



**DEPARTMENT OF THE AIR FORCE  
10TH FORCE SUPPORT SQUADRON  
USAF ACADEMY COLORADO 80840-2617**

28 November 2018

MEMORANDUM FOR ALL USAFA ORGANIZATIONS

FROM: 10 FSS/FSV

SUBJECT: Official Mail Center Distribution Schedule and Pouch Service

1. Effective 1 December 2018, the Official Mail Center (OMC) will be administratively assigned to the 10th Force Support Squadron (10 FSS). The Sustainment Services Flight Chief (FSV) will now be the Point of Contact for all Official Mail Manager (OMM) duties, and can be reached at 333-3172.
2. The OMC is located in the Community Center building 5136. Their office hours are 0730-1630 Monday through Friday. New official symbol is 10 FSS/FSVP.
3. The mobile distribution van provides distribution services base-wide. Inclement weather may require schedule changes. I will notify affected offices of any changes via email.
4. Outgoing official mail is dispatched off base daily at 1630. Mail received in the OMC no later than 1600 is dispatched the same day.
5. United Postal Service and Next Day Air packages received at the OMC by 0830 will go out the same day. Express Mail must be approved through the OMM in advance.
6. Distribution Schedule is as follows:

<b>SOUTH DELIVER/PICK-UP ROUTE (MORNING)</b>				
<b>ORGANIZATION</b>	<b>OFFICE SYM</b>	<b>BLDG</b>	<b>DUTY PH</b>	<b>ARRIVAL TIME</b>
USAFA Preparatory School	USAFA/PL	5220	333-3400	09:32
Commissary	DeCA	5126	333-2227	09:38
Fire and Emergency Services	10 CES/CEF	6202	333-3185	09:42
Airman and Family Readiness	10 FSS/FSH	6248	333-3444	09:45
10th Air Base Wing Equal Opportunity 10th Mission Support Group Office of Special Investigations DoD Medical Review Board	10 ABW/CC 10 ABW/EO 10 MSG/CC AFOSI, Det 808 DODMERB	8034	333-1010 333-4258 333-0160 333-3285 333-7896	09:54
10th Civil Engineering Squadron	10 CES	8116	333-2660	10:07
Army Civil Engineering	USACE	8110	333-2975	10:14
USAFA Safety Office Center of Excellence for Medical Multimedia 10th LRS/Base Supply	USAFA/SE CEMM 10 LRS/LGRMS	8110	333-3205 333-9179 333-2744	10:16
10th Security Forces Squadron	10 SFS	8024	333-3687	10:23

“Expect the Best – FSS”

<b>SOUTH DELIVER/PICK-UP ROUTE (MORNING) - CONTINUED</b>				
<b>ORGANIZATION</b>	<b>OFFICE SYM</b>	<b>BLDG</b>	<b>DUTY PH</b>	<b>ARRIVAL TIME</b>
10th Logistical Readiness Squadron 10th Contracting Squadron 10th CS (Publications/Records Management)	10 LRS 10 CONS 10 CS/SCXPCF/R	8110	333-1493 333-2074 333-2708	10:27
306 Flying Training Group 557 Flying Training Squadron	306 FTG 557 FTS	9206	333-3330	10:31
94 Flying Training Squadron 70 Flying Training Squadron	94 FTS 70 FTS	9211	333-3072 333-9309	10:39
AKIMA Logistics Services	ALS	9203	472-5932	10:42
98 Flying Training Squadron	98 FTS	9201	242-8841	10:45
Veterinarian Clinic	10 MDG	9037	333-4055	10:55
Falcon Club	10 FSS/FSWC	3120	333-8188	11:02
Association of Graduates	AOG	3116	472-0300	11:06
10th Communications Squadron	10 CS	4199	333-0830	11:10
10th Medical Group	10 MDG	4102	333-5121	11:17

<b>NORTH DELIVER/PICK-UP ROUTE (AFTERNOON)</b>				
Community Relations Gift Shop	USAFA/CMC USAFA/ADEG	2346	333-7470 472-0102	13:08
Director of Admissions (Consolidated Mail Drop Center)	USAFA/CC USAFA/RR USAFA/IG USAFA/CM USAFA/XP USAFA/ADC USAFA/FMF USAFA/JA USAFA/A6 USAFA/HC USAFA/CCLD	2304	333-9207	13:15
Cadet Athletics	USAFA/AD	2168	333-4008	13:35
Information Security Cadet Personnel	USAFA/IPI USAFA/A1A	2360	333-2405 333-5192	13:48
Fairchild Hall Consolidated	USAFA/DFLIP USAFA/DF USAFA/CW USAFA/CSS USAFA/PAV 10 CS/SCXSCM/SCO	2354	333-2442 333-8560 333-7529 333-8300 333-7571 333-4068	13:53
Cadet Clinic	10 AMDS/SGP	2355	333-5181	14:22
Cadet Dental Clinic	10 AMDS/SGD	2355	333-5192	14:27
Frontline Apparel Group	10 LRS/LGRMC	2348	333-4526	14:33
Academy Execution Office	AFCEC/CFMC	2330	333-3116	14:38

7. Pouch service is a consolidated first class or first class priority mailing to the following military installations where volume warrants IAW DODM 4525.8, *DOD Official Mail Manual*. Pouch mail is collected by OMC drivers during the route and consolidated in the OMC office and then mailed out each Friday. Any mail going to any installation listed below that has priority and cannot wait until Friday mailing, should have an affixed note stating its importance and need to mail that day.

<b>INSTALATION</b>	<b>STATE</b>	<b>ZIP CODE</b>
Brooks AFB	TX	78235
Buckley AFB	CO	80011
Defense Accounting Services (DFAS-DE/WASM) Denver	CO	80279
Fort Carson	CO	80913
Kirtland AFB	NM	87117
Lackland AFB	TX	78236
Langley AFB	VA	23665
Luke AFB	AZ	85309
Maxwell AFB	AL	36112
Offutt AFB	NE	68113
Peterson AFB, (serves Cheyenne Mountain and Schriever AFB)	CO	80914
Randolph AFB	TX	78150
Scott AFB	IL	62225
Sheppard AFB	TX	76311
Washington DC, (serves Pentagon, Bolling AFB WA)		20330, 20331
Wright-Patterson AFB	OH	45433

8. For additional information about mail services, please contact the OMM's, Mr. John Brunfeldt at 333-3172, Mr. Lou Moya, 333-9831 or the OMC Lead, Mr. Myles Miller at 333-2997/2369.

JOHN A. BRUNFELDT, GS-13  
USAFA, Official Mail Manager