CHECK IN PG Date \_\_\_\_\_\_\_\_\_\_\_

 CHECK OUT Clerk Init: \_\_\_\_\_\_\_\_\_\_\_

**\*\*\*PRINT NEATLY AND LEGIBLE\*\*\***

LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (PLEASE INCLUDE ANY DIFFERENT LAST NAMES)

FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (PLEASE INCLUDE ANY NICKNAMES)

RANK/GRADE SPONSOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**CHECK IN ONLY**)

BRANCH OF SERVICE (Please circle one): USN USMC USA CONTRACTOR GS EMPLOYEE

**\*\*CONTRACTORS – ORDERS NEED TO STATE 6 MONTHS OR MORE FOR PSC RECEPTACLE. LESS THAN 6 MONTHS CALL POSTAL OFFICER BEFORE ASSIGNING.**

PSC \_\_\_\_\_\_\_ BOX\_\_\_\_\_\_\_ FPO AE \_\_\_\_\_\_\_\_\_\_

DOD ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRD: \_\_\_\_\_\_\_\_\_ (**CHECK IN ONLY**)

FAMILY MEMBER NAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**CHECK IN ONLY**)

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(CHECK IN ONLY)**

FORWARDING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**CHECK OUT ONLY**)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

"FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties."

**For Post Office Use**

 PSC Receptacle opened/closed (DD 2262). Init: \_\_\_\_\_\_\_

 Shelves checked for packages on hand. Init: \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

 Information added/removed SST/AMPS/Excel Spreadsheet. Init: \_\_\_\_ Date: \_\_\_\_\_\_\_\_

 PBIL Website verified Init: \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Packages moved from PG shelf to delivery shelf Init: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

 Checked by Postal Officer/CPO or assigned postal clerk: