



**718<sup>th</sup> Force Support Squadron**

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# ***Virtual Out-Processing Procedures***



**INTEGRITY ~ SERVICE ~ EXCELLENCE**

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***Kadena Post Office***



# Overview

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- **Requirements**
- **Documents Required**
- **Out-processing form**
- **Additional information**



# *Requirements*

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- **Be within 30 days of final out-process with MPF**
- **Must have a valid forwarding address**



## *Documents Required*

- **In order to virtually out-process from Kadena Post Office military members will need to email Kadena Post Office with:**
  - **.PDF copy of their complete orders to their gaining base.**
  - **Completed out processing form provided on SharePoint (example next slide)**

***718FSS.FSVP.KADENAPOSTOFFICE@US.AF.MIL***

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## KADENA APO / PSC 80 OUT-PROCESSING WORKSHEET



**RANK/LAST NAME, FIRST NAME:** \_\_\_\_\_

**BOX #:** \_\_\_\_\_

**FORWARDING ADDRESS**

**ST ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_ **ZIPCODE** \_\_\_\_\_

**DATE TO CLOSE BOX:** \_\_\_\_\_

(MAIL WILL FORWARD FROM CLOSE DATE)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# *Out-Processing Form*

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- **Provide valid forwarding address**
- **Set a closeout date that works best for them**
  - **Before the closeout date clear the receptacle of any mail that had been previously sent to their expiring PSC 80 address.**



## ***Additional Information***

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- **All mail received to the receptacle after the set close date will be forwarded to the address provided on out-processing form.**
- **Military members will be signed off in vMPF by NLT COB each day unless not found in vMPF.**