

JUSTIFICATION FOR NEXT-DAY MAIL SERVICE

For use of this form, see USMEPCOM Reg 25-50

SECTION I - ORIGINATOR

1. To:

2. From:

3. Date:

4. **Request use of Next-Day mail services:** (The attached item(s) is/are time sensitive and requires delivery to the addressee within 24 hours for the following reason(s) (CHECK ALL THAT APPLY)

Action request not received in time to meet suspense

Extreme adverse effects to operations/personnel.

Mission failure probable

Compelling circumstances in preparation occurred

Significant monetary problems will occur

Other (state reason):

5. **Package to be sent to:**

a. Name:

b. Complete address:

c. City/State/ZIP Code:

d. Telephone number:

NOTE: FedEx will not deliver to post office boxes.

6. **Declared value (if applicable, for insurance purposes):**

7. **For weekend and holiday next-day shipments only:**

I understand coordination has been made and the addressee will be present to receive this shipment over the weekend or holiday. Furthermore, I understand the item(s) is/are required for work to be performed prior to the next normal working day.

a. Printed name and duty title:

b. Signature:

8. **Person requesting next-day mail service:**

a. Printed name and duty title:

b. Signature:

SECTION II - MAIL CENTER USE ONLY

9a. Name/rank/duty title:

b. Signature:

10. **Approval**

Approved

Disapproved

11. **Cost:**

12. **Date:**

13. **Service used:**

14. **Tracking number:**