

## **POST OFFICE INPROCESSING FORM**

Revised: 5 Aug 21



\* Please provide a copy of orders. Boxes can only be opened 90 days in advance. "Save As" and open in Adobe to unlock digital/drop down functions.

STATUS:									
RANK	LAST NAME	FIRST	NAME	_MI					
ORGANIZA	ATION	OFFICE SYMBOL	DUTY PHONE:						
EMAIL (Go	ov)			_					
DOD ID#(	Required to create accou	nt in our postal system)							
Unit 1ST S	GT NAME/DSN								
-		eptacle for an incoming member?							
Does the incoming member have any dependents? YES NO  If so, dependents names/maiden names, and DoD ID (DoD ID only needed for dependents that are of age to pickup mail)									
Incoming	members RNLTD:								
Incoming	members DEROS:								
	ffice utilizes an automatic ster and more efficient ser	·	when packages are ready for pick-up.	This will					
	• •		<b>ve to contact you.</b> If you decline a pa SC window to see if you have package	•					
<b>YES!</b> Opt M	le InPlease prov	ide your civilian email address. Mu	ltiple emails can be entered:						
l Decline to	o Opt-In								

Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties.

## **MAILBOX MEMBER AGREEMENT**

*Please re	ead and acknowledge that you unders	stand by checking the	e boxes:		
	I will check my mailbox weekly.				
	I will notify Customer Service of any	ΓDY, Leave or Deploy	ments to ensure my mail is tal	ken care of.	
	I will update my contact information	with Customer Servi	ce anytime it changes or my u	nit changes.	
	I understand my dependents and/or i	myself will not run a	home business from the APO	box.	
	I will not leave my mailbox unlocked of 801 <i>Power of Attorney</i> .	or give out my combi	nation to anyone other than r	my dependents/members	listed on the
the 1st. F	Package pick-up timeline: 1st notice Final notice is sent 10 days after the ne member to allow 3 additional days	2nd notice. The p	ackage will be moved to Fin	al Disposition after 15 day	
good ord genuine d extends t	I understand that if my dependent ely and my Commander or First Sergea er and discipline is paramount for lignity, fairness, and respect at all to communications and interactions fly members.	nnt will be notified. P mission accomplis Il times. This respe	er <b>AFI 1-1, Air Force Standard</b> hment. Our core values de ect for others not only in	ls, paragraph 2.1 Conduct mand that Airmen treat volves personal interacti	"Maintaining others with on, but also
	I understand that if my package is so n at New Jersey it will be approximate	=		veeks to reach my location	n, and if it is
 letter mai	I understand that if the Post Office il/magazines it will be returned to sen		t me or if I fail to check my	receptacle at least every	30 days for
	I understand that the only authorized ied, I am obligated to move my mailbo	-		ice will be single airmen in	the dorms. If
Per DOD I	Manual 4525.6-M				
and returi reestablisl delivery. V	C3.3.5.3 If the sponsor does not have "Unclaimed." Close the receptacle, are it to the sender. Do not reissue a rehed, if the sponsor continually fails to When providing general delivery serviced up within 30 days of receipt at the	nnotate the directory eceptacle to the form claim mail from the ce, advise the individ	card and all mail received aft ner sponsor unless proof of M receptacle, close the receptac ual that the mail must be ret	er that point "Moved- Left IPO privilege status is esta le and provide the mail th	no Address," blished. Once rough general
	Signature of Member	Printed	 Name	Date	
Signat	ure of Customer Service Clerk	NSP0	D/SSPO/KAPAUN	– Date	
	ВОХ:	2262:	ADVANCED ASSIGNM	ENT:	]
	ΔΜΡς.	ΝΔΜΕ ΤΔΡΕ•	SC LOGIC INPLIT:		