RECORD OF ACCOUNTABLE MAIL (The proponency for this form is DHR.)	**TYPE OF MAIL:** ☐ REGISTERED ☐ INSURED ☐ CERTIFIED ☐ EXPRESS MAIL ☐ SIGNATURE CONFIRMATION	MONTH AND YEAR	SHEET NUMBER

MAIL RECEIVED FROM: MAIN POST OFFICE

MAIL DELIVERED TO: INSTALLATION MAIL MANAGEMENT CENTER

DATE RECEIVED *a.*	ARTICLE NUMBER *b.*	BILL NUMBER *c.*	ADDRESSED TO *d.*	CLERK INITIALS *e.*	SIGNATURE OF ADDRESSEE/AGENT OR DISPOSITION *f.*	DATE OF DELIVERY *g.*	COMMENTS *h.*