

MAILING ADDRESS/COMBINATION NOTICE

1. Your Complete Mailing Address Is:

2. General Instructions:

- a. Check your receptacle daily.
- b. Notify all correspondents and publishers of your correct mailing address.
- c. Do not allow unauthorized personnel overseas to receive mail through your receptacle.
- d. Do not place or store items in the receptacle; it is issued only so you can receive mail placed there.
- e. Promptly advise your local facility of any temporary or permanent change in status, i.e., leave, TDY, TAD, reassignment, etc.
- f. Any component member of your family who has a valid ID card may be given the receptacle combination or any mail addressed to the family except restricted delivery mail. However, you may state in writing that no member other than yourself is authorized access to the receptacle combination or mail placed therein.

(To avoid compromise of your combination, memorize and destroy this portion.)

3. Your Combination Is:

4. How to open:

- a. Turn dial indicator left/right three times and stop at:
- b. Turn dial left/right past first combination number and stop at:
- c. Turn dial left/right stopping at:
- d. Turn latch key left/right to open.