Preparation of the DCS Form 10

BLOCK 1 – DCS Two Line Address and Category of Account. Enter DCS two-line address. More than one account number may be entered on a DCS Form 10. In parentheses, indicate the appropriate customer category to indicate the source of that account's funding, the list of DCS customer categories is listed below. This category must be accurate since it will be used to bill the customer for material originated/entered into the DCS system.

BLOCK 2 - TELEPHONE NUMBERS/DUTY HOURS. Enter normal duty hours and both normal and after-duty telephone information. Identify the numbers as well, i.e., DSN/FTS, commercial area codes, extension numbers, STU-III, etc.

BLOCK 3 - LISTING OF AUTHORIZED PERSONNEL. Enter complete name (e.g., first name, middle initial, and last name), rank/grade, SSN, office extension (if applicable), and original signature for each individual. An individual's signature on the DCS Form 10 must match that on his/her personal identification. The customer may reproduce the DCS Form 10; however, **all signatures must be original** and must match the identification card used for the transaction. Enter "LAST ITEM" immediately below the last name or any supplemental instructions and use slashes or dashes to close out the line.

BLOCK 4 - SUPPLEMENTAL INSTRUCTIONS. Customers may authorize representatives of another DCS account to enter/receipt for material on their behalf. This authorization must be typed/printed on all copies of the customer's DCS Form 10.

This agent referred to, as a Consolidated Control Account (CCA), must be identified by its DCS two-line address in the authorization statement. The statement may be entered immediately below the list of personnel and above the "LAST ITEM" entry, or on the back of the form.

The authorizing official information must be listed immediately below the statement and he or she must also sign immediately above the authorizing official information of any supplemental instructions placed on the form's reverse.

Handwritten CCA statements are not authorized.

A sample CCA authorization statement is shown below and can be listed in one of two places on the DCS Form 10, after the names in block 3 or in the free space above the block 9 information. If the CCA statement is typed in the free space above block 9 then the signature and information of the authorized official must be provided:

"PERSONNEL LISTED ON FORM 10 FOR ACCOUNT 000000-HOOO/SHORT TITLE, ARE AUTHORIZED TO ENTER/RECEIVE MATERIAL ON BEHALF OF THE ACCOUNT (S) LISTED IN THE "ACTIVITY" BLOCK OF THIS DCS FORM 10."

BLOCK 5 - DATE. The date the authorizing official signs the DCS Form 10.

BLOCK 6 - AUTHORIZED OFFICIAL. Those individuals listed in DoD Regulation 5200.33-R. Within DoD components, the commander, the commanding officer, the deputy commander, the executive officer, the TSCO, the special security officer (SSO), the COMSEC custodian, or an authorized representative. Within Non-DoD Components, the head or authorized representative of the Federal Agency.

> The complete name (e.g., first name, middle initial, and last name), grade/rank, title, and SSN will be typed, stamped, or legibly printed. The authorized official may also enter/receive DCS material if he/she is included in the listing of personnel or if all of the identifying information is provided in the "AUTHORIZED OFFICIAL" section on the bottom of the DCS Form 10.

BLOCK 7 - SIGNATURE. The authorizing official must sign each copy of the DCS Form 10 submitted for validation. To transact business, the authorized official's signature must match the identification card used for the transaction.

BLOCK 8 - VALIDATION. Only DCS couriers are authorized to review the DCS Form 10 for compliance and validation.

BLOCK 9 - UNIT/ORGANIZATION ADDRESS, EMAIL, AND MESSAGE ADDRESS INFORMATION. The customer should provide their mailing address, location, email address, and message address in this section. Additional information can be provided by the customer or may be required by the servicing courier station.

Changes and Corrections. New forms must be submitted to reflect changes to the name, SSN or signature of personnel listed on the form, to add personnel, when the authorized/certifying official is changed; when the DCS two-line address is changed; or when requested by a DCS Station. Only a DCS courier is authorized to completely delete an individual from a DCS Form 10 by lining through the individual's entire entry when so instructed by an account representative listed on the DCS Form 10.

Multiple Account Numbers. Multiple DCS account numbers may be assigned to a single DCS Form 10 if several sub-elements of the activity meet the following criteria:

> The authorized official shown on the bottom of the DCS Form 10 is empowered to authorize DCS service for all of the sub-elements listed on the form.
> The persons listed on the DCS Form 10 are certified by this authorized official to enter/receive material for <u>all</u> of the listed sub-elements.
>
> The sub-elements are located at the same general location, thus permitting a standard address.
>
> The following procedures apply to situations involving multiple account numbers:

Each sub-element must be given an individual two-line address. To illustrate, the following account numbers/short titles might be certified as sub-elements within the 36 TFW:

410456-DV01	410457-DV01	410458-DV01
36 TFW/CC	36 TFW/CCE	36 TFW/DA

Each sub-element's two-line address must be listed on the DCS Form 10. If there is insufficient space on the form to list all of the activity's sub-elements, a letter or other appropriate documentation, signed by the same official who verifies the activity's DCS Form 10, will be attached to/retained with the file copy of the DCS Form 10.

A sub-element may not enter material for delivery to another sub-element listed on the same DCS Form 10.

The run code suffix for each of the sub-elements listed on the DCS Form 10 must be identical.

DCS CUSTOMER CATEGORIES

CATEGORY	NAME
001	DEFENSE COURIER SERVICE
003	DEFENSE INFO SYS AGENCY
004	DEFENSE INTELLIGENCE AGEN
005	DEFENSE INVESTIGATIVE SER
006	NIMA
007	DSWA
008	DEPARTMENT OF DEFENSE
009	DEPARTMENT OF ENERGY
010	DEPARTMENT OF JUSTICE
011	DEPARTMENT OF STATE
012	DEPARTMENT OF TRANSPORT
013	DRUG ENFORCEMENT AGENCY
014	FEDERAL BUREAU OF INVESTI
015	FEDERAL COMM COMMISSION
016	FEDERAL EMERG MGMT AGENCY
017	GENERAL ACCOUNTING OFFICE
018	GENERAL SERVICES ADMIN
019	JOINT CHIEFS OF STAFF
01A	NEW ZEALAND
01B	JAPAN
01C	KOREA
020	NATL AERO AND SPACE ADMIN
021	NATIONAL SECURITY AGENCY
023	UNITED STATES AIR FORCE
024	USAF NATIONAL GUARD
025	USAF RESERVE
026	UNITED STATES ARMY
027	US ARMY NATIONAL GUARD
028	US ARMY RESERVE
029	UNITED STATES COAST GUARD
030	UNITED STATES MARINE CORP
031	US MARINE CORP RESERVE
032	UNITED STATES NAVY
32A	CENTCOM
32B	CNET
32C	CHIEF OF NAVAL OPERATIONS
32D	CINCUSNAVEUR
32E	CINCLANTFLT
32F	METOC
32G	MSC
32H	NAVAIR
32I	NAVSEA
32J	NAVSUP
32K	COMNAVCOMTELCOM
32L	ONI
32M	ONR
32N	CINCPACFLT
32O	COMNAVSECGRU
32P	SPACECOM
32Q	SPAWAR
32R	SPECWAR
32S	AAUSN

CATEGORY	NAME
32T	JCS
32U	NAVFAC
32V	SSP
32W	NSMA
033	US NAVY RESERVE
034	ALLIED NATIONS, US LIAISON
035	DEPT OF THE INTERIOR
036	FEDERAL AVIATION ADMIN
037	US CUSTOMS SERVICE
038	DEPARTMENT OF COMMERCE
039	US MARSHALLS SERVICE
040	US SECRET SERVICE
041	US STUDIES REPORT OFFICE
042	IMMIGRA AND NATURALIZ SVC
043	US ATTORNEYS OFFICE
044	NUCLEAR REGULATORY COMMIS
045	US INFORMATION AGENCY
046	US INTL TRADE COMMISSION
047	PANAMA CANAL COMMISSION
048	TENNESSE VALLEY AUTHORITY
049	DEPT HOUSNG AND URBAN DEV
050	US POSTAL SERVICE
051	DEPARTMENT OF AGRICULTURE
052	DEPARTMENT OF LABOR
053	US SENATE
054	US HOUSE OF REPRESENTATIV
055	WHITE HOUSE OFFICE
056	DEPT HEALTH AND HUMAN SVC
057	FEDERAL RESERVE SYSTEM
058	ENVIRONMNTL PROTEC AGENCY
059	DEPT OF THE TREASURY
060	SUPPORT TO PAST PRESIDENT
061	OFFICE OF MGMT & BUDGET
062	NATIONAL SECURITY COUNCIL
063	OFFICE OF SCIENCE & TECHN
064	NATL ARCHIVES & RECORDS
065	VETERANS ADMINISTRATION
066	CENTRAL INTELLIGENCE AGEN
067	OFFICE OF PERSONNEL MGMT
068	NATO/SHAPE
069	NATO/SACLANT
070	NATO/DACAN
070A	NL NCSA (NDA Netherlands account)
070B	NDA SP/ARTEL (NDA Spain account)
070C	FAFCISCO NDA GE (NDA Germany account)
070D	NDA PORTUGAL
070E	NDA FRANCE
071	DEFENSE LOGISTICS AGENCY
072	FORCES COMMAND
080	ALLIED NATION, NON-NATO AUSTRAL
081	ALLIED NATION, NON-NATO MOD D17
082	ALLIED NATION, NON-NATO BRIT EM
083	ALLIED NATION, NON-NATO TURKEY
084	ALLIED NATION, NON-NATO ITALY
085	ALLIED NATION, NON-NATO NDA UK

CATEGORY	NAME
086	ALLIED NATION, NON-NATO AUSTRAL
087	ALLIED NATION, NON-NATO CANADA
088	ATLANTIC COMMAND
089	EUROPEAN COMMAND
090	PACIFIC COMMAND
091	SOUTHERN COMMAND
092	SPACE COMMAND
093	SPECIAL OPERATIONS COMMAND
094	TRANSPORTATION COMMAND
095	CENTRAL COMMAND
096	STRATEGIC COMMAND
098	HQ DCS CONTROLLED/ISSUED
099	STATION UPDATE REQUIRED

DEFENSE COURIER SERVICE AUTHORIZATION RECORD
(DCS Form 10)

999999-WP01 Second Line Defense (023) 1	(999) 555-1212/DSN 555-1212 2	(999) 555-5555/DSN 555-5555
DCS Two Line Address and Category of Account	**Telephone Number During Duty Hours**	**Telephone Number During Non-Duty Hours**

The authorizing official acknowledges that the individuals below by name, social security number, and signature, are authorized to enter and receive Defense Courier Service (DCS) qualified material; and possess an appropriate personal security clearance for the qualified material they will be entering or receiving through DCS. Customers must coordinate with their servicing DCS Station if there are any additions and/or deletions concerning the authorizing official or the individuals named below.

Name	Grade	SSN	Telephone Number	Signature
John B. Smith	E-7	999-99-9999	555-1212	
Jane B. Doe 3	GS-9	999-99-9998	555-1212	
Jimmy D. Smythe	Civ	999-99-9997	555-1212	
PERSONNEL LISTED ON DCS FORM 10 FOR ACCOUNT 999998-WP00/FIRST LINE DEFENSE, ARE AUTHORIZED TO ENTER/RECEIVE MATERIAL ON BEHALF OF THE ACCOUNT(S) LISTED IN THE "DCS TWO LINE ADDRESS" BLOCK OF THIS FORM 10. THIS DOES NOT AUTHORIZE THEM TO OPEN THIS MATERIAL. 4				
//////////////////////////	////	LAST ITEM//	//////////////	//////////////////////////////

Date 5	Authorized Official (Name, Grade, SSN, Title, Rotation Date)	Signature
15 Mar 01	HOWARD D. SMITH, COL, 999-99-9996, USAF 6 COMMANDER, 25 Jul 02	7

DCS Form 10-R (1 MAR 01) Local reproductions authorized DEFENSE COURIER SERVICE AUTHORIZATION RECORD

Data Required by the Privacy Act of 1974
(5 U.S.C. 552a)

AUTHORITY:	5 U.S.C., Section 301.
PRINCIPAL PURPOSE(S):	To authorize individuals to pick up DCS material.
ROUTINE USES:	Information may be disclosed to DCS personnel with a need to know in the performance of their duties.
DISCLOSURE:	Voluntary. If information is not provided, individuals will not be authorized to access DCS material.

PERSONNEL LISTED ON DCS FORM 10 FOR ACCOUNT 999998-WP00/FIRST LINE DEFENSE, ARE AUTHORIZED TO ENTER/RECEIVE MATERIAL ON BEHALF OF THE ACCOUNT(S) LISTED IN THE "DCS TWO LINE ADDRESS" BLOCK OF THIS FORM 10. THIS DOES NOT AUTHORIZE THEM TO OPEN THIS MATERIAL. 4

HOWARD D. SMITH, COL, 999-99-9996, USAF
COMMANDER, 25 Jul 02

Unit/Organization Mailing Address	Unit/Organization EMAIL Address (Unclas and Secure)
COMMANDER SECOND LINE DEFENSE 9 2 JIMMY STREET WRIGHT PATTERSON AFB, OH 99999	2nd@2nd.mil 2nd@2nd.secure.mil 9
	Unit/Organization Message Address 9 SECOND LINE DEFENSE

Verified and Acknowledged by (Name of courier or courier assistant and respective courier station)	Date
DEFENSE COURIER SERVICE STATION REPRESENTATIVE SIGNATURE 8	16 MAR 01 8