Parents/Family/Friends:

Subject: Proper Cadet Mailpiece Addressing

This is a revised letter and supersedes all previous instructions. The West Point Post Office began delivering all FedEx and UPS packages to Cadets back in 2012. To help ensure your Cadet receives their packages and mail timely and accurately, we have composed a few addressing tips that we encourage all Parents, Friends and Family to follow:

❖ **All mail shipped USPS including packages** – The United States Postal Service uses automation to process all mail. Since the machines read the mail, it is imperative that all mail follow the format below:

   Cadet Name  
   PO Box _ _ _ _  
   West Point NY 10997- _ _ _

❖ **FedEx and UPS Packages** – The following format should be used for all FedEx/UPS Packages since they cannot be shipped to a PO Box:

   Cadet Name  
   745 Brewerton Road # _ _ _ _  
   West Point NY 10996 - _ _ _

❖ It is extremely critical that all mail including packages shipped via USPS contain the correct PO Box number and correct Zip Code 10997. Missing either of these two elements will cause a delay in delivery to your Cadet and may be returned for insufficient address.

❖ Due to the high mail volume received daily at the Cadet Post Office, we are unable to look up the PO Box number of any mailpiece that arrives without a PO Box number. Apologetically, any mailpiece or package that does not include a PO Box number will be Returned to Sender.

❖ The USPS is required to Return to Sender any package not picked up by the Cadet within 15 days. Please help us prevent this by reminding your Cadets to pick up all packages and mail immediately.

❖ **For ALL FedEx and UPS packages** – Please allow a minimum of one day delay from when the package is signed for and scanned delivered at West Point before the package is available for pickup by your cadet at the Cadet Post Office located in Washington Hall.

❖ Any FedEx/UPS package flagged as questionable after going through a security check by Military Mail and Distribution will remain with Military Mail and Distribution for deliver. In addition, any package that is over 70 lbs. or over 130 inches in combined length and girth will remain with Military Mail and Distribution for delivery.

❖ Lastly, should a Cadet require an item by the next day, it is strongly advised to send it Priority Mail Express via the United States Postal Service. That is the **only** mail we guarantee next day delivery on. We understand you may pay a certain fee to have it sent next day UPS,
however, we cannot guarantee next day delivery on these items due to the fact they must go through Military Mail and Distribution first and then get transferred over to the Cadet Post Office.

The West Point Postal Family looks forward to servicing all your postal needs. If you have any questions or concerns, please feel free to call me anytime. The direct phone number to the Cadet Post Office is (845) 446-8750.

Thank You!

Jennifer Silva
Postmaster
West Point NY 10996
(845) 446-8749