

SF 700 Form

The SF 700 Form consists of 3 parts:

Part 1 is the top part of the left hand side of the form shown below.

Part 2 is the duplicate version under Part 1. It contains a tab that folds over the pocket on the back side of Part 2.

Part 2A is the tear off tab on the right of Parts 1 and 2.

CLASSIFICATION LEVEL

1. AREA OR POST (if required)	Utah	2. BUILDING (if required)	5801	3. ROOM NO.	2318
4. ACTIVITY (Division, Branch, Section or Office)	OSIA AO	5. CONTAINER NO.	3012	6. SERIAL NO. OF LOCK	81762543
7. MFG. & CLASS OF CONTAINER	Alpha	8. SERIAL NO. OF LOCK	81762543	HOME PHONE	23) 555-5890
9. DATE COMBINATION CHANGED	21 July 20XX	10. PRINT NAME / ORGANIZATION SYMBOL WITH SIGNATURE OF PERSON MAKING CHANGE	William E. Coyote / A Co. 67th MIBn/DASI-G / William E. Coyote		

SECURITY CONTAINER INFORMATION INSTRUCTIONS

- Complete Part 1 and Part 2A (on end of flap).
- Detach Part 1 and attach to the inside of the control drawer of the security container.
- Mark Parts 2 and 2A with the highest classification level stored in the security container.
- Detach Part 2A, insert in envelope (Part 2) and seal.
- See Privacy Act Statement on reverse.

EMPLOYEES

EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
Nancy Pierce	247 Duty Drive, Fort Wegotu, UT	(123) 555-5890
Simon Starkweather	314 Pie Square, Matheau, UT	(123) 555-5432
Michelle Morgan	1 Superior Lane, Fort Wegotu, UT	(123) 555-5111
Walter Foster	4601 Stapler Street, Templer, UT	(123) 555-5857

COMBINATION

turns to the (Left) stop at 50

turns to the (Right) stop at 25

turns to the (Left) stop at 50

turns to the (Right) stop at OP

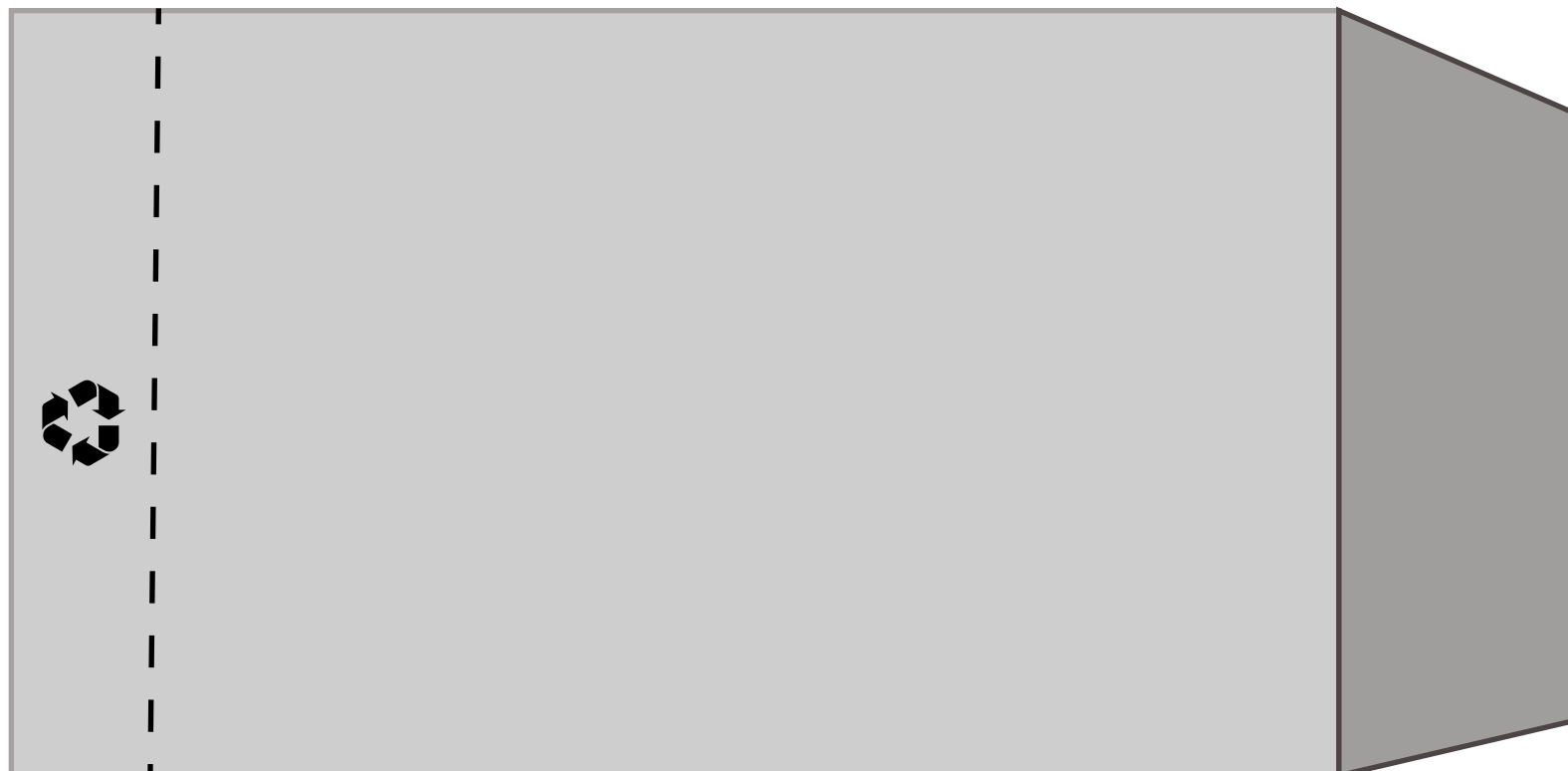
WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED

UNCLASSIFIED UPON CHANGE OF COMBINATION

2A. INSERT IN ENVELOPE

SF 700 (REV. 4-01)
Prescribed by NARA/ISOO
32 CFR 2003



Back of SF 700 Part 2 (pocket with sealable flap)