

# CMC Receipt of Destruction

Revised July 2025

- \* **IMPORTANT NOTICE:** Intact hard drives are **not accepted**. **Only Send Internal Platters & Circuit Boards.**
- \* "Hard Drives" line item is for **NSA/CSS** and **CYBERCOM Use Only**.
- \* Remove all batteries. Unauthorized shipments may be returned and the sender's account terminated.
- \* CMC **Does Not** Demilitarize (DEMIL) COMSEC/CCI equipment. An authorized DEMIL facility must be utilized.
- \* We accept DEMIL COMSEC/CCI memory-bearing components. Please, no batteries or hazardous items.
- \* "**Other**" shipments require an **Approver Code**. Enter the CMC Approver code provided by a Customer Service Representative.

Customer ID (CIN)		Customer Information	
Date Sent:	Account POC Name:	E-mail Address	
Phone:	Authorized Sender's Name:	E-mail Address	
Fax:			
Name of Government, Military, or Contractor Entity (no acronyms):		Customer's Complete Mailing Address:	

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

NSA      Gov      Military      Contractor (NSA-Approved)

## Material Information

**Instructions:** Enter the quantity or weight of material 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 poundage. All COMSEC material must use the COMSEC Material line item.

Quantity	Weight
Hard Drives ( <b>NSA ONLY</b> )	Optical Media (DVDs, CDs, Blu-Rays, etc.)
Hard Drive Disk Platters	Film/Tape (microfiche, LTOs, VHS, etc.)
Solid-State Drives	COMSEC Components
USB Flash Drives	Paper (water-soluble only)
Other Classified Material	Circuit Boards (Memory chips/wafers, etc.)
( <b>Approval Code Required</b> )	CAC IDs

**Comments:**

## CMC Use Only

*The undersigned destruction officer certifies that the material 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 Name

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

\_\_\_\_\_  
Date

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

## How to Complete a CMC Receipt

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Please complete all required text boxes while entering information and inventory on the CMC Receipt. Ensure all information is on record with your CMC account. Before shipping, verify that you're using the latest version of the receipt from the [CMC website](#). Modified or recreated versions of the original CMC Receipt for Destruction will not be accepted

### The CMC Receipt must contain the following:

- **CMC Approver Code:** Provided by a CMC Customer Service Representative for pre-approved "Other" shipments.
- **Customer ID Number (CIN):** If unknown, contact the Customer Service Office at 301-688-6672.
- **Shipment Date:** The date the material was sent to the CMC.
- **Your Contact Information:**
  - Telephone number.
  - Fax number (if available).
  - Account POC's name and email address.
  - Authorized sender's name and email address, approved by the account POC. (If the sender is the POC, enter "same as above.")
- **Entity Name:** Full name of the government, military, or contract entity (no acronyms).
- **Mailing Address:** Complete address for the return of your CMC receipt, matching your account information and the self-addressed envelope provided.
- **Item Origination:** Check the applicable box for the origination of the items sent.
- **Material Information:**
  - Check the material box and enter the quantity or weight (in pounds, rounded up) on the proper line item. Do not duplicate items.
  - Leave blank text boxes empty (do not fill with zeros, slashes, N/A, etc.).
- **For "Other Classified Material":**
  1. Call the CMC office to discuss acceptance.
  2. If approved, check the "Other Classified Material" text box and enter the quantity.
  3. Provide a complete description of the approved material below the quantity, including quantity and weight for all items.
  4. Enter the CMC Approver Code located at the top of the CMC receipt.
- **Additional Notes:** Use the "Comments" text box for any relevant information or personal references regarding the shipment.