

CHECK IN

Date _____

CHECK OUT

Clerk Init: _____

*****PRINT NEATLY AND LEGIBLE*****

LAST NAME: _____
(PLEASE INCLUDE ANY DIFFERENT LAST NAMES)

FIRST NAME: _____
(PLEASE INCLUDE ANY NICKNAMES)

RANK/GRADE SPONSOR: _____ (CHECK IN ONLY)

BRANCH OF SERVICE (Please circle one): USN USMC USA CONTRACTOR GS EMPLOYEE

****CONTRACTORS – ORDERS NEED TO STATE 6 MONTHS OR MORE FOR PSC RECEPTACLE. LESS THAN 6 MONTHS CALL POSTAL OFFICER BEFORE ASSIGNING.**

PSC _____ BOX _____ FPO AE _____

DOD ID# _____ PRD: _____ (CHECK IN ONLY)

FAMILY MEMBER NAMES: _____

PHONE NUMBER: _____ (CHECK IN ONLY)

EMAIL ADDRESS: _____

(MAXIMUM OF THREE EMAIL ADDRESSES) (CHECK IN ONLY)

FORWARDING ADDRESS: _____ (CHECK OUT ONLY)

"FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties."

For Post Office Use

PSC Receptacle opened/closed. Init: _____

Shelves checked for packages on hand. Init: _____

Information added/removed from SST and Excel Spreadsheet. Init: _____

Checked by Postal Officer/CPO: Init: _____

****Once all blocks have been completed and checked shred**