

# Postal Team Briefing

Welcome to Osan AB. We sincerely hope your Tour in Korea will be satisfying and rewarding. If there is anything we can do to help you, particularly in matters concerning your mail, please let us know.

We will process your "incoming personal mail" under the Postal Service Center concept. Under this concept you will be issued a mail box at the post office and will be required to check your mail box at least once a week.

Your address:  
Your First & Last Name  
Unit  
PSC 3 Box \_\_\_\_\_  
APO AP 96266

- Mail to be claimed within 5 days of Notice
- Final notice 5 days after initial notice
- After 10 days units contacted to verify status.
- If in the area you have 24 hrs to pick up
- Failure to pick up item will be returned to sender as unclaimed.

\*\* If you go TDY, On leave, In-hospital etc. please stop by the post office fill out a DD form 2258 so we can hold your mail until you return.



## Post Office Hours of Operation

### Mailing Window (Stamps Sales/Money Orders)

|               |           |
|---------------|-----------|
| Monday-Friday | 1000-1700 |
| Saturday      | 1000-1400 |
| Sunday        | Closed    |

### Official Mail Center

|                   |           |
|-------------------|-----------|
| Monday-Friday     | 0900-1600 |
| Saturday & Sunday | Closed    |

### Package Pickup Window

|               |           |
|---------------|-----------|
| Monday-Friday | 1000-1730 |
| Saturday      | 0900-1400 |
| Sunday        | Closed    |

### Registered Mail Service

|                   |           |
|-------------------|-----------|
| Monday-Friday     | 1000-1600 |
| Saturday & Sunday | Closed    |

### Claims & Inquiries

|                   |           |
|-------------------|-----------|
| Monday-Friday     | 1100-1500 |
| Saturday & Sunday | Closed    |

Post Office – Closed on U.S. Holidays

We also provide financial services for your outgoing personal mail (parcel mailing, stamps, and money orders). Stamps are also available at any shoppette location and AAFES register counters.

## First-Class Envelopes

Letters, bills, greeting cards, and other documents can be sent in standard white, manila, or recycled paper envelopes. Please do not put any items besides correspondence in these envelopes. Items placed in envelopes can damage U.S. Postal processing equipment or cause injury to postal workers.

**Some things were never meant to be mailed!**

Below are some examples of Hazardous, Restricted and Perishable items prohibited in the USPS mail stream. All matter that is dangerous or injurious to life, health and property is not able to be sent through the mail. This list is not all inclusive. If in doubt whether an item is acceptable for mailing, please contact one of our parcel acceptance clerks or call 784-4655.

***Soju and any other alcohol  
Corrosives, Explosives  
Flammable/combustible liquids/solids  
Gases (pressurized), Biological products  
Controlled substances, Drug paraphernalia  
Firearms, Intoxicating liquors,  
Switchblades, Sharp objects  
Dead or parts of animals  
Eggs, Live animals, Meat and meat products,  
Plants and plant products***

If you have any questions, please call us at 784-4655.

# Current Prices

Express (3-days) – From \$18.95  
Priority Mail (7-10 days) – From \$4.95  
First class mail/letters (7-10 days) – From \$0.45  
Space Available Mail (4-6 weeks) – From \$5.35

Prices are based on weight, shape and distance.

## Click N Ship® @ USPS.com

Avoid lines at the Post Office and save up to 14% and have free delivery confirmation by going online to USPS.com to pay for your item and print out your own labels and customs forms for priority mail.

**For additional information and package tracking please visit U.S. Postal Service's website:**

<http://www.usps.com>

If item in tracking shows Oakland or Richmond CA, then this item is arriving via boat so allow additional 4-6 weeks.

**Military Postal Service Package Inquiry**  
<https://amps.mpsa.mil/jy2>

**Report a problem to the postal Inspector:**

**Mail Not Receive, Mail Tampering/Vandalism**  
**Mail Received Without Contents**

<https://postalinspectors.uspis.gov/forms/MLNtRc vd.aspx>

## Why things are undeliverable

Address unknown to carrier  
Addressee temporarily away  
Addressee's name misspelled  
Addressee's street address errors  
Missing address line or street name  
No such or incorrect number  
Missing/ incorrect street directional or suffix  
No such rural route number/rural route box  
Incorrect or missing ZIP code  
Change of address on file  
Forward order expired  
Address vacant

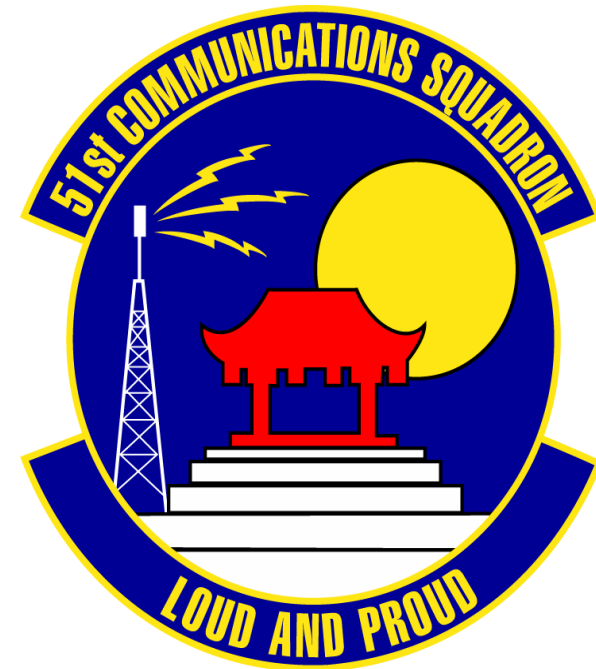
### LETTER MAIL DROP BOXES

| <u>Drop Location</u>        | <u>Pick Up Times</u> |
|-----------------------------|----------------------|
| Ginkgo Tree Dining Facility | 1335                 |
| Mustang Club                | 1338                 |
| Turumi Lodge                | 1342                 |
| Pac House Dining Facility   | 1345                 |
| Mail Gate                   | 1350                 |
| Mustang Valley Housing      | 1355                 |
| 7 AF HQ                     | 1400                 |
| Post Office                 | 1405                 |

### Avoid Being a Victim of Identity Theft

- **Secure You address**
- **\_Lock and spin your mail box dial**

WELCOME TO  
OSAN POST OFFICE



## No Mail No Morale

