

## **Moving Here**

Welcome to Camp Lejeune North Carolina the "Home of Expeditionary Forces in Readiness"

The following guidelines govern the handling of personal mail aboard Camp Lejeune:

### **Personal Mail Guidelines**

- Personnel who reside off base or in base housing will receive their personal mail at their resident address.
- Personnel entitled to receive mail through their unit mailroom/work section will inform all correspondents (to include relatives, financial institutions, publishers, etc.) of their complete military mailing address.
- All military personnel will complete a change of address card upon reporting to and prior to transferring from their unit/organization.

### **Personal Mail with Military Unit Format**

Personal mail addresses consist of four distinct address lines. Listed below is an example and explanation of each line.

- 1st Line: Name
- 2d Line: Unit and Section
- 3d Line: Box 20xxx
- 4th Line: Camp Lejeune NC 28542-0xxx

- The 1st line the individual's rank and complete name (i.e., First, Middle Initial and Last).
- The 2d line the unit /organization name with the appropriate company and section listed in parenthesis. Due to limited character space, group level organization names (i.e., 2d Mar Div) are generally not required or desired. For this same reason, battalion/squadron names should normally be abbreviated on personal mail addresses.
- The format for the 3d and 4th lines is identical to that for the last two lines for official mail number (each unit has their own 6 digit box number) while the 4th line is reserved for city (Camp Lejeune), two-letter state abbreviation (NC) and ZIP+4. Note that for automation purposes, these are the two most important lines of the address and must conform exactly. Failure to do so may result in the mail being delayed or returned to sender.

### **Personal Mail with Base Housing or Off Base Format**

Personal mail addresses consist of four distinct address lines. Listed below is an example and explanation of each line.

- 1st Line: John L Doe
- 2d Line: Apt Number (if applicable)
- 3d Line: Street address or box number
- 4th Line: City, NC 285xx

- 1st line the individual's name (i.e., First, Middle Initial and Last).
- 2d line the apartment number if applicable.
- 3d line street number or P.O. Box number.
- 4th line is reserved for city, two-letter state abbreviation (NC) and ZIP+4.

### **Change of Address**

There are several ways to let the USPS know you want your mail forwarded. The Change of Address Order (PS Form 3575) is available at the post office or online [www.usps.com](http://www.usps.com).