

REQUEST AND RECEIPT OF SENSITIVE FORMS AND PUBLICATIONS

SECTION I - INSTRUCTIONS

SECTION II - WILL BE FILLED OUT COMPLETELY AND EMAILED TO THE FORMS AND PUBLICATIONS CONTROL OFFICER.

SECTION III - WILL ONLY BE DIGITALLY SIGNED UPON RECEIPT OF THE REQUESTED FORM(S). THE SIGNED COPY WILL BE EMAILED TO THE REQUESTER ONCE THE ORDER IS COMPLETE.

SECTION IV - WILL BE FILLED OUT BY ADMINISTRATIVE SERVICES DIVISION ONLY.

***NOTE - DENIAL OF SHIPMENT OR JUSTIFICATION MAY BE REQUIRED ON LARGE ORDERS.**

SECTION II - REQUEST

NAME (Last, First MI)	EMAIL ADDRESS @us.army.mil	DUTY PHONE
UNIT/ORGANIZATION		TODAY'S DATE
QUANTITY	FORM/PUB NUMBER (Ex. DD, DA, SF Form XXXX)	FORM/PUB TITLE (Ex. AAM, Security Container Information)

SECTION III - RECEIPT IS ACKNOWLEDGED OF FORM(S)/PUBLICATIONS IDENTIFIED ABOVE

Click to Approve

Date of Pick Up

SECTION IV - **FOR OFFICIAL ASD USE ONLY**

DATE ORDERED		ARRIVAL DATE
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