



## HANDLING OF ACCOUNTABLE MAIL

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### COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFPD 31-2, *Physical Security*, AFI 31-101V1, *The Air Force Physical Security Program*, and DoD 5200.1-R, *Information Security Program*. It provides guidance for the handling of accountable mail, to include certified and registered. It further outlines the procedures for the handling of all incoming and outgoing accountable mail within the 446<sup>th</sup>. This instruction applies to all individuals and units assigned to the 446 AW.

### 1. General Information.

1.1. In accordance with DoD 5200.1-R, *Information Security Program*, all accountable mail will be processed through the 446<sup>th</sup> Information Systems Flight (446 MSS/SCB) for distribution to functional areas.

1.2. Each unit will complete a McChord AFB Form 42, **Security Designation and Authorizations**, containing a listing of the individuals authorized to receipt for accountable mail. This form will be completed in triplicate.

1.3. Once completed, a copy will be forwarded to the Information Systems Flight (ISF) (446 MSS/SCB), a copy to the 446<sup>th</sup> Security Forces Squadron Wing Security Manager (446 SFS/SPAI) and one copy will be maintained on file.

1.4. It is the unit's responsibility to ensure that the MAFB Form 42 is current at all times. This form will be reaccomplished at least semi-annually or upon departure of any listed individual(s).

### 2. Registered Mail Handling Procedures.

2.1. Handling of Incoming Registered Mail. The following procedures will be followed in regards to the handling of incoming registered mail. **NOTE: All registered mail will be treated as containing classified information until proven otherwise.**

2.1.1. Upon delivery of registered mail from the 62d Base Information Transfer Center (BITCs) (62 CS/SCBA), an authorized individual within the Information Systems Flight (446 MSS/SCB) will verify the container number on the registered package matches the container number identified on the AF Form 12, **Accountable Container Receipt**. In addition, the authorized ISF individual will also examine the package for any type of tampering. If satisfied with the examination, then he/she will complete the appropriate sections of the AF Form 12, tear off the top copy (with original signature) and give it to the BITCs courier.

2.1.2. The ISF will then place a PS Form 3907, **Post Office Box Mail Pickup Notice**, into the appropriate mail distribution box, to notify the unit that accountable mail has arrived and requires signature.

2.1.3. The ISF will also notify the unit, via telephone, identify the receipt of accountable mail, and indicate that the unit is required to pick it up.

2.1.4. After contacting the unit via the telephone, the ISF will annotate on the package the name of the individual contacted, date, and time contacted.

2.1.5. **The unit contacted will be required to pick up all accountable mail with one-hour of notification.** Exceptions will be made on a case-by-case basis. The ISF will contact each unit, via telephone, upon receipt of accountable mail. Once contact has been made with the unit, the ISF will annotate on the accountable container, the date, time, and individual contacted. If not picked up within the one-hour-time-frame, the unit commander or senior Air Reserve Technician (ART) will be contacted to pick up accountable mail. If still no response within one-hour of the second phone call, the registered mail will be opened to verify the contents. If classified is contained, it will be stored in the GSA approved safe in the mail room until it is received by the addressee. Due to the limited storage facilities, all accountable mail will be picked up the same day as received from the ISF. If, in the event, the accountable mail is not picked up by COB of the duty day and is too large to fit within the safe, coordinate with either the 62d Communications Center (62 CS/SCBW) or the 62d Command Post (62 AW/CP) to store packages. Issue and receipt for packages on an AF Form 12, **Accountable Container Receipt** and retrieve it within 24-hours, Monday-Friday or the next duty day. **NOTE: Registered mail will be attended to or secured at all times.**

2.2. Handling of Outgoing Registered Mail. The following procedures will be followed in regards to the handling of outgoing registered mail.

2.2.1. All accountable mail will be handcarried to the 446<sup>th</sup> ISF, located in Building 1205, Room 102W. If brought prior to 0900, it will go out the same day; if after 0900, it will go out the next duty day. NOTE: If the outgoing registered mail is too big to fit into the safe, then the unit will either handcarry it to BITCs (62 CS/SCBA) or hold onto it until the next business day.

2.2.2. If the registered mail is brought to the ISF, an authorized individual in ISF will verify the container number on the registered package matches the container number identified on the AF Form 12. In addition, the individual will also examine the package to ensure it has been properly wrapped. If not, it will be returned to the unit for correction. If satisfied with the examination, then complete the appropriate section of the AF Form 12, tear off the top copy (with original signature) and give it to the unit. **NOTE: All registered mail will be treated as containing classified information until it's proved otherwise.**

2.2.2. If the registered mail is brought to the ISF, an authorized individual in ISF will verify the container number on the registered package matches the container number identified on the AF Form 12. In addition, the individual will also examine the package to ensure it has been properly wrapped. If not, it will be returned to the unit for correction. If satisfied with the examination, then complete the appropriate section of the AF Form 12, tear off the top copy (with original signature) and give it to the unit. **NOTE: All registered mail will be treated as containing classified information until it's proved otherwise.**

2.2.3. Place the received registered mail into the safe (MSS-1).

2.2.4. The ISF will attach the accountable mail sign to the mail bag to signify that accountable mail is stored in the safe and is ready to be mailed out.

2.2.5. When the 62d Base Information Transfer Center (BITCs) (62 CS/SCBA), comes to deliver mail, they will see the Accountable Mail Sign and will ask to pick up any accountable. At this time, open the safe and remove the accountable mail. Have BITCs complete the appropriate sections of the AF Form 12, sign it, and then tear off the top copy (with original signature) and give it to the ISF office. If the ISF individual doesn't recognize the BITCs individual, then ask to see his/her identification. Compare this to the MAFB Form 42.

2.2.6. After BITCs has signed the AF Form 12, file it in the proper file.

2.2.7. Further assistance can be offered by contacting the ISF office.

### **3. Certified Mail Handling Procedures.**

3.1. Handling of Incoming Certified Mail. The following procedures will be followed in regards to the handling of incoming certified mail.

3.1.1. Upon delivery of certified mail from the 62d Base Information Transfer Center (BITCs) (62 CS/SCBA), an authorized individual within the Information Systems Flight (446 MSS/SCB) will verify the container number on the registered package matches the container number identified on the AF Form 12, **Accountable Container Receipt**. After verification of container number, then the ISF will complete the appropriate sections of the AF Form 12, tear off the top copy (with original signature) and give it to the BITCs courier.

3.1.2. The ISF will then place a PS Form 3907, **Post Office Box Mail Pickup Notice**, into the appropriate mail distribution box, to notify the unit that accountable mail has arrived and requires signature.

3.1.3. The ISF will also notify the unit, per telephone, and identify the receipt of accountable and indicate that the unit is required to pick it up.

3.1.4. After contacting the unit via the telephone, the ISF will annotate on the package the name of the individual contacted, date, and time contacted.

3.1.5. **The unit contacted will be required to pick up all accountable mail with one-duty-hour.** If not picked up within the one-hour time frame, the unit commander or senior Air Reserve Technician (ART) will be contacted to pick up accountable. Due to the limited storage facilities, all accountable mail will be picked up the same day as received from the ISF.

3.2. Handling of Outgoing Certified Mail. The following procedures will be followed in regards to the handling of outgoing certified mail.

3.2.1. All accountable mail will be handcarried to the Information Systems Flight, located in Building 1205, Room 102W. If brought prior to 0900, it will go out the same day; if after 0900, it will go out the next duty day. NOTE: If the outgoing certified mail is too big to fit into the safe, then the unit will either handcarry it to BITCs (62 CS/SCBA) or hold onto until the next business day.

3.2.2. If the certified mail is brought to the ISF, an authorized individual in ISF will verify the container number on the certified package matches the container number identified on the AF Form 12. In addition, the individual will also examine the package to ensure it has been properly wrapped. If not, it will be returned to the unit for correction. If satisfied with the examination, then complete the appropriate section of the AF Form 12, tear off the top copy (with original signature) and give it to the unit.

3.2.3. Place the received certified mail into the safe (MSS-1).

3.2.4. The ISF will attach the accountable mail sign to the mail bag to signify that accountable mail is stored in the safe and is ready to be mailed out.

3.2.5. When the 62d Base Information Transfer Center (BITCs) (62 CS/SCBA), comes to deliver mail, they will see the Accountable Mail Sign and will ask to pick up any accountable. At this time, open up the safe and remove the accountable mail. Have BITCs sign the complete the appropriate sections of the AF Form 12, sign it, and then tear off the top copy (with original signature) and give it to the ISF office. If the ISF individual doesn't recognize the BITCs individual, then ask to see his/her identification; compare it to the MAFB Form 42 and ensure the individual is authorized to receipt for accountable mail.

3.2.6. After BITCs has signed the AF Form 12, file it in the proper file.

3.2.7. Further assistance can be offered by contacting the ISF office.

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Commander