



DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

28 Feb 24

MEMORANDUM FOR NEWLY ASSIGNED PERSONNEL

FROM: POSTMASTER, APO AE 09464

SUBJECT: RAFL Postal Statement of Understanding & Contract

1. Welcome to RAF Lakenheath! Postal Services at overseas locations differ greatly from those that you may be used to at stateside addresses. We would like to take this opportunity to brief you on some of the biggest changes you will encounter.

- a. Your address is for your **PERSONAL** use only, to include authorized dependents. Items for anyone not entitled Military Postal Service privileges cannot be received; to include mail addressed "In Care Of" an unauthorized user. Visiting relatives providing assistance are authorized to receive mail for 90 days upon notification from DoD sponsor. Family member must possess a base access card authorizing them to serve on the sponsor's behalf.
- b. Receptacles are for personal use and **cannot** be used to conduct private business under any circumstances. **Sending or receiving items through the MPS to advertise home businesses, to sell merchandise, to sell personal property or to conduct business or for commercial purposes where DoD funds mail transportation cost is prohibited.** Furthermore, using the APO box to receive merchandise samples, supplies, and business documents or create the appearance of selling goods is still prohibited. *Refer to DoD Postal Manual, 4525.6-M, C3.2.11.6.1, DoDI 4525.09, section 3.6c, and USAFE AIRPS guidance.*
- c. If you depart the area for more than 5 days, you must notify the Post Office and fill out a temporary mail disposition card. These cards will allow us to hold your mail until you return. We will notify you via the email you have provided the Customer Service when you in-processed.
- d. We recommend you check your receptacle once a week but if unable to, once a month at minimum. If you do not claim your letter mail after 30 days, the unclaimed mail will be returned to the sender. Further infractions and failed recurrences of checking your mail will result in loss of mail privileges and your First Sergeant/squadron leadership be notified of abuse of MPO privileges. If you are unable to claim your packages 15 days after receiving a notification your mail will be returned to the sender. *DoD 4525.6-M C3.4.6 and MPM C9*

- e. If you accidentally receive someone else's mail, you must IMMEDIATELY return it to the Post Office. We ask that you do NOT open the mail and return the parcel so that we may deliver it to the correct person. If you receive damaged mail, you may be able to file a claim with us however if you leave the Post Office and return with the parcel damaged; we will not be able to assist. You must then contact the vendor/company and proceed on your own.

2. If you have any questions, you may give our Customer Service a call at DSN 226-2370 or email at 48FSS.Post.Office@us.af.mil.

PATRICK J. BOLDEN JR., SMSgt, USAF
Postal Operations Superintendent

SPONSOR:

Print Name _____

Sign _____

Box Number _____

DoD ID # _____

SPOUSE: (if applicable)

Print Name _____

Sign _____

Box Number _____

DoD ID # _____