

# MOBILE ADDRESS

## Facts

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A mobile address provides the best possible mail support while forward deployed and away from home.

**Fleet and NAVSUP guidance** outlines requirement for mobile units to establish and utilize assigned deployed mailing address and ensure unique virtual box numbers are assigned to crew member and are used.

Mail for deployed mobile units/squadrons routed to ship or overseas destination using the mobile address.

Mobile addresses are established by NAVSUP Navy Mail Routers based on theater of deployment and mail supply chain. Address establishment initiated when deploying unit prepares official letter MEMORANDUM addressed to NAVSUP SUP 0454 via applicable Fleet Postal Officer.

Mobile Address Benefits:

- **Detailed visibility of mail going to mobile unit addresses when deployed OCONUS. This visibility supports mail claims, postal inquiries and package tracking. Using ship or overseas host base address is not authorized and will not provide visibility and level of support.**
- **Upon unit returning home, the unit mobile address is routed to stateside home base which ensures no deployed mail will go to ship or overseas location after unit departs. Prior to departure crew members encouraged to submit USPS change of address changes via USPS.com or AMPS. Submitting a change of address provides efficient mail redirect services and reduces mail transportation costs and workload of overseas location and/or ship unit was assigned to.**
- **When unit returns stateside, mobile address is automatically routed to home base for 60 days then request submitted to USPS to deactivate address and routing.**

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**For more information contact**  
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