



The Citadel Post Office

171 Moultrie Street
Charleston SC 29409
843-953-7690



Dear Citadel Parent/Friend:

Our cadets certainly enjoy the letters and "care packages" they receive.

To make it easier for you, we have arranged with the Postal Service to send you a supply of shipping boxes and pre-addressed mailing labels. Meanwhile, your Post Office can provide you, free of charge, Priority mailing boxes and envelopes. Ask for envelope EP14F, box 0-1096 (large) or box #4.

The Postal Service can also provide you with mailing label #228. You may order label 228-C pre-printed with your return address and your Cadet's "to" address by calling 1-800-610-7833 and requesting "over printed labels 228-C" using the address format below. Immediate need items, such as keys, glasses, medication, etc., can be sent using the Postal Services "Overnight Express Mail". In most cases, this mail is available in the a.m. for the cadets to pick up. Other carriers such as FedEx, Airborne, and UPS would arrive later and possibly cost more!

Your cadet's MSC # **must** appear on ALL mail – 171 Moultrie Street alone is not a proper mailing address! MSC is a postal term that stands for Mail Stop Code. This is used in place of "P.O. Box". Please use black or blue ink for addressing. Designer ink – pink, gold, silver, etc. is not read easily by postal OCR machines and could cause delays. Please do not use staples on packages or envelopes. They tend to damage machinery as well as worker's hands. If you decide not to use the above Priority mailing boxes, you may return any unused boxes to your local Post Office. Your cadet's given name should be used when addressing mail. Please avoid the use of nicknames.

Keep those cards, letters and "care packages" coming. They brighten your cadet's day!

Remember to always use the correct address for your cadet:

NAME (no nicknames, please)
MSC your cadet's #, The Citadel
171 Moultrie Street
Charleston SC 29409- *

* (zip +4 is your cadet's MSC #)

Have a great day!

The Citadel Postal Staff

THE CITADEL
THE MILITARY COLLEGE OF SOUTH CAROLINA
171 MOULTRIE STREET
CHARLESTON SC 29409-6600

Postal Services

843.953.7690

August 16, 2008

Dear Parent:

On behalf of The Citadel Post Office, I would like to take this opportunity to welcome you into The Citadel Family! Your cadet's correct mailing address should be in the following format:

First Name Middle Initial Last Name
MSC _____ (assigned #), The Citadel
171 Moultrie Street
Charleston SC 29409

Your cadet's MSC # must appear on ALL mail. MSC is a postal term that stands for Mail Stop Code. This is used in place of "P.O. Box". **Therefore, it is extremely important to have your student's MSC # on all incoming mail and packages.** Your student should be able to keep this address for his/her entire stay at The Citadel. It is each box holder's responsibility to make sure mail is addressed properly. Please use the USPS's standardized mailing format when addressing mail, with the student's information from above. Mail addressed without a complete address may be delayed or returned to sender. Please advise banks, magazine subscriptions, newspapers, CD clubs, etc. to include the **correct MSC #** in your student's address. **Always use your cadet's first name, middle initial and last name on addresses for clear identification. Do not use nicknames,** as this can make it difficult for delivery purposes if the MSC # is missing or incorrect.

Use black or blue ink for addressing. Designer ink – pink, gold, silver, etc. is not easily read by postal OCR machines and could cause delays. Do not use staples on packages or envelopes. They tend to damage machinery as well as worker's hands. It is requested that cash not be sent through the mail. United States Postal Service money orders are available and may be purchased and/or cashed at the Post Office. There is also an automatic teller machine located in Mark Clark Hall.

The Citadel Post Office, located in Mark Clark Hall, is a full service postal contract station. We follow the rules and regulations as set forth by the United States Postal Service. Our window hours are: 0930 to 1600 Monday thru Friday (full service) and 0730 to 0930 each Saturday (for parcel pick-up only). Incoming mail is distributed daily to cadet boxes by 1030 a.m., Monday through Saturday. Outgoing mail is dispatched at 1600 hours (4:00 p.m.) each day, Monday thru Friday.

During the orientation process, The Citadel Post Office will issue a mail box key, at no cost, to each student. If key is lost, additional keys may be obtained for a cost of \$10 each, which will be charged to your student's QM (Quarter Master) account. Keys should be returned when your student permanently leaves The Citadel.