



SPECIAL SERVICES / TRACKING SERVICE REQUEST

FLCN NDW realizes cost savings IAW NAVSUPINST 5112.1

REQUESTOR: Command / Department	DATE:
REQUESTOR ADDRESS:	PHONE #:

1. Any article with OCONUS destination serviced by MPO will be shipped as USPS Only.

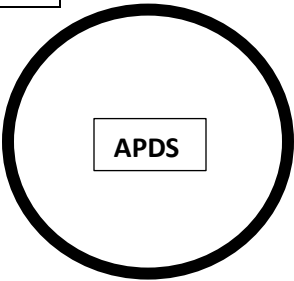
2. Any article having contents including Lithium batteries will be shipped Ground Only. For International Shipments of Lithium batteries several restrictions apply.

3. Select ONLY ONE of the following service options & provide justification for request.

☐ **EXPEDITED (REQUIRED DELIVERY DATE: _____) (Expedited refers to FedEx and UPS)**

SELECT ONE OF THE FOLLOWING REASONS:

- ☐ Mission failure probable.
- ☐ Significant monetary penalty by Navy will occur.
- ☐ Missing movement/transportation will occur.
- ☐ Extreme adverse effects to operations/personnel.
- ☐ Compelling circumstances as deemed by CO/OIC.
- ☐ **CERTIFIED MAIL** (Record of Delivery ONLY)
- ☐ **CERTIFIED ELECTRONIC RETURN RECEIPT (ERR)** (Do Not Use PS 3811)
- ☐ **TRACKING SERVICE** (Tracking number/Tracking information only)
- ☐ **REGISTERED MAIL** (Most secure, most costly, slowest method of delivery)
- ☐ **INTERNATIONAL MAIL**



Clerk Initials

4. Shipping Address:

COMMAND/COMPANY	
ATTENTION LINE (Optional)	
ADDRESS LINE 1	
ADDRESS LINE 2 (if applicable)	
CITY / STATE (Province) / ZIP CODE (Postal Code)	
COUNTRY (If other than US)	
RECIPIENT PHONE # (International and Expedited only) **Required for International**	

5. For any item being shipped that is 16 ounces or more (regardless of contents, value, shape, or mail class) that has an FPO/APO/DPO or International destination address, please provide detailed explicit description of contents below:

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6. When declaring contents as requested on line item 5. above, which may require item descriptions to be discreet about what a package/parcel may contain i.e., cryptographic or communications equipment, please check one of the following terms which have been approved by USPIS.

- ☐ **Military/DA Electronics Equipment (Lithium Meets Air Transportation Requirements)
(Lithium and Lithium-ion Cells and Batteries – Pub 52, Sec 622.5 – 622.53)**
- ☐ **Military/DA Urinalysis**
- ☐ **Military/DA Evidence**
- ☐ **Military/DA Equipment Parts (Without Ammunition or Lithium)**
- ☐ **Military/DA Documents**

7. List all applicable Shipping Notes here:

8. REQUESTOR EMAIL ADDRESS (To receive tracking information)

9. RECIPIENT EMAIL ADDRESS (For contact by Courier *Required for International*)