Expedited / Special Services / Tracking Service Request

## MUST BE TYPED

COMMANDING OFFICER / DIRECTOR

ATTN (OPTIONAL)

UNIT NAME

ADDRESS

QUANTICO VA 22134-

Date: 11/10/2021

Activity:

Account # \_\_\_\_\_\_\_\_\_\_

Subject: Ref:

EXPEDITED / SPECIAL SERVICES / TRACKING SERVICES REQUEST 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 (ONLY)*** reason and reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*This form required for ALL packages regardless of WEIGHT /SIZE\****

***USPS CERTIFIED MAIL (W/ RETURN RECEIPT)*** *reason and ref.*

*\*This form required for* ***ALL MAIL*** *requesting a Return Receipt REGARDLESS OF WEIGHT/ SIZE*

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

1. Shipping Address:
   1. ATTENTION LINE (If applicable):

## COMMAND/COMPANY:

* 1. ADDRESS LINE 1:
  2. ADDRESS LINE 2 (If applicable):

## CITY / STATE / ZIP CODE:

* 1. PROVINCE (For Canada & Australia):
  2. COUNTRY (If other than US):

## TELEPHONE #:

1. Shipping Notes:

*\*Any notes you need added to show up on your notification email\**

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

APDS

MPO CLERK INT \_\_\_\_\_

NAVSUP INT \_\_\_\_\_

# Print name

(Official Mail Manager)

# Sign

EMAIL.ADDRESS.1@GOES.HERE

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

.

(1) \_\_\_\_\_\_\_\_\_\_\_\_

EMAIL.ADDRESS.2@GOES.HERE

(2) \_\_\_\_\_\_\_\_\_\_\_\_