ACCOUNTABLE/NON-ACCOUNTABLE COMMUNICATIONS RECEIPT AUTHORIZATION

INSTRUCTIONS: The commander, staff agency chief, deputy, executive officer, or supervisor of the Activity Distribution Office (ADO) will complete and sign this form to authorize individuals to receipt for accountable/non-accountable official mail. It is the responsibility of the appointing official signing the form 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 posses a minimum of a SECRET clearance (IAW DoDM 4525.8_AFMAN 33-306). Foreign nationals are not authorized to drop off or receipt for official registered mail. A copy of this form will be maintained at the activity distribution office pick up and drop off point. After the last entry on the form type "XXXXXXXLAST_ITEMXXXXXXX."

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

FROM: *(Staff Element/Activity Supervisor/ADO)*	TO: *(Staff Element/ADO/OMC)*	ADO SUPERVISOR: *(Name and Phone Number)*

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