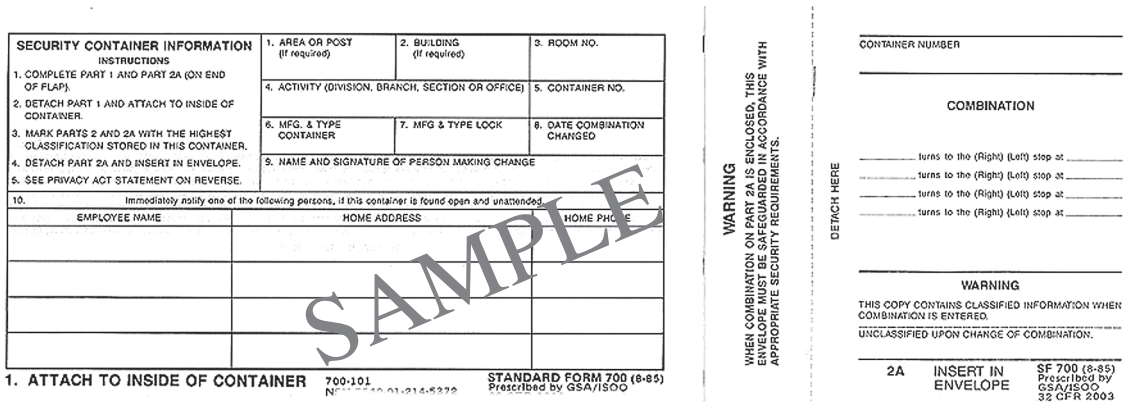
What to do with the form:
Once the cover sheet is filled out, attach it to the inside of the control drawer or on the inside face of the vault door, with either tape or a magnetically-attached holder. The tear-off tab with the combination record should be placed in the envelope, sealed, and turned over to the security manager for storage.

Why the form is needed:
The Information Security Program Regulation, DoD Directive 5200.1-R, requires ALL DoD services and agencies to use SF 700. According to C6.4.6.2. (2) and (3):

C6.4.6.2.2. The combination of a container, vault or secure room used for the storage of classified information shall be treated as information having a classification equal to the highest category of the classified information stored therein. Any written record of the combination shall be marked with the appropriate classification level.

C6.4.6.2.3. A record shall be maintained for each vault or secure room door, or container used for storage of classified information, showing location of the door or container, and the names, home addresses, and home telephone numbers of the individuals having knowledge of the combination who are to be contacted in the event that the vault, secure room, or container is found open and unattended. Standard Form 700, "Security Container Information," shall be used for this purpose.

How do I order the form:
F 700 forms can be ordered by calling the Federal Supply customer assistance center at (817) 978-2051 or (817) 978-0013 ext 47001.SF 700 forms can be ordered by calling the Federal Supply customer assistance center at (817) 978-2051 or (817) 978-0013 ext 47001.


SECURITY CONTAINER INFORMATION
INSTRUCTIONS
1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).
2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER.
3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER.
4. DETACH PART 2A AND INSERT IN ENVELOPE.
5. SEE PRIVACY ACT STATEMENT ON REVERSE.

1. AREA OR POST (If required)	2. BUILDING (If required)	3. ROOM NO.
4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)		5. CONTAINER NO.
6. MFG. & TYPE CONTAINER	7. MFG & TYPE LOCK	8. DATE COMBINATION CHANGED
9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		

10. Immediately notify one of the following persons, if this container is found open and unattended.

EMPLOYEE NAME	HOME ADDRESS	HOME PHONE

SAMPLE

1. ATTACH TO INSIDE OF CONTAINER 700-101 STANDARD FORM 700 (8-85) Prescribed by GSA/ISOO

WARNING
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER

COMBINATION

_____ turns to the (Right) (Left) stop at _____
_____ turns to the (Right) (Left) stop at _____
_____ turns to the (Right) (Left) stop at _____
_____ turns to the (Right) (Left) stop at _____

WARNING
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.
UNCLASSIFIED UPON CHANGE OF COMBINATION.

2A INSERT IN ENVELOPE SF 700 (8-85) Prescribed by GSA/ISOO 32 CFR 2003