

Postal Reimbursements

Must know information:

- You may be authorized reimbursement for the amount of postage not to exceed the Government cost to/from your authorized duty station
- The total weight of the property mailed will be charged against your maximum weight entitlement
- Reimbursement is about one dollar per pound depending upon the destination
- All claims for missing and/or damaged items will be filed with the Post Office
- Each box mailed must contain a copy of your orders and a US Customs form to include an itemized listing of the contents and their value. Your packages should be addressed to you. You can send in care of (C/O) another addressee if necessary
- The post office will provide the required stamp indicating that the items are part of a military personal property shipment. This will prevent you from paying US Customs duty at destination
- Take the Postal Reimbursement Form, AF 3126 to the Post Office each time you mail a box. This will give you an itemized record of the weight and postal cost

Non-reimbursable expenses:

- Insurance
- Packing material
- Expedited shipping

If you are PCS'ing report to the destination TMO with:

- ✓ Postal Reimbursement Form, AF 3126
- ✓ Postal receipts
- ✓ 3 copies of your orders to your gaining Personal Property TMO Office

If you are accomplishing a separation, retirement, early return of dependent, student travel, or renewal travel order move, report to the Ramstein TMO BLDG 2106 RM 212 with:

- ✓ 1 original & 2 copies of the Postal Reimbursement Form, AF 3126
- ✓ 3 copies of receipts (only required if the Post Office did not stamp the AF Form 3126)
- ✓ 3 copies of your orders
- ✓ TMO will provide you with a DD Form 2278 and supporting documents **within 48 hrs** that you will be required to turn into Finance for reimbursement

