

RECORDS CLEARANCE CERTIFICATE		DATE:
TO: <i>(COMSEC Account)</i>	COPY TO: <i>(COMSEC Account)</i>	FROM: SA-ALC/LTMKC 230 Hall Blvd, Suite 109 San Antonio, TX 78243-7056
<b>SECTION I - TYPE OF TRANSACTION</b>		
<input type="checkbox"/> SEMIANNUAL INVENTORY	<input type="checkbox"/> CHANGE OF COMSEC MANAGER	
<input type="checkbox"/> COMBINED SEMIANNUAL/CHANGE OF COMSEC MANAGER	<input type="checkbox"/> ACCOUNT CLOSURE	
INVENTORY VOUCHER NO:	INDIVIDUAL ACCOUNTABLE:	INDIVIDUAL RELIEVED FROM ACCOUNTABILITY:
<b>SECTION II - SEMIANNUAL, CHANGE OF COMSEC MANAGER, AND COMBINED SEMIANNUAL CHANGE OF COMSEC MANAGER INSTRUCTIONS</b>		
<input type="checkbox"/> Based on the semiannual inventory report, supplemental accounting reports, and correspondence pertaining thereto, your COMSEC account has satisfactorily accounted for all material with which it is charged in the Air Force Central Office of Record.		
<input type="checkbox"/> Based on the semiannual inventory report, supplemental accounting reports, and correspondence pertaining thereto, your COMSEC account has satisfactorily accounted for all material with which it is charged in the Air Force Central Office of Record. You are hereby relieved of accountability for COMSEC material issued to your account.		
<input type="checkbox"/> Based on the combined semiannual/change of COMSEC manager inventory report, supplemental accounting reports, and correspondence pertaining thereto, your COMSEC account has satisfactorily accounted for all material with which it is charged in the Air Force Central Office of Record. You are hereby relieved of accountability for COMSEC material issued to your account.		
Retain voucher _____ and all vouchers processed after this report. Also, retain the following vouchers:		
Destroy all other vouchers and their related correspondence.		
<b>SECTION III - ACCOUNT CLOSURE INSTRUCTIONS</b>		
<input type="checkbox"/> Due to account closure, you are relieved of accountability for COMSEC material issued to your account through voucher _____, which was accountable in the Air Force Central Office of Record.		
Forward all accounting records, forms, and related correspondence to your MAJCOM for retention.		
<b>SECTION IV - REMARKS</b>		
<b>SECTION V - ADDITIONAL INFORMATION</b>		
For additional information, call DSN _____ or commercial _____ and ask for _____		
TYPED NAME AND GRADE <i>(Supervisor, Air Force Central Office of Record)</i>	SIGNATURE	

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).