

ACCOUNTABLE/NON-ACCOUNTABLE COMMUNICATIONS RECEIPT AUTHORIZATION

INSTRUCTIONS: The commander will complete and sign this form designating an Activity Distribution Office (ADO) supervisor and authorizing individuals to receipt for accountable/non-accountable official mail. It is the responsibility of the appointing official to ensure security clearances are verified with the unit security manager before signing. Official registered mail can only be delivered to U.S. citizens who possess a minimum of a SECRET clearance (IAW DoDI 4525.09_DAFI 36-3804). Foreign nationals are not authorized to handle official registered mail. Maintain a copy of this form at the ADO pick-up and drop-off point. Enter "XXXXXXXXLAST_NAMEXXXXXX" after the last entry on the form.

AUTHORITY: 37 USC § 403, Public Law 96-343, Privacy Act of 1974, as amended, 5 U.S.C. § 552a (2018).

PURPOSE: To maintain an accurate list of trusted agents who are authorized by the commander to receive official mail.

ROUTINE USE(S): Information may be disclosed to the United States Postal Service for the purpose of verifying authorized individuals.

DISCLOSURE: Voluntary. However, failure to provide all information may result in the member being unable to receive official mail from the Official Mail Center.

SORN: List the number and name of the SORN if applicable. If information will not be stored in a system of record no SORN information is required and you can end the PAS after Disclosure.

DISTRIBUTION: 1 Each (Appointing Organization / ADO / Official Mail Center).

FROM: <i>(Staff Element/Activity Supervisor/ADO)</i>	TO: <i>(Staff Element/ADO/OMC)</i>	ADO SUPERVISOR: <i>(Name and Phone Number)</i>
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GRADE	NAME - LAST, FIRST, MIDDLE INITIAL / SIGNATURE	INITIAL TRAINING DATE	SECURITY CLEARANCE

DATE	I have reviewed and certify the security clearance(s) of the personnel listed above.
	TYPED NAME, GRADE, AND SIGNATURE OF UNIT SECURITY MANAGER

DATE	
	TYPED NAME, GRADE, TITLE, AND SIGNATURE OF APPOINTING OFFICIAL

DATE		Installation Name/Date or Stamp
	TYPED NAME, GRADE, AND TITLE OF OFFICIAL MAIL CENTER CERTIFYING OFFICIAL	