

REQUEST FOR EXPRESS MAIL SERVICE

NOTE: EXPRESS MAIL SERVICE SHALL BE USED ONLY WHEN IT IS THE MOST COST EFFECTIVE WAY TO ACCOMPLISH A MISSION WITHIN TIME, SECURITY, AND ACCOUNTABILITY CONSTRAINTS. IT SHALL NOT BE USED:

- A. TO RESPOND TO DIRECTED ACTIONS OR REQUESTS FOR INFORMATION UNLESS USING IT IS THE ONLY WAY TO MEET A SHORT SUSPENSE.
- B. FOR THE PURPOSE OF CORRECTING ADMINISTRATIVE OVERSIGHTS SUCH AS LATE SUSPENSES WHEN ADEQUATE TIME EXISTED.
- C. ON DAYS BEFORE WEEKENDS OR HOLIDAYS UNLESS THE SENDER HAS VERIFIED SOMEONE WILL BE AVAILABLE TO ACCEPT IT AND WORK ON IT DURING THE WEEKEND OR HOLIDAY.
- D. BECAUSE A PACKAGE IS ADDRESSED TO A HIGHER HEADQUARTERS.

TO: 21 SOPS/MAOIA	FROM: (Organization and FAS)	DATE (YYYYMMDD)
-----------------------------	-------------------------------------	-----------------

DELIVERY ADDRESS/RECIPIENT'S NAME/COMMERCIAL PHONE NUMBER	REQUIRED DELIVERY DATE (YYYYMMDD)
	PLEASE CHECK APPROPRIATE BOX <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED

JUSTIFICATION: (Include package contents (not applicable for classified documents) and why the use of First Class or Priority Mail cannot be used. If applicable, also list prescribing directive and/or why an extension to a suspense cannot be granted.)

TYPE/PRINT NAME, GRADE, DUTY PHONE OF ACTIVITY OR OFFICE CHIEF	SIGNATURE
--	-----------

FOR MAOIA USE ONLY

ACTION TAKEN

APPROVED
 DISAPPROVED (Return to requestor with reason for disapproval)

DATE (YYYYMMDD)	SIGNATURE OF BASE MAOI OR AUTHORIZED REPRESENTATIVE
-----------------	---

FOR MAOIA USE ONLY

DATE AND TIME RECEIVED	RECEIVED BY	WEIGHT
TYPE OF SERVICE	COST	REMARKS
<input type="checkbox"/> USPS EXPRESS MAIL		
<input type="checkbox"/> UPS NEXT-DAY AIR		
<input type="checkbox"/> FEDERAL EXPRESS		

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).