



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.

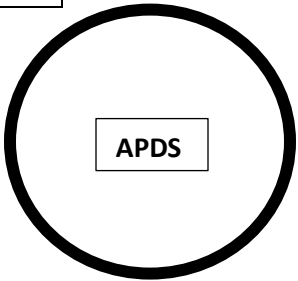
- ☐ Mission failure probable.
- ☐ Significant monetary penalty by Navy will occur.
- ☐ Missing movement/transportation will occur.
- ☐ Extreme adverse effects to operations/personnel.
- ☐ Compelling circumstances as deemed by CO/OIC.

☐ **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)**



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: _____