

POSTAL SERVICES

___ CHECK IN

DATE: _____

___ CHECK OUT

CLERK INITIALS: _____

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

LAST NAME: _____ FIRST NAME: _____

RANK/GRADE SPONSOR: _____ (CHECK IN ONLY)

BRANCH OF SERVICE (PLEASE CIRCLE ONE):

USN USMC USA CONTRACTOR GS EMPLOYEE RETIREE

*****CONTRACTORS- ORDERS NEED TO STATE 6 MONTHS OR MORE FOR PSC RECEPACLE. IF LESS THAN 6 MONTHS, CONTACT POSTAL OFFICER BEFORE ASSIGNING.**

PSC : _____ BOX: _____ FPO AE: _____

DOD ID NUMBER: _____ PRD: _____ (CHECK IN ONLY)

FAMILY MEMBERS: _____

EMAIL ADDRESS (MAXIMUM OF THREE): _____

PHONE NUMBER: __ (____) _____

FORWARDING ADDRESS (CHECK OUT):

ADDRESS LINE: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTRY: _____

"FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES."

FOR POST OFFICE USE ONLY: (INITIAL BOXES)

- DD FORM 2262 COMPLETED
- SUPPORT SITE PSC MAP UPDATED
- PSC RECEPICLE OPENED/CLOSED
- INFORMATION ADDED TO AMPS DIRECTORY
- INFORMATION ADDED/DELETED FROM SEND SUITE
- SHELVES CHECKED FOR PACKAGES ON HAND
- CHECKED BY POSTAL OFFICER/CPO

PSC MAILBOX AGREEMENT

(REV. 02MAY2022)

I,(Print Last, First, MI)

Understand that my personal mail receptacle privileges are contingent as following:

- A.) Personal receptacles will be issued only to personnel billeted to Naples, Italy and assigned to an eligible UIC. Upon issue, the member's orders and valid identification (ID) will be provided for verification of eligibility. One copy of the member's PSC Mailbox Agreement will be kept on file at the main post office where the PSC Mail box is located and properly disposed upon PCS of the command.
- B.) If at any time it is discovered that a mailbox has been improperly issued, or the box holder is otherwise not entitled to mailbox (e.g. possibly due to PCS transfer of the box holder from Naples, Italy to another local command) the box holder shall be given five days (5) notice to vacate the box and register for mail forwarding service to a new address.
- C.) If at any time mail is unclaimed after thirty (30) days, the FPO will close the receptacle and return all mail to the sender endorsed "UNCLAIMED". **As per the DOD 4525.6M**
- D.) In the event that a mailbox appears to be unused or abandoned, the Postal Officer shall order the box closed. A letter will be sent to the service member notifying him/her of the closure via their command. E.) In the event that a box holder is unable to pick up their mail on a regular basis, **PS FORM 3801 (STANDING DELIVERY ORDER)** must be filled out and kept on file at the NSA CAPODICHNO post office authorizing an agent to pick up the mail in order to prevent over-accumulation. Positive identification (ID) will be required for delivery.
- F.) In the event that a box holder is absent (deployed/TAD/on leave) for fifteen or more days and authorized dependents/agents are not able to pick up mail in the box holders absence, **DD FORM 2258** must be filled out and kept on file at the Support Site Post Office indicating the duration of the member's absence and instructions for the disposition of the member's mail during that time.
FAILURE TO DO SO MAY RESULT IN THE RETURN OF ACCOUNTABLE MAIL TO THE SENDER
- G.) Personal assigned boxes will not allow other personnel other than authorized dependents to use the mailbox number for correspondence. This restriction includes visiting friends and family who are not legal/authorized dependents of the service member or box holder. **IAW ref DOD 4525.6M** states that violations of this restriction could result in appropriate legal action, a 90-day notice of mailbox closure, and termination of Military Postal Service (NPS) privileges.
- H.) **DOD 4525.6M APPENDIX 1** applies: Approval of MPS privileges for agencies, departments, or individuals, whether or not they have full or any form of limited MPO privileges, unless otherwise specifically stated, does not extend to the receipt of, or mailing at an MPO, of any items intended for resale. This prohibition applies whether sale is authorized MPS users or not, regardless of the beneficiary of the proceeds (i.e. charitable organizations or non-appropriated welfare fund activities).
- I.) Each mailbox has a combination lock, Support Site Post Office will retain a file of the mail box combination and one will be issued by an authorized postal clerk to the future box holder. Once issued it is the responsibility of the box holder to maintain control of their combination numbers. If for some reason the combination numbers are forgotten, the Support Site Post Office will provide the combination numbers to the box holder. If the mailbox holder PCS or longer here, the mailbox will be close for a year with a new combination numbers for future box holders.

PARCEL PICK UP HOURS OF OPERATION:

SUPPORT SITE POST OFFICE:

PICK UP MONDAY: 1200-1600 TUESDAY- FRIDAY: 1100 - 1800 SHIP OUT: MONDAY: CLOSED. TUESDAY-FRIDAY 1100-1600 SATURDAY: 1000-1400

CAPODICIDNO FLEET MAIL CENTER:

PICK UP MONDAY: 1200-1600 TUESDAY- FRIDAY: 1100 - 1800 SHIP OUT: MONDAY: CLOSED. TUESDAY-FRIDAY 1100-1600 SATURDAY AND SUNDAY: CLOSED

CAPODICHINO MAIL ROOM: MONDAY - FRIDAY: 1300-1600

JFC POST OFFICE: MONDAY - FRIDAY: 1000-1600

EVERY THIRD THURSDAY OF THE MONTH ALL POST OFFICES CLOSE AT 1300 FOR TRAINING