



MCIPAC-MCBB POSTAL



Military Post Office

PSC BOX SET UP

- Must be on accompanied orders (unaccompanied will receive mail through unit postal room).
- PSC Boxes will be issued at the MPO that corresponds with the assignment as indicated on PCS orders, DoD contract, or letter of employment with the exception of individuals living on:
 - Camp Courtney (Camp Courtney MPO)
 - McTureous Housing (Camp Courtney MPO)
 - Camp Lester (Camp Lester MPO)
 - Camp Kinser (Camp Kinser MPO)
- PSC Box use only for family members.
- Once your PSC Box is set up patrons will be notified by e-mail via AMPS when articles received are too large to fit into receptacle, large volume of mail and mail placed into parcel lockers.
- **You cannot share PSC boxes**
- **Cannot be used for private businesses.**

Required Documents:

- ✓ Original Orders
- ✓ Area Clearance showing family members /dependents.

DoD Contractors:

- ✓ Need to provide a copy of their contract showing they have SOFA status or signed documentation from organization director or supervisor stating they have SOFA status authorizing them postal privileges.



Military Post Office

Leave, TDY, TAD

- Maximum time mail can be on hold is 30 days:
- Forward (temp or permanent)
- Authorize someone to pick-up on your behalf.
- Mail older than 30 days may be returned to sender.
- Failure to pick-up will result in PO Box closure.
- Notify post office 5 days prior to leaving.

Checking out

- Must check out the post office with-in 7 days of departure.
- Forwarding address is required.



Custom Form Online (CFO)

USPS.COM Quick Tools Send Receive Shop Business International Help

Need a Customs Form? [FAQs >](#)

The form you need depends on the service you're using and the value of your shipment. Let us guide you through the process. It's quick and easy!

Note: A customs form is not required if you are shipping within the United States to locations other than a U.S. Territory or a military base.

Here's what you'll need to get started

- Total Package Weight**
The total weight of your package so we can provide you with accurate pricing.
- Package Dimensions (optional)**
If you know the measurements of your package (length, width, height), we can provide you with lowest cost and fastest delivery shipping recommendations.
- Value of Each Item in Package**
The value (in US \$) of each individual item in your package to calculate total value and populate the appropriate customs form.
- Sender & Recipient Address**
Your full name and address along with the full name and address for the person or business to whom the shipment will be sent.

Want to save time creating customs forms?

Create a USPS.com Account to...

- View Customs Form History
- Set Preferences
- Save Addresses
- Auto-Populate Information
- Reprint Created Customs Forms

[Sign Up Now](#)

Already have an account? [Sign In](#)

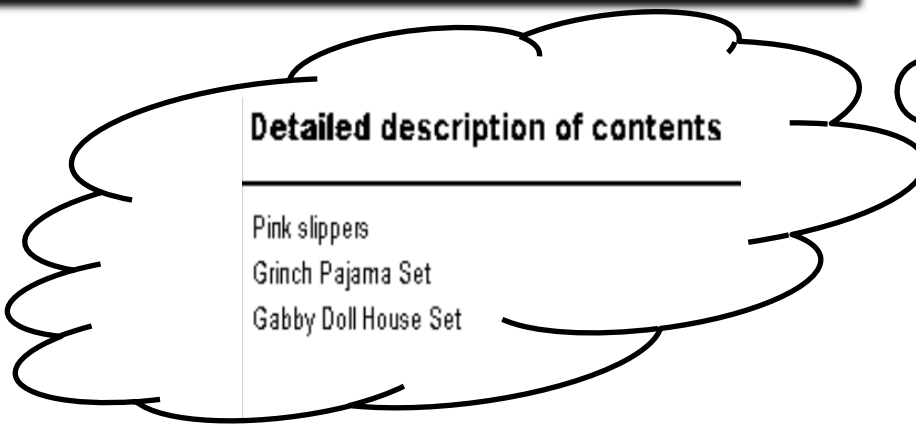
[Create a Custom Form](#)

- Custom Form Online (CFO) must be created online.
- Vague descriptions may delay your mail.

EXAMPLES:

- Electronics
- Sporting goods
- Gifts
- Household goods
- Medicine
- Toys

<https://cfo.usps.com>



F R O M	EXAMPLE ONE PSC 567 Box 3013 FPO AP 96379		4041234567 MED 099300		CP72-CUSTOMS DECLARATION		U.S. POSTAGE REQUIRED	
	Origin Point: US POSTAL SERVICE		Date of Mailing: 12/08/2024		Importer's reference:		Importer's contact:	
Detailed description of contents		Qty	Net Weight (lbs. oz.)	Value (US\$)	HS Tariff Number	Origin Country	Invoice Value: \$	0.00
Pink slippers		3	3 0	15.00			USA Value: \$	0.00
Grinch Pajama Set		2	5 0	0.01			Invoice Fee: \$	0.00
Gabby Doll House Set		1	6 0	90.00			Postal charges: Fees: \$	23.65
Category of Items: GIFT		TOTAL	14 0	105.01	I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under Federal law and regulations.			
Exporter's reference:		Exporter's contact:		Total Dimensions:		Sender's Signature and Date		
AES ITN Exemption 30.37a		4041234567		L: W: H:		EXAMPLE ONE 12/08/2024		
Return to Sender Instructions in case of nondelivery:		Return to Sender						
T O		TAYLOR SMITH 4022 CHAMBLEE TUCKER RD ATLANTA GA 30340						

PS Form 2976-a (March 2015) Customs Fees Only Do not duplicate this form without USPS approval. This item may be opened officially.



Other Online Services

- [Pirateship.com](https://pirateship.com)



- [Shipstation.com](https://shipstation.com)



- [Stamps.com](https://stamps.com)



- [Goshippo.com](https://goshippo.com)





Hazardous, Restricted, and Perishable Mail

Military mail is transported via cargo space in passenger airlines. In addition to USPS and international mailing standards, **military mail must adhere to FAA and international transportation regulations.**

- Alcohol
- Paint
- Nail Polish
- Cologne / After Shave
- Plants / Agricultural Items
- Canned Air / Canned Gas / Propellants
- Flammable liquids
- Meat products
- Lighters, Vapes, Vape Cartridges
- Electronics containing lithium-ion batteries
- Ammunition
- Explosives
- Gasoline
- Marijuana (medical or otherwise)
- https://pe.usps.com/text/pub52/pub52c6_001.htm





Consolidated Postal System

Facebook Page



MCIPAC-MCBB Post Offices



- Camp Butler MMT
- MCAS Futenma MPO
- Camp Kinser MPO
- Camp Schwab MPO
- Camp Hansen MPO
- Camp Courtney MPO
- Camp Lester MPO
- Camp Foster MPO

MCIPAC-MCBB Postal Website

Military Postal Activity	Hours of Operation Mon-Fri*	USPS Retail Finance Mon-Fri*
Camp Butler Military Mail Terminal	0630-1600	N/A
Camp Schwab MPO	0800-1800	1000-1700
Camp Hansen MPO	0800-1800	1000-1700
Camp Courtney MPO	0800-1800	1000-1700
Camp Lester MPO	0800-1800	N/A
Camp Foster MPO	0800-1800	1000-1700
MCAS Futenma MPO	0800-1800	1000-1700
Camp Kinser MPO	0800-1800	1000-1700

*Closed on federal holidays. Change of hours will be emailed, posted to this page, and sent out via OKINEWS.

Postal Website



Like us on Facebook

- ✓ Hours & Locations
- ✓ Announcements
- ✓ Changes in Service
- ✓ Helpful Tips
- ✓ Contact Info

USPS.COM



Print Customs Forms

Click-N-Ship®

- ❖ **CAMP COURTNEY**
MCBButlerG1POSTALCOURTNEY@usmc.mil
- ❖ **CAMP FOSTER / LESTER**
MCBButlerG1POSTALFOSTER@usmc.mil
- ❖ **MCAS FUTENMA**
MCBButlerG1POSTALFUTENMA@usmc.mil
- ❖ **CAMP HANSEN**
MCBBUTLERG1POSTALHANSEN@usmc.mil
- ❖ **CAMP KINSER**
MCBBUTLERG1POSTALKINSER@usmc.mil
- ❖ **CAMP SCHWAB**
MCBButlerG1POSTALSCHWAB@usmc.mil