



# POST OFFICE OUTPROCESSING FORM

Revised: 13 Dec 2023



**\*PLEASE COMPLETE AND RETURN WITHIN 1 WEEK  
OF BASE DEPARTURE. \***

**\*WE WILL NOT PROCESS ANY REQUEST UNLESS IT  
IS SUBMITTED WITHIN 7 DAYS OF DEPARTURE\***

Box #: \_\_\_\_\_

Rank: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

DoD ID#: \_\_\_\_\_

## FORWARDING ADDRESS:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\*Please note to change your address for any letter mail (bills, banks 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:  VMPPF:  Closed box on floor:

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