APPROPRIATE UNIT HEADER

 5110

 POST

 (**DATE)**

From: Commanding Officer, Appropriate Unit

To: Station Postal Officer, Marine Corps Air Station Cherry

 Point, NC

Via: Unit Postal Officer, Appropriate Unit

Subj: TEMPORARY AUTHORIZATION TO UTILIZE A PRIVATELY OWNED

 VEHICLE (POV) TO TRANSPORT U.S. MAIL

Ref: (a) DoD 4525.6M

 (b) MCO 5040.6G

 (c) MCO 5110.6C

1. IAW DoD 4525.6M, Chapter 15 para. C15.10.7.2, the temporary use of a POV may be authorized in an EMERGENCY situation on a temporary basis. The limited/non-availability of a Government Vehicle (GOV) to transport U.S. Mail for (**UNIT**) has been established.

2. Per the references, the following request for TEMPORARY AUTHORIZED USE of a POV to transport U.S. Mail shall remain effective from (**DATE**) through (**DATE**). POV usage is NOT AUTHORIZED past this time period.

3. I do hereby authorize the following individual(s) to utilize their POV(s) for transporting U.S. Mail to/from the Command to the Station Post Office aboard Marine Corps Air Station, Cherry Point:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DRIVER/OWNER** | **MAKE/MODEL** | **STATE** | **TAG NO** | **INSURER** | **EXP DATE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Subj: TEMPORARY AUTHORIZATION TO UTILIZE A PRIVATELY OWNED

 VEHICLE (POV) TO TRANSPORT U.S. MAIL

3. Making additional stops in a POV while transporting U.S. Mail is PROHIBITED. The Unit Postal Officer is MUST inspect the POV(s) prior to, and after mail is transported.

 I. M. COMMANDING

Copy to:

File (**UNIT**)

Station Postal Officer