



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

MEMORANDUM FOR KADENA POST OFFICE PATRONS

FROM: 718 FSS/FSVP

SUBJECT: Home Businesses/Suspected Misuse of the Military Postal Service (MPS)

1. In accordance with 4525.6-M, AP1.2.4. Approval of MPS privileges for Agencies, Departments, groups, units, 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 item(s) intended for resale. This resale prohibition applies whether sale is to authorized MPS users or not, and regardless of the beneficiary of the proceeds, i.e., charitable organizations or non-appropriated welfare fund activities. This prohibition does not apply to military exchanges or commissaries, but does apply to their concessionaires.

SUBJECT: In Care of Mail (C/O)

2. In accordance with 4525.6-M, Chap 3, Sec. 4.6.8 page 89, mail addressed to personnel or element at overseas locations who are not authorized Military Post Office privileges (including mail addressed in (c/o) an authorized user) will be RETURNED TO SENDER as "NOT AUTHORIZED APO PRIVILEGES."

SUBJECT: Hold Mail Form

3. To better serve our patrons, if you are unable to check your mail or you will be leaving the island for more than 5 days (Leave, TDY, and Deployment); please notify post office customer service personnel. You will be given a 2258 (hold mail form) that needs to be filled out and returned in order for the post office to hold your mail. This will help avoid any mail from being returned to sender and avoid your receptacle from being flagged as being inactive.

SUBJECT: Mail Receptacle Usage

4. In accordance with 4525.6-M, C3.3.5.3. If the sponsor does not have a commander or unit and mail is unclaimed after 30 days, return the mail to the 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 the sender. Do not reissue a receptacle to the former sponsor unless proof of MPO privileges status is established. Once reestablished, 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, advise the individual that 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.

Your acknowledgment of this notification is required below.

PRINT _____ SIGN _____ DATE _____

// SIGNED //

Postmaster, Kadena Post Office