



April 9, 2012

Parents/Family/Friends:

SUBJECT: Proper Cadet Mailpiece Addressing

Effective April 2, 2012 the West Point Post Office began delivering all FedEx and UPS packages to cadets. To help ensure your Cadet receives their packages and mail timely and accurately, we have composed a few addressing tips that we encourage all Parents, Friends and Family to follow:

- ❖ **LETTERS and FLATS** - The United States Postal Service uses automation to process all mail. Since machines read the mail, it is imperative that **all letters and flats** follow the format below:

Cadet Name
PO Box _ _ _ _
West Point NY 10997- _ _ _ _

- ❖ **PACKAGES** – The following address format is to be used for **all packages**, regardless if mailed via the United States Postal Service, UPS or FedEx:

Cadet Name
745 Brewerton Road # _ _ _ _
West Point NY 10997- _ _ _ _

- ❖ The United States Postal Service also uses automation to process packages. Therefore, it is critical that all USPS packages contain the correct Zip Code 10997.
- ❖ **For ALL FedEx and UPS packages delivered via the United States Postal Service** - Please allow a minimum of one day delay from when the package is signed for and scanned Delivered before the package is available for pickup by your cadet at the post office located in Washington Hall.
- ❖ Any package flagged as questionable after going through a security check by Military Mail and Distribution will remain with Military Mail and Distribution for delivery. In addition, any package that is over 70lbs or over 130 inches in combined length and girth will remain with Military Mail and Distribution for delivery.
- ❖ Due to the high mail volume received daily at the Cadet Post Office, we are unable to look up the PO Box number of any mailpiece that arrives without a PO Box number. Apologetically, any mailpiece that does not include a PO Box number will be Returned to Sender.
- ❖ The USPS encourages the use of Delivery Confirmation when shipping packages via the USPS to your Cadet. This service allows us to track the package and determine its location quickly.
- ❖ The USPS is required to Return to Sender any package not picked up by the Cadet within 15 days. Please help us prevent this by reminding your Cadets to pick up all packages immediately.

The West Point Postal Family looks forward to servicing all your postal needs. If you have any questions, please feel free to call me anytime. The direct phone number to the Cadet Post Office is 845-446-8750.

Thank you!

Michelle Barresi
Postmaster, West Point NY
(845) 446-8749