



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

MEMORANDUM FOR DISTRO O

FROM: 10 FSS/FSV

SUBJECT: Official Mail Center Distribution Schedule and Pouch Service

1. The Official Mail Center (OMC) is located in the Community Center building 5136, next to the United States Post Office and hours are 0730-1630 Monday through Friday, closed on weekends and Federal Holidays. The office and symbol is 10 FSS/FSVP
2. The mobile distribution van provides distribution services base-wide. Inclement weather may require schedule changes. Notification will be made on the 10 FSS Website page www.USAFASupport.com and on Facebook of any changes affecting the offices hour or mail delivery service, due to weather or other events.
3. Outgoing official mail is dispatched off base daily Monday through Friday, except for holidays. Mail received in the OMC no later than 1600 will be dispatched the same day, after 1600 will be mailed the next day.
4. Express and Registered Mail requires approved through the OMM in advance, by contracting the undersigned.
5. Distribution Schedule is as follows:

SOUTH DELIVER/PICK-UP ROUTE (MORNING)					
ORGANIZATION	OFFICE SYM	BLDG	ROOM/SUITE #	DUTY PH	ARRIVAL TIME
USAFA Preparatory School	USAFA/PS	5220	123	333-3400	09:33
Commissary	DeCA	5126		333-2227	09:38
Fire and Emergency Services	10 CES/CEF	6202	100	333-3185	09:43
Airman and Family Readiness	10 FSS/FSH	6248	132	333-3444	09:47
10th Air Base Wing	10 ABW/CC		200	333-1010	
Equal Opportunity	10 ABW/EO		100	333-4258	
10th Mission Support Group	10 MSG/CC	8034	250	333-0160	09:55
Office of Special Investigations	AFOSI, Det 439		10	333-3285	
DoD Medical Review Board	DODMERB		132	333-7896	
10th Civil Engineering Squadron	10 CES			333-2660	
Academy Execution Office	AFCEC/CFMC	8120	106	333-3116	10:08
AFROTC (as needed, by appointment)	AFROTC/NWR/DDS	8110	118	333-1282	10:14
Army Civil Engineering	USACE	8110	Door 7	333-2975	10:18
USAFA Safety Office	USAFA/SE		Door 18	333-3205	
10th LRS/Base Supply	10 LRS/LGRMS	8110	Door 11	333-2744	10:22
IT Accountability	10 CS/SCXSCA		Door 16	333-4033	
10th Security Forces Squadron	10 SFS	8024	Lobby	333-3687	10:30

“Expect the Best – FSS”

SOUTH DELIVER/PICK-UP ROUTE (MORNING) – CONTINUED					
ORGANIZATION	OFFICE SYM	BLDG	ROOM/SUITE #	DUTY PH	ARRIVAL TIME
10th Logistical Readiness Squadron 10th Contracting Squadron 10th CS (Publications/Records Management)	10 LRS 10 CONS 10 CS/SCXPCF/R	8110	100 200 M111	333-1493 333-2074 333-2708	10:35
306 Flying Training Group 557 Flying Training Squadron	306 FTG 557 FTS	9206	115	333-3330	10:40
94 Flying Training Squadron 70 Flying Training Squadron	94 FTS 70 FTS	9211		333-3072 333-9309	10:45
AKIMA Logistics Services	ALS	9203		472-5932	10:47
98 Flying Training Squadron	98 FTS	9201	1	242-8841	10:49
Veterinarian Clinic (PHA- Fort Carson)	PHA-FC/MCHB-PHA-CSA	9037	Lobby	333-4055	10:58
Falcon Club	10 FSS/FSWC	3120	312D	333-8188	11:05
Association of Graduates	AOG	3116	Lobby	472-0300	11:12
10th Communications Squadron	10 CS	4199		333-0830	11:15
10th Medical Group	10 MDG	4102		333-5121	11:24

NORTH DELIVER/PICK-UP ROUTE (AFTERNOON)					
Community Relations Gift Shop	USAFA/CMC USAFA/ADEG	2346	102	333-7470 472-0102	13:11
Harmon Hall (Consolidated Mail Drop Center)	USAFA/DS/DSP USAFA/RR USAFA/IG USAFA/CM/PA USAFA/A5/8 AFLOA/ADC USAFA/FMF USAFA/JA USAFA/A6 USAFA/HC USAFA/CCD DAF/JAJS	2304	3300 2300 3500 3100 3800 2200 2100 3700 100 3200 161	333-4145 333-9207 333-4361 333-7731 333-2481 333-4298 333-3920 333-4232 333-2636 333-7277	13:21
Polaris Hall	USAFA/CCLD		300	333-4904	13:29
Cadet Athletics	USAFA/AD	2168	423	333-4008	13:39
Information Security Cadet Personnel	USAFA/IPI USAFA/A1A	2360	1C4B 3C24	333-2405 333-5192	13:54
Fairchild Hall	USAFA/DVLT USAFA/DF USAFA/CW USAFA/CSS USAFA USSF Det USAFA/CMV 10 CS/SCXSCM/SCO 10LRS/LGRP	2354	3A15 6G112 5F14 3F15 2E23	333-2442 333-8560 333-7529 333-8300 333-6602 333-7571 333-4068 333-4137	14:04
Cadet Clinic	10 AMDS/SGP	2355	1N207	333-5181	14:36
Cadet Dental Clinic	10 DS/SGD	2355	B	333-5192	14:39
Frontline Apparel Group	10 LRS/LGRCU	2348 (2351)		333-4526	14:45

6. 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.

INSTALATION	STATE	ZIP CODE
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

7. For additional information about mail services, please contact the OMM's, Mr. Mark Sullivan at 333-3172, SSgt Tyler Cummings, 333-9135, Mr. Joey Martinez, 333-2825 or the OMC Lead, Mr. Myles Miller at 333-2997/2369.

MARK L. SULLIVAN, GS-13
 USAFA, Official Mail Manager