

SAMPLE LETTER REQUESTING SPECIAL SERVICES FOR OFFICIAL MAIL



UNITED STATES MARINE CORPS

CONSOLIDATED POSTAL SYSTEM
CAMP SMEDLEY D. BUTLER
UNIT 35010
FPO AP 96373-5010

IN REPLY REFER TO:
(SSIC)
(Unit Code)
(Date)

From: (Unit Official Mail Manager or OIC), _____(Unit Name)_____
To: Official Mail Manager, Consolidated Postal System
Via: Official Mail Section, Consolidated Postal System

Subj: REQUEST FOR EXTRA SERVICES WITH OFFICIAL MAIL

Ref: (a) DOD 4525.8M (DOD Official Mail Manual)
(b) MCO 5110.4 (Marine Corps Official Mail Program)
(c) BO P5112.3C (Base SOP for Postal Affairs)

1. Explain in as much detail as possible, the contents of the item you are attempting to send via official mail.

2. Explain what extra service (i.e., certified, return receipt, registered, express, etc..) you are requesting and **the reason** for your request.

Note 1: If there is an Order, Directive or Regulation (equivalent to a MCO or higher in authority) that states that an extra service **MUST** accompany this item, present a photocopy of that to the military post office as an enclosure to this letter. Unit SOP's will not be accepted. Items mailed official mail COVERED by an Order, Directive or Regulation will be provided such service as required.

Note 2: When you explain the reason, be as detailed as possible. This will assist the CPS Official Mail Manager in determining approval or disapproval of your unit's request. ALL annual request letters WILL be updated annually.

Examples of reasons explained in detail are:

- "what mission will fail if this item doesn't receive the special service?"
- "How much money will the Marine Corps loose if this items is not signed for?"
- "What consequences will occur if this item is not sent with a special service?"

3. The point of contact and phone number.

Signature of OIC or Section Head/Billet

- Any questions in regards to this letter can be addressed via phone or email to the Official Mail Section at 637-1174 or to the Installation Official Mail Manager (POSTAL OPERATIONS OFFICER) at 637-0121.