



# POST OFFICE INPROCESSING FORM

Revised: 13 Dec 2023



\* Please provide a copy of orders or a letter of employment. Boxes can only be opened 90 days prior to RNLTD.

\* "Save As" and open in Adobe to unlock digital/drop down functions.

STATUS: Military

RANK \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ OFFICE SYMBOL \_\_\_\_\_ DUTY PHONE: \_\_\_\_\_

EMAIL (gov & personal **REQUIRED**) \_\_\_\_\_

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

Unit 1ST SGT NAME/DSN \_\_\_\_\_

**\*You will not be issued a box without your 1<sup>st</sup> Sgt info entered above**

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 must 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 preferred 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.

**MAILBOX MEMBER AGREEMENT**

*\*Please read and acknowledge that you understand by checking the boxes:*

- I will check my mailbox monthly.
- I will notify Customer Service of any TDY, Leave or Deployments to ensure my mail is taken care of.
- I will update my contact information with Customer Service anytime it changes or my unit changes.
- I understand my dependents and/or myself will not run a home business from the APO box.
- I will not leave my mailbox unlocked or give out my combination to anyone other than my dependents/members listed on the PS Form 3801 *Power of Attorney*.
- Package pick-up timeline: 1st notice is delivered when the package arrives and is scanned. 2nd notice is sent 6 days after the 1st. Final notice is sent 10 days after the 2nd notice. The package will be moved to Final Disposition after 15 days and we will contact the member to allow 3 additional days to pick up their package before it's returned to sender as unclaimed.
- I understand that if my dependent or I are rude or disrespectful to any clerk in the office, we will be asked to leave immediately and my Commander or First Sergeant will be notified. Per **AFI 1-1, Air Force Standards, paragraph 2.1 Conduct**: "Maintaining good order and discipline is paramount for mission accomplishment. Our core values demand that Airmen treat others with genuine dignity, fairness, and respect at all times. This respect for others not only involves personal interaction, but also extends to communications and interactions in social media and cyberspace." This applies to all military or civilian personnel and their family members.
- I understand that if my package is scanned at Chicago, it will take approximately 3-4 weeks to reach my location, and if it is scanned in at New Jersey it will be approximately 6-8 weeks to reach my location.
- I understand that if the Post Office is unable to contact me or if I fail to check my receptacle at least every 30 days for letter mail/magazines it will be returned to sender.
- I understand that the only authorized personnel to have a mailbox at Southside Post Office will be single airmen in the dorms. If I get married, I am obligated to move my mailbox to Northside Post Office.

**Per USAFE-AFAFRICA GUIDANCE MANUAL 2022-03-01**

**Per para 3.31**, Postal personnel will conduct bi-annual audits and monthly box checks. Failure to check your mail once every 30 days and removing the bi-annual red slip, will result in closure of your receptacle and Return to Sender of all letter mail and parcels. **If you have old mail, you will have 15 calendar days from receipt of notification to retrieve any letter mail you may have.**

**Table C3.T2. Notice Timelines.**

Class	Final Notice	Determine Disposition
Non-accountable and all accountable mail categories except Priority Mail Express Military Service (PMEMS)	5 calendar days after the initial notice	10 calendar days after final notice***
PMEMS	3 calendar days after the initial notice	5 calendar days after final notice***

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<b>Signature of Member</b>	<b>Printed Name</b>	<b>Date</b>
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<b>Signature of Customer Service Clerk</b>	<b>NSPO/SSPO/KAPAUN</b>	<b>Date</b>
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