



## **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.**

**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:  Check if signature is required.

- 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)**

APDS

Clerk Initials

**4. Shipping Address:**

COMMAND/COMPANY	
ATTENTION LINE (Optional)	
ADDRESS LINE 1	
ADDRESS LINE 2 (if applicable)	
CITY / STATE / ZIP CODE	
COUNTRY (If other than US)	
RECIPIENT PHONE # (expedited only)	

**5. For any item being shipped to an FPO/APO/DPO 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.**

**a. Military/DA Electronics Equipment (Lithium Meets Air Transportation Requirements)  
(Lithium and Lithium-ion Cells and Batteries – Pub 52, Sec 622.5 – 622.53)**

**b. Military/DA Urinalysis**

**c. Military/DA Evidence**

**d. Military/DA Equipment Parts (Without Ammunition or Lithium)**

**e. Military/DA Documents**

**7. List email addresses below for tracking services:**

**8. Applicable Shipping Notes:** \_\_\_\_\_