How to Complete a CMC Receipt

Complete all required text boxes while entering information and inventory on the CMC Receipt. <u>All information entered should also be on record with the CMC account.</u>

Prior to shipment, check the CMC website to ensure this receipt is the latest version available.

Recreations or modifications of the original CMC Receipt for Destruction will not be accepted.

<u>The CMC Receipt must contain the following:</u>

☐ Date the CMC customer completes the receipt

☐ Assigned Customer ID Number (CIN). The CIN is not a UIC or assigned COMSEC Account Number. The CIN is a specific identifier provided for CMC records only.

☐ Full name (***without using acronyms***) of Government entity, IC Contractor company, or Military unit.

☐ CMC Point of contact, name, phone number, fax number, and e-mail address

☐ Authorized Sender name and email address.
- If CMC POC is the sender, type in **"same as above"** in both text boxes.

☐ Complete mailing address. ***Attn:*** CONUS military locations, provide building number, street name, city, state, and zip code (as opposed to military postal code (FPO/APO).

☐ Check at least one box indicating the origination of materiel. *This marking pertains to the entity's affiliation & the components marked for CMC services, not the personnel type.

☐ **The CMC service does not cover the acceptance of equipment. Review all the required preparation guidelines in the latest edition of the CMC procedures manual prior to shipping a package/s. * Do not send any batteries to the CMC facility. ***

☐ Enter inventory-left columns reflect quantity, right columns reflect numerical weight-enter at least 1, and round up all weight entered to the next whole number. (I.e. 0.4 should be a 1 and 11.5 should be entered as 12). In addition, do not include verbiage (such as lbs., pounds, #, new, old, etc.) in the quantity and/or weight columns.

☐ Do not fill in blank text boxes with zeros (0), slashes (/), N/A, etc.

☐ Other Classified Materiel category. This category is available for classified and IC related components or materiel that are not listed on the CMC receipt. Customers that have other classified materiel not listed have four actions to complete for pre-approval.
1) Call the CMC office to discuss the acceptance. **2)** If approved, enter the amount of the component (weight) or materiel (quantity) in the 'Other Classified Materiel' text box.
3) Enter a description of the materiel that was approved by the CMC office in the text block directly below amount entered. ***I.e.*** *'Classified IC floppy disks accepted by CMC.'*
4) Type/enter the CMC approver's name on the text box next to the statement found on the CMC receipt.

☐ If there are additional notes, relevant information regarding the shipment, or accountability, type/enter those inputs in the "comments" text box.

Classified Materiel Conversion (CMC) Receipt for the Destruction of Classified Materiel

Date:	CMC Customer ID #:	Fax #:
		Phone #:

Name of Government, Military, or Contractor Entity (No Acronyms)

Account Point of Contact's Name:	Email Address:
Authorized Sender's name	Email Address:

Customer's Mailing Address

Origination of Materiel (must check one)   *NSA*   *Intelligence Community*

Government (non-IC)   *Military (non IC)*   *Contractor* GFE (NSA Approved)

Enter Quantity			Enter weight (round up; no verbiage)	
Storage Device Keys			Aluminum Disks/Products	
*Cell/flip phones (No Smartphones)			Mylar/Paper Tape	
Micro Hard Drives			Data Tapes	
Magnetic Disk Platters			*PDA/MCD/PCD components	
Non-degaussed Hard Drives			Optical Media (DVDs,CDs,Blu-Rays)	
Solid State Hard Drives			Computer Chips	
*USB Flash Drives			Microfiche	
*Pagers			Common Access (CAC) Cards	
***Other-Classified Materiel			Memory Cards (KSV, SD, etc..)	
***Provide name & description for other classified materiel:			Paper (Water Soluble Only)	
			*Circuit Boards	
			Film (Plastic Reel only)	
			COMSEC Chips	
			*RAM	

Comments:

Power supplies and batteries are to be removed from all items. Do not send them to the CMC facility

Circuit boards must be removed from all hard drive form factors ********No Exceptions******

***Other classified materiel requires CMC approval prior to sending--enter CMC approver's name here:

Note-This section below is to be completed by the CMC Destruction Officer and Witness:

Tracking Number (Shipments and Deliveries)

****Destruction Officer's (DO) Printed Name   *DO's Signature*   *Destruction Date*

_____   _____   _____

*CMC Services Witnessed By:*_____

****As the recipient, I, the DO, certify the material listed on this CMC Receipt for Destruction was handled responsibly
during the destruction process in full accordance with DOD Security regulations and NSA/CSS Policies.*