



# 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 \_\_\_\_\_

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