

# Managing Your Incoming Mail

## USPS' Tips For Proper Packaging



URL <https://go.usa.gov/x7KEg>

URL <https://go.usa.gov/x7pYt>

## USPS - Tracking/Reporting Missing Mail



URL <https://go.usa.gov/x7KE2>

## USPS Insurance Claims



URL <https://go.usa.gov/x7KEb>

**Note:** If your mail/package is not insured, you cannot file a claim.

Contact your installation postal officer with questions about protecting your mail from theft or damage.

**December 7, 2020**

**EURAFCENT Postal Customers,**

You have options when managing your incoming mail and packages if you are absent or unavailable for any reason to pick them up at the post office.

## Mail Hold (DD Form 2258)

Complete DD Form 2258 at your installation's post office in the event you are unable to retrieve mail from your PO Box within 30 days of the mail arriving at the post office.

By completing the Form, you can also establish a forwarding address for a temporary period of time.

**Doesn't the post office hold my mail anyway?**

Yes, but for a limited time before it's returned to sender. By completing Form 2258, the post office will hold your mail for a specified time period *beyond* 30 days.

**I don't have a PO Box. Can I still submit this Form?**

At this time, only customers with PO Boxes may submit.

## Standing Delivery Order (PS Form 3801)

Complete and submit PS Form 3801 to your unit mail representative, or directly to the post office, to authorize a 3rd party to pick up your mail in the event you are unable. The 3rd party individual must already have military mail privileges. Customers do not need a PO Box to receive this service.

**Am I obligated to continue this service?**

Either forms can be terminated at any time by the customer.

Submitting Forms 2258 and/or 3801 is ideal for postal customers who experience long-term hospitalization or restriction of movement, or go on leave or official travel.