

# POST OFFICE



**USS CONSTELLATION**

**(CV-64)**

**FPO AP 96635-2780**

**Hours of Operations:**

**In Port: At Sea:**

**0800-1400 0800-2000**

**Hours may be modified due  
to operation commitment**

**Comments / Suggestions?**

**POSTAL OFFICER:**

**PCC(SW) J. GRIZZARD #7964**

**COPE/LPO:**

**PCC(AW) S. CONEY #7964**

## OTHER SPECIAL SERVICES

Your Post Office also provides the following services:

- \* Special Delivery
- \* Special Handling
- \* Certificates of Mailing
- \* Return Receipt
- \* Restricted Delivery
- \* Recorded Delivery

For more information about these services consult one of your friendly Postal Clerks.

If you received a yellow slip at mail call, that means you have a letter or parcel that requires your signature. Bring the slip and your ID card to the Mail Handling section and we'll be happy to hand it to you.

## POSTAL PLEDGE TO CUSTOMERS

You, the customer, are the most important people to Postal Division. You are not dependent on us, we are dependent on you. You deserve the most prompt, courteous, and attentive service we can provide. Very sincerely,

J. GRIZZARD, PCC(SW), USN

## POSTAL MONEY ORDERS

Money orders are a cheap, safe and convenient way of sending money through the mail. They cost 30 cent and are sold daily. **Please keep your receipt!**

## U.S. CUSTOMS

All packages and letter containing merchandise mailed from any Military Post Office located outside the customs territories of the U.S. are subject to customs examinations and duty collection upon entry into the U.S. customs territory. There are exceptions to this, check with one of your knowledgeable PC's for more info.

**Make sure we have your name in our files!** If you change divisions are going TAD for more than 90 days and especially when you transfer fill out a change of address card. We'll forward your mail to you for up to a year after you leave.



The USS Constellation is one of the largest afloat Post Offices in the World!

Our goal is to provide our customers, at a minimum, a level of service equal to that provided by the USPS.

The Post Office is located at 01-230-2Q right below MWR. Mail is sorted and Passed out for "Mail Call" in the mail Handling room at 1-144-2Q off hanger bay 1 on the port side. You **must** be a designated divisional mail orderly to pick up mail.

There are 14 mail boxes located throughout the ship, mostly on the 2nd deck and 03 level. These boxes are collected and the mail is post marked daily. When underway mail is also collected at the close out time announce over the 1MC.

On a typical six month deployment, the Post Office will receipt, dispatch, and sort **One Half** a million pounds of personal and official mail, and sell for over **2.0** million dollars in money orders and stamps.

An example of your correct mailing address is:

PC2 (SW) John Doe  
Supply/S-12 Division  
USS Constellation (CV64)  
FPO AP 96635-2780

One of the most time consuming jobs that we do here is called directory mail. It is a locator service we do on mail that we receive with an incomplete address or that is addressed incorrectly. The most common problem is that people don't use their division in their mailing address. This delays your mail! So, please take the time and effort to make sure all of your correspondents and publishers are aware of your correct mailing address.

Rates for domestic letter mail increase by the ounce. If you have a feeling the letter you're about to mail might need more postage, bring it by the Post Office and we'll weigh it for you. Currently the rate for a 1 ounce letter is 32 cents and increases 23 cents for each additional ounce up to 11 ounces.

## SERVICES WE PROVIDE

### CERTIFIED MAIL-

Certified mail provides the mailer a receipt at the time of mailing. A record of delivery is maintained at the post office of delivery. Only mail on which postage at the First Class and Priority rate has been paid will be accepted as certified mail.

### INSURED MAIL-

To receive this service, the customer must request the service and pay an insurance fee in addition to the postage. The USPS will reimburse the customer if loss or damage occurs while the article is in our custody. The amount the customer is reimbursed is based on one or more of the following factors:

- \* The amount of insurance requested (not to exceed the actual value of the article)
- \* Cost or value of the article
- \* Cost of any repairs
- \* Replacement cost of the article.

### REGISTERED MAIL-

Registered mail is the most secure service the USPS offers. It uses a system of receipts to monitor the movement of mail from the point of acceptance to the point of delivery.