



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 _____

ORGANIZATION _____ OFFICE SYMBOL _____ DUTY PHONE: _____

EMAIL (Gov) _____

DOD ID # (Required to create account in our postal system) _____

Unit 1ST SGT NAME/DSN _____

Is the sponsor opening the mail receptacle for an incoming member? YES NO

If so, sponsors name and phone # _____

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:

Our Post Office utilizes an automatic e-mail system to notify customers when packages are ready for pick-up. This will provide faster and more efficient service to our customers.

Opting in is entirely optional, but highly encouraged in the event we have to contact you. If you decline a parcel slip will not be placed in your mailbox. You will have to regularly check at the PSC window to see if you have packages.

YES! Opt Me In _____ Please provide your civilian email address. Multiple emails can be entered:

I Decline to 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.

