



POST OFFICE OUTPROCESSING FORM

Revised: 17 Nov 20



***Please complete & return within 1 week of base departure. Due to limited boxes we're unable to outprocess in VMPF then input a far out forward date in the system. Please "Save As" or download to unlock digital features.**

BOX# _____

RANK _____ LAST NAME _____ FIRST NAME _____ MI _____

SSN (Required for VMPF outprocessing):

FORWARDING ADDRESS:

STREET ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

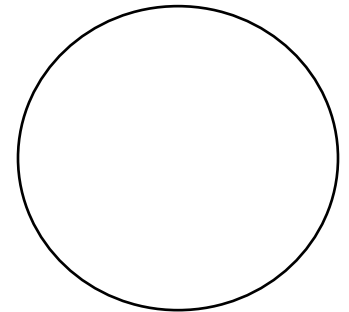
DATE TO START FORWARDING MAIL:

(cannot be more than 1 week from the date signed):

SIGNATURE:

*Please note to change your address for any letter mail (bills, bank statements, USAA, etc.) you receive and subscriptions (magazines, IPSY, dollar shave club, etc). It greatly reduces the amount of mail we receive and ensures it makes it to your correct address in a timely manner.

For Postal Personnel:



Postal Clerk: _____

Address Updated in AMPS: 2262: VMPF: Disabled in SC Logic: Close box on floor:

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