

Aviano, AB Post Office In/ Out Processing Worksheet

Sponsor Information

The sponsor is:

In Processing

Out Processing

DAS (Date Arrived to Station)

Mailbox Number (Out Processing Only)

DEROS

Close Date (vMPF & Mailbox)

Last Name	First Name	Middle Initial	DoDID
Alternate/Maiden Name	Rank	Service	Organization/Unit
			Duty Phone
Email Address (Non-Duty)		Duty Email Address	

By my signature, I understand and acknowledge that having a mail receptacle is a privilege and not a right. I will adhere to proscribed rules regulations set forth by the USPS, DoD, USAF, USAFE, and the Aviano, AB Post Office. I will not conduct business for personal gain through my mail receptacle. I will not mail or seek to receive any items of an illicit nature. I will ensure that any dependents that I authorize to use my mail receptacle follow the regulations mentioned above. Failure to adhere to required standards may result in notification of my command and/or revocation of my mail receptacle privileges for myself and/or my dependents. *****PLEASE READ*****

Signature/Date:

Forwarding Information (Out Processing Only)

Address Line 1	Address Line 2	
City	State	Zip+4 Code

Authorized Dependent Information

The above signed sponsor hereby asserts that the below listed individuals are their lawful spouse or dependents and that the listed individuals are authorized to collect all mail and parcels on their behalf. No dependent below the age of 13 may be authorized to collect mail.

1a. Last Name	1b. First Name MI	1c. Alternate/Maiden Name	1d. DoDID	1e. Email Address (Non-Duty)
2a. Last Name	2b. First Name MI	2c. Alternate/Maiden Name	2d. DoDID	2e. Email Address (Non-Duty)
3a. Last Name	3b. First Name MI	3c. Alternate/Maiden Name	3d. DoDID	3e. Email Address (Non-Duty)
4a. Last Name	4b. First Name MI	4c. Alternate/Maiden Name	4d. DoDID	4e. Email Address (Non-Duty)
5a. Last Name	5b. First Name MI	5c. Alternate/Maiden Name	5d. DoDID	5e. Email Address (Non-Duty)
6a. Last Name	6b. First Name MI	6c. Alternate/Maiden Name	6d. DoDID	6e. Email Address (Non-Duty)
7a. Last Name	7b. First Name MI	7c. Alternate/Maiden Name	7d. DoDID	7e. Email Address (Non-Duty)
8a. Last Name	8b. First Name MI	8c. Alternate/Maiden Name	8d. DoDID	8e. Email Address (Non-Duty)

-----DIRECORTY SERVICE USE ONLY-----

AMPS:

Placker:

vMPF:

Change lock combination: