

# Classified Materiel Conversion

## Receipt of Destruction

Revised May 2021

**\*NOTICE:** The Classified Materiel Conversion (CMC) Branch does not accept complete hard drives. Only the removed internal platters and circuit boards from hard drives will be accepted. There are no exceptions. The "Hard Drive" line item listed under "**Materiel Information**" below is for **NSA USE ONLY**. Power supplies and batteries must be removed from all items prior to shipping. Do not send batteries to the CMC under any circumstances. Unauthorized shipments will be subject to return or physical collection by sender and payment for all processing fees.

All "**Other**" shipments require a CMC Approver code before shipping materiel to the CMC. Enter your CMC Approver code that was provided to you by a CMC Customer Service Representative for this specific shipment:

### Customer Information

Customer ID (CIN)

Date Sent:

Phone:

Fax:

Account POC Name:

Authorized Sender's Name:

E-mail Address

E-mail Address

Name of Government, Military, or Contractor Entity (no acronyms):

Customer's Complete Mailing Address:

### Origination of Materiel (**must check one**):

NSA

IC

Gov non-IC

Military

Contractor (NSA-Approved)

### Materiel Information

**Instructions:** Enter the quantity or weight of materiel that you are sending to the CMC on the proper line item. Do not duplicate the same item. All weight is viewed as pounds (lbs). Only provide the rounded up number.

#### Quantity

#### Weight

Hard Drives (**NSA ONLY**)

Hard Drive Disk Platters

Storage Device Keys

Solid State Drives

USB Flash Drives

Other Classified Materiel

Optical Media (DVDs CDs, Blu-Rays, etc.)

Computer Cards

Microfiche

Common Access Cards (CAC)

Memory Cards (MicroSD, KSV, etc.)

Paper (water-soluble only)

Circuit Boards

Film (plastic reels only)

### Comments:

### CMC Use Only

The undersigned destruction officer certifies that the materiel listed on this CMC Receipt for destruction was received and handled responsibly during the destruction process in full accordance with DoD security regulations.

Tracking Number: \_\_\_\_\_

\_\_\_\_\_  
Destruction Officer (Print)

\_\_\_\_\_  
Destruction Officer Signature

\_\_\_\_\_  
Date

CMC Services Witnessed by: Print \_\_\_\_\_ Signature \_\_\_\_\_

## How to Complete a CMC Receipt

Revised May 2021

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

### The CMC Receipt must contain the following:

- The CMC Approver code provided by a CMC Customer Service Representative if this a pre-approved **“Other”** shipment.
- Your assigned Customer ID number (If unknown, contact the Customer Service Office at 301-688-6672).
- The date the materiel was sent to the CMC.
- Your telephone number.
- Your fax number (if available).
- Your account POC’s name and email address.
- The authorized sender’s name and email address, approved by the account POC. (If the sender is the POC, you may enter “same as above.”)
- The full name of the government, military or contract entity without using acronyms.
- The complete mailing address for the return of your CMC receipt, which should be the same as your account information and the self-addressed envelope that you provided.
- Check the applicable box for the origination of the items sent for this transaction.
- Check the materiel box and enter the quantity or weight of items that being sent to the CMC on the proper line item. Do not duplicate the same item. All weight is entered as LBS. Only enter the rounded up number.
- Do not fill in blank text boxes with zeros (0), slashes -//- , N/A, etc.
- The “Other Classified Materiel” category is available for classified, pre-approved items authorized by the CMC Customer Service Office Only. Customers that have other classified materiel not listed on the CMC receipt have four actions to complete for pre-approval:
  1. Call the CMC office to discuss the acceptance.
  2. If approved, check the “Other Classified Materiel” text box and enter the quantity of the classified components.
  3. Enter a complete description of the materiel that was approved by the CMC Customer Service Office in the text block directly below quantity entered, to include quantity and weight for all items.
  4. Enter the CMC approver code located at the top of the CMC receipt.
- If there additional notes or relevant information regarding the shipment, or a reference for your own information, you may use the “Comments” text box.