

POST OFFICE BOX
and
FEDERAL EXPRESS, UPS, and DHL
INFORMATION
from the USAFA Postmaster
Current as of May 2011

The correct mailing address for your cadet is crucial. Mail not deliverable due to the incorrect address or insufficient information will be returned to the sender or sent to the Dead Letter Office (if there is no return address).

In addition to regular mail (envelopes) you may also send packages to the post office box and the cadets will receive a note in their boxes instructing them to pick up their packages at the counter. The address must be complete and correct. (Note that the zip code for cadets is 80841 rather than 80840.)

The correct address for all cadets is below:

John Doe
PO Box xxxx (post office box number)
USAFA CO 80841-xxxx (post office box number)

(If you wish, you can also put the cadet rank (C4C, C3C, etc. before the name or as a basic cadet it should be “Basic Cadet John Doe”).

If you choose to send a package via Federal Express, UPS or DHL, you need a street address. They will not deliver to a post office box. The pick up location, called Pak Mail, is in the Cadet Book Store in Vandenberg Hall. Below is the correct mailing address:

John Doe (add the rank before the name if you wish)
Pak Mail
2360 Vandenberg Drive
USAFA CO 80840-xxxx (*post office box number)

*The post office box number is added to this as a 4 digit zip+4 and a means of identification when the cadet picks up the package at Pak Mail.

The following is advice from a Parent, not from the USAFA Postmaster

Note that the staff at Pak Mail will charge your cadet \$3.50 when they pick up a package but for heavier packages (more than 5 lbs or so) either UPS Ground or FedEx Ground is not only less expensive than US Priority Mail but also guarantee two day delivery to the Academy from St. Louis. Furthermore, this rate includes insurance up to around \$100 and delivery notification, which can be via a text or email to both you and your cadet. Finally, if you drop off a package by around 6 pm (Monday), they will guarantee delivery by 4 pm just two days later (Wednesday).

See either UPS.com or Fedex.com for details on rates and delivery notification options.

Priority Mail offers no guarantees but "usually" takes 2-3 days according to the Post Office. We dropped off a Priority Mail package before 8 am Monday which didn't arrive after 4 pm Thursday. Both insurance (minimum price is \$1.70, \$100 insurance costs \$2.30) and delivery notification (70 cents) is extra. And for that notification you will have to input the registration number at USPS.com since they do not offer text or email notification. The Post Office does offer several sizes of Priority Mail Flat Rate boxes which may be less expensive for smaller yet heavy items. If you select services and print out your postage on line you will save about \$2 but have to know the exact weight of the item.

For very heavy packages, you will save quite a bit with UPS or FedEx Ground. Note that's Ground since their Two-Day options cost more; for shorter distances – such as St. Louis to the Academy - Ground is just as quick.

Suggest you compare prices before your ship. One final consideration is that the Post Office may have longer hours of operation than Pak Mail – ask your cadet.