

## STATION POSTAL INFORMATION

Welcome to MCAS Iwakuni Japan! Your new personal mailing address is shown below. It is intended for use by you and your entire family if you're on accompanied orders. To enjoy the most efficient, mail delivery service possible while in Japan, it is very important that you and your family members use this address **exactly as you see it below**. You should **never** modify it in any way or add any extraneous information (such as "MCAS Iwakuni" or the name of your work section). Remember, you are individually responsible for ensuring that all your personal correspondents are using your correct and complete personal mailing address.

### **Your Complete Mailing Address is:**

FULL NAME \_\_\_\_\_ (or the full name of any of your command-sponsored family members)  
PSC 561 BOX \_\_\_\_\_ (never use terms such as "PO Box," "POB," or "#")  
FPO AP 96310-\_\_\_\_\_ (use complete 9-digit Zip Code)

### **GENERAL INSTRUCTIONS:**

- a. Check Your receptacle/PSC Box daily. (Please do not call the post office to check Your mail )
- b. Notify correspondents and publishers of your correct mailing address.
- c. Do not place or store items in the receptacle/PSC Box, it is issued only so you can receive mail placed there.

### **PERSONAL MAIL**

You must never give this address to your "Official" correspondents for use in official matters. Use your work section's official mailing address for that purpose. Likewise, you must never have your personal mail sent to your work section's official mailing address. Personal mail will not be delivered to you through your work section's address!

### **WHO IS AUTHORIZED TO RECEIVE MAIL THROUGH YOUR PSC BOX?**

You and the command-sponsored members of your immediate family residing in Iwakuni are authorized to receive any mail through your assigned PSC Box.

### **NO HOME BUSINESS**

Additionally, your PSC Box may not be used to conduct a home business or other money making venture. It is intended solely for the receipt of your family's personal mail.

### **KEYS**

A maximum of two keys will be issued to your family. Keys will be issued to the authorized PSC Box holder or command-sponsored spouse only. If your key becomes lost, you must report this loss to us at the Parcel Pick-up window as soon as possible. At that time, the loss will be logged in and a replacement key issued. If your key becomes broken, please bring the broken pieces to us and we'll issue you a replacement.

### **ON LEAVE OR TAD**

If you go on leave or TAD (when your entire family will be unable to pick up for more than 5 consecutive days), you are required to notify the Post Office and leave specific written mail disposition instructions (hold all mail, forward to another address) on a DD Form 2258 prior to your departure. For your protection, only you or your command-sponsored family member may provide us with mail disposition instructions and it must be done in person.

### **FAILURE TO PICK UP MAIL:**

DOD 4525.6M The reference states, "If mail is unclaimed after 30 days, return the mail to sender endorsed "Unclaimed." Close the receptacle, annotate the directory card and all mail received after that point, "Moved Left no Address," and return it to sender. The receptacle will not be reissued to the former sponsor unless postal officer approves. Once approved, if the sponsor continually fails to claim mail from the receptacle, close the receptacle and provide the mail through general delivery. When providing general delivery service, the mail must be returned to the sender as "Unclaimed" if it is not picked up within 30 days of receipt at the servicing postal activity.

**PARCELS/PACKAGES**

If you have any articles that are too large to be placed into your PSC Box or an excessive accumulation of mail, we will place a PS Form 3907 (Post Office Box-Mail Pickup Notice) into your PSC Box. The PS Form 3907 “Yellow or Blue Card” will have your PSC Box number, your name and date written on the reverse side. You must bring this PS Form 3907 and your ID card to the Parcel Pickup Window to receive your mail. If you can’t pick up the mail for any reason, please do not remove the PS Form 3907 from the Post Office. Place the “Yellow or Blue Card” back into your PSC Box until you can receipt for your mail. If you receive a key in your box instead of a “Yellow or Blue Card”, this means you can pick up a package anytime of the day or night by inserting the key in the locker and turning the key. The key will not come out of the locker. The parcel lockers are located on the far wall by the Finance Office.

**ARTICLES THAT HAVE TO BE SIGNED FOR**

Whenever you receive “accountable” mail items (such as Registered, Certified, Express, or Insured) we will place PS Form 3849 (a small peach colored slip) into your PSC Box. To receive your accountable mail, you must bring the PS Form 3849 and with a valid military or DoD ID Card to the Parcel Pick-up Window.

**HOURS OF OPERATION**

<u>Main Post Office Bldg 405</u>		<u>North -Side Post Office 1460</u>	
Mail Posted By		Mail Posted By	
Mon - Sat	0800	Mon - Sat	0900
Finance		Finance & Parcel Pick-up	
Mon, Tue, Thu & Fri	0900-1530	Mon, Tue, Thu & Fri	1000-1400
Wed	0800-1300	Wed	1000-1300
Sat	1000-1400	Sat, Sun & Holidays	CLOSED
Sun & Holidays	CLOSED		
Parcel Pick-up			
Mon - Fri	0800-1700		
Sat	1000-1400		
Sun & Holidays	CLOSED		

**HOW LONG DOES IT TAKE WHEN MAILING BACK TO THE U.S.**

It takes first class mail 5 to 7 days; SAM takes 2-4 weeks, Priority mail 7-10 days and Express Mail 3 working days. If your Express Mail does not get there in 3 day’s from the day of mailing by 3pm at the delivery destination bring your customer copy back to the Post Office and file a claim for reimbursement of postage paid for the Express item. You have to wait seven days from the day of mailing to file the claim. The sender is the only one who can fill out the claim for refund of postage.

**ARTICLES SENT TO IWAKUNI FROM THE U.S.**

It takes Priority and letter class mail 7 days to arrive here at MCAS Iwakuni. Parcel Post Mail (commonly know as regular mail) about 30-45 days from the U.S. to MCAS Iwakuni. Express Mail is guaranteed 3 working days from anywhere in the U.S.

Questions concerning your mail or other postal-related issues may be directed to us at extensions 253-4542/3114/ 6422/ 6322.

Sincerely,

M. F. GADDIS  
CWO-3 USMC  
Station Postal Officer