

Expedited / Special Services / Tracking Service Request

MUST BE TYPED

_____ Date

Activity: _____
(Command/Department)

Account # _____

Address # _____
(If applicable, list 9 Digit Zip Code of Mailing Cmd)

Subject: EXPEDITED / SPECIAL SERVICES / TRACKING SERVICES REQUEST

Ref: DoD 4525.8M (DoD Official Mail Manual)

1. Check **ONLY** one of the **underlined** services needed and provide requested justification.

OVERNIGHT DELIVERY. Mark one of the following reasons to justify:

- Mission failure probable.
- Significant monetary penalty by Navy will occur.
- Missing movement/transportation will occur.
- Extreme adverse effects to operations/personnel.
- Compelling circumstances in preparation occurred.
- Request not received in time to meet due date.

USPS CERTIFIED MAIL. Provide reason and reference: _____

This form only required for packages 13 ounces or more

For Certified Mail Services on items below 13 ounces, you may affix your own Certified Label (PS Form 3800)

TRACKING SERVICE. Does not require a special service but needs a tracking number.

2. Shipping Address:

- a. ATTENTION LINE (If applicable): _____
- b. COMMAND/COMPANY: _____
- c. ADDRESS LINE 1: _____
- d. ADDRESS LINE 2 (If applicable): _____
- e. CITY / STATE / ZIP CODE: _____
- f. PROVINCE (For Canada & Australia): _____
- g. COUNTRY (If other than US): _____
- h. TELEPHONE #: _____

3. Shipping Notes: _____
Any notes you need added to show up on your notification email

4. I certify that this article does not contain any HAZMAT or any non-mailable items.

Print name _____
(Official Mail Manager)

Sign _____

E-MAIL address to receive tracking number (Up to two email addresses):

(1) _____

(2) _____