



UNITED STATES MARINE CORPS

CONSOLIDATED POST OFFICE
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8024
CHERRY POINT, NORTH CAROLINA 28533-0024

IN REPLY REFER TO

5110

From: Unit Postal Officer, _____
To: Postal Operations Chief, Consolidated Post Office, Cherry Point, NC

Subj: **MAIL ROUTING REQUEST**

1. Postal support for the unit deployment described herein is requested. The following information is submitted:

- a. Name of exercise/operation: _____
- b. Departure date of advance party: _____
- c. Departure date of main body: _____
- d. Specific area of deployment: _____
- e. Estimated date of return for advance body: _____
- f. Estimated date of return for main body: _____
- g. Classes/types of mail to be forwarded: _____
- h. Size of unit (e.g., plt, bn, co, etc...): _____
- i. Total number of deploying personnel: _____
- j. Exact title of deploying unit/det: _____
- k. Any other units involved (attachments): _____
- l. Will there be a rear party in CONUS? _____
- m. Title of senior deploying Marine (OIC, CO): _____
- n. Will there be a mail clerk in the RBE?
(Remain behind element) _____
- o. When/Where is the Pre-Deployment Brief
Scheduled? _____
- p. Unit Postal Officer's e-mail address: _____

2. Postal Officer's name: _____ Ext: _____

(Postal Officer Signature)