GSA-Approved Security Container Job Aid

Department of Commerce

- Prior to excessing a GSA-Approved Security Container (Security Container), contact the Field Servicing Security Office (FSSO) for assistance. For instance, if a Security Container is malfunctioning (will not unlock, handle will not turn, or drawer is stuck), the FSSO may coordinate with a GSA Certified locksmith to have it drilled to gain access to the contents or verify the Security Container is empty.

- **BEFORE** the move date of a Security Container, the Container Custodian and your FSSO must:

  1. Examine the Security Container, remove all contents, and either destroy the classified contents or store them in another Security Container (instructions on this process are listed below under "Forms to be Used"). Please note that Kaba Mas X-09, X-10 as well as Sergeant and Greenleaf 2740 and 2740B locks must be removed from the Security Container and stored as sensitive property until the FSSO or Information Security Division (ISD) takes control of them for demilitarization.

| *X-10 Lock* | *X-09 Lock* | *S&G 2740 Lock* | *S&G 2740B Lock* |

  2. Destroy both part one of the SF-700, *Security Container Information*, that is inside the Security Container, and part 2 and 2a that should be stored in a separate Security Container and protects the combination. The SF-700 must be destroyed by an approved means as listed on the NSA Evaluated Products List.

  3. Ensure that the combination is reset to the default combination of 50-25-50.

  4. Ensure the GSA Certification Label is removed prior to excess.

Red GSA Certification Label

Black GSA Certification Label

  5. Execute and affix DOC Transfer of Security Container form*,* ensuring that the Security Container is empty and ready to be moved. The office owning the Security Container may then contact Building Management to request that the Security Container be turned in as excess. Building Management will not move a Security Container unless a DOC Transfer of Security Container is affixed to the face of the Security Container.

- After the Security Container is turned in to Building Management, the FSSO updates the Security Container information in Security Manager to reflect surplus status.

- Offices that opt to keep Security Containers that have or once had a Black GSA Certification Label must apply a Certification Rejection Label to the face of the Security Container. Labels are available through your Serving FSSO.

Certification Rejection Label

- Servicing FSSO shall provide forms and instructions that are required for the excess process.

- Please note that ISD should be notified of any Security Container with a Red GSA Certification Label being considered for excess.

Security Container Examples:

5-Draw GSA Approved Container

4-Draw GSA Approved Container

2-Draw GSA Approved Container