



LAJES FIELD POST OFFICE NEWSLETTER

VOLUME I

SEPTEMBER 2024

CONTENTS

- GENERAL FACTS
- APO MAIL UPDATE
- DID YOU KNOW?

GENERAL FACTS

Welcome to the Lajes Field Post Office Newsletter! This is a monthly newsletter that will provide general information regarding the post office and the services it provides.

Who can use Post Office services?

- Members of the US Armed Forces (on active duty) and their command sponsored family members.
- US citizen employees of DoD and their family members
- Retired personnel of the US Armed Forces and their family members
- Authorized US citizen contractors and other US Government agencies

Note: Receptacles cannot be used to conduct private business. If discovered it could lead to revoke of mailing privileges.

Tips for filling out Customs Forms (PS Form 2976-R).

Filling out a Customs Form is a requirement when sending out mail from the Post Office. The only exception is first class mail (document only) and some return labels provided by companies such as Amazon (We cannot accept UPS or FedEx return labels and the member will need to fill out a Customs Form and pay for the return). Most of the form is straightforward on what is required but there are a few additional things to consider:

- Ensure you sign and date at the end of the form (box 23)
- Boxes 7-21, 24 & 25 are optional
- Weight can be retrieved via the scale in the post office
- When listing contents, ensure you are specific. For example:
 - Incorrect: Clothes, appliances, electronics, gift, etc.
 - Correct: Men's denim jacket, microwave oven, wireless headset, scented candle, etc.

Note: The description should be precise enough to allow customs agents to identify the goods listed. Avoid ambiguous or obscure language.

- Use blue or black ink

Mailing Options

- **Customs Form Online** - Allows you to fill out a Customs Form online and print it out to be processed at the post office. This requires that you pay for it at the counter.

- **Click-N-Ship** - Allows you to prepay for your package online. After you print out the prepaid shipping label you'll be able to bring it to the post office where it is scanned and processed immediately at the counter without the contents having to be input manually.

Both of these options require a USPS.com account. We have a laptop in the finance lobby that can be used to complete and print out each of these forms. However, it is quicker to accomplish from your office or home. Please be mindful that you will need a scale to input the weight of the package.

USPS®-USE ONLY: Place barcode label here.

USPS Customs Declaration and Dispatch Note

- Print in English using blue or black ink.
- Complete all SHADED fields before acceptance.
- See the Privacy Notice on the reverse of Copy 4.

SENDER'S INFORMATION				SHIPMENT INFORMATION (Continued) - BOXED AREA IS FOR USPS-USE ONLY			
Full Last Name		First Name		USPS Official Use		USPS Corporate Account	
Business Name (if applicable)		Sender's Telephone		Total Postage/Fee (U.S. \$)		Insured Value (U.S. \$)	
Address-1		Address-2		7. Sender's Email Address		8. Addressee's Email Address	
City		State		ZIP Code*		9. Exporter's Reference (if applicable and known)	
Business Name (if applicable)		First Name		11. Importer's Reference (if applicable and known)		12. Importer's Telephone (if applicable and known)	
Address-1		Address-2		13. AETI TRN (if applicable)		14. AETI EORI (if applicable)	
City		State/Province		Country		15. License Number (if applicable)	
Business Name (if applicable)		First Name		16. License Holder		17. License Number (if applicable)	
Address-1		Address-2		18. Length (inches)		19. Width (inches)	
City		State/Province		Country		20. Height (inches)	
Business Name (if applicable)		First Name		21. Instructions (if applicable - check all that apply)		22. Non-duty Instructions (check one)	
Address-1		Address-2		23. Sender's Signature and Date		24. Return to Sender	
City		State/Province		Country		25. Treat as Absconder	
SHIPMENT INFORMATION				SHIPMENT INFORMATION			
1. Category of Items (Check all that apply)				2. Net Weight (lb)			
<input type="checkbox"/> Document <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Merchandise <input type="checkbox"/> Commercial Goods <input type="checkbox"/> Gift <input type="checkbox"/> Returned Goods <input type="checkbox"/> Humanitarian Donation <input type="checkbox"/> Other				3. Quantity			
3. Detailed Description of Contents (Enter on reverse of this form)				4. Net Value (U.S. \$)			
				5. Value (U.S. \$)			
				6. Total			

PS Form 2976-R, April 2016 PRN 1700-17-000-7002 IMPORTANT: This package may be opened officials. 1 - Customs Declaration

Going on leave or TDY?

Come by the Post Office to fill out a Temporary Mail hold form (DD Form 2258). This will be put your box on hold and prevent your inbound mail from being returned.

APO MAIL UPDATE

What happened to APO mail?

APO-to-APO mail never went anywhere, however prior to August of 2023 the commercial lane that was previously used expired and the Post Office teamed with the local Aerial Port Squadron to send mail out every two weeks via military aircraft.



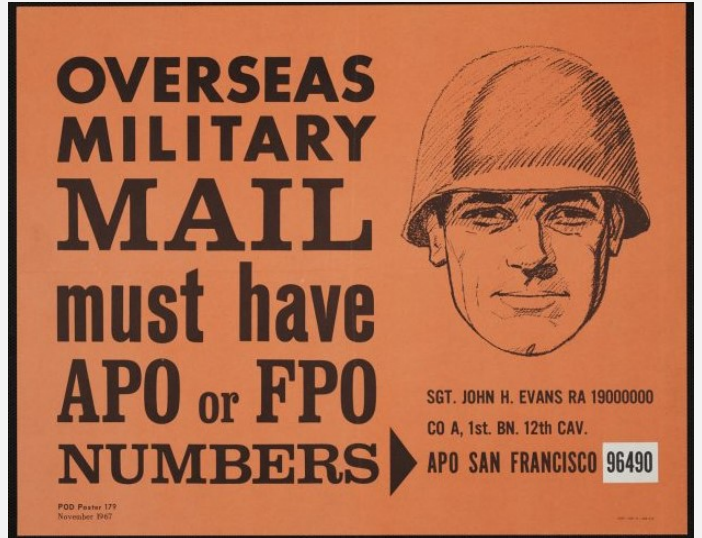
What now?

Thanks to help from our Postal Headquarters we were able to restore a commercial lane for APO-to-APO mail which means mail no longer will be dispatched every two weeks but now every time we dispatch commercial mail as well!

We dispatch mail every **Wednesday** and **Friday** in the afternoons so please ensure you you are planning accordingly when sending out your mail.

Additionally, in order to utilize the free benefit of APO-to-APO mail you will need to use Customs Form online via USPS.com. We've attached a "how-to" guide for this method to ensure you don't have to unnecessarily pay for shipping on this benefit of being overseas as a military member.

Note: Retirees can utilize APO-to-APO shipping services.

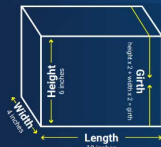


Mail Weight & Size Limits

MAIL CLASS	TRAVELS BY	WEIGHT & SIZE LIMITS
FIRST CLASS MAIL/PACKAGE SERVICE	PRIORITY AIR TRANSPORTATION	13 OUNCES / 13 INCHES
PRIORITY MAIL EXPRESS MILITARY SERVICE PRIORITY MAIL	PRIORITY AIR TRANSPORTATION	70 POUNDS / 108 INCHES
USPS RETAIL GROUND MILITARY POSTAL SERVICE INTERNATIONAL AIR MAIL/AVIATION SERVICE	SPACE-AVAILABLE AIR	70 POUNDS / 130 INCHES

Measuring Your Parcel

Length is always the longest dimension and is measured in inches.
Height is the side that is perpendicular (90°) to the length and is measured in inches.
Width is the remaining side that is also perpendicular to the length and is measured in inches.
Girth is the distance around the thickest part of the non-length sides and is measured in inches.
 For rectangular packages, Girth would be Height multiplied by two plus Width multiplied by two.
 For cylindrical packages, Girth is the circumference of the cylinder.



Scan the QR Code for more information on how the size and weight of a parcel is determined

$Girth = Height \times 2 + Width \times 2$
 In this case: $12in + 8in + 20in$

REFERENCE: USPS Domestic Mail Manual

OPR: USAFE-AF/AFRICA AIRPS/PO Poster 2, "Expires 31 Jan 25"

Are there limitations for APO mail?

Yes, APO-to-APO mail follows the same limitation as regular mail going to the states (see example). Please ensure your packages don't contain any prohibited items otherwise it may get held up in customs in one of the various ports over the globe that it may go through.* You can go to pe.usps.com to see the limitations for all APOs around the world. For example, you cannot send coffee to any APO in Germany.

*A more extensive list is located in the May 2024 Newsletter. You can also find all old Newsletters on the lajesfss.com site!

DID YOU KNOW?

- Our Parcel Locker Program is a program to help Shift Workers who aren't always able to come to the Post Office during our operating hours. Details on the program are briefed at right start but you can always email the 765 ABS/Post Office organization box to get signed up! Please ensure you updated the Post Office when you're no longer a shift workers so that the opportunity can be afforded to other members as well.

- Only put your mailing address for here as your "From" address otherwise it can get processed incorrectly due to not having the right postage based on the origin zip code. We've seen many packages come back with this issue and it can especially be a problem should the member moves to another base prior to the returned packages' arrival.

- If you have a spouse and you have different last names that's no problem! As long as you give us the information we keep an updated file of all members associated with your box so that everyone can pick up with no issue!

- When outprocessing, please ensure your box closure date reflects the date you want to be signed off on vMPF. We do box closure and opening checks once a week and it isn't an automatic sign off whenever you outprocess at our window. We ensure we close your boxes properly and in a timely manner to mitigate loss of mail.



765 ABS/FSX

OPC 76 BOX 01

APO AE 09720

Phone: 535-1207/1203

E-mail: 765 ABS/Post Office

65cs.postoffice@us.af.mil

References

Military Postal Service Procedures Manual (MPM) 2 Jan 24

USAFE-AIRPS/PO Postal Guide 12 January 2024

Postal Training Guide 1 - General Postal Knowledge

Postal Training Guide 6 - Receptacles, Directory, Claims and Inquiries

USPS.com

Business Hours:

Mon: Closed for Mail Processing

Tues: 1000-1700

Wed: Closed for Mail Processing

Thurs: 1000-1700

Fri: 1000-1300

Family Days (Parcel Pick-up Only):

1000-1300

Federal Holidays - Closed

Dispatch Days:

Wed & Fri between 1300-1600

If you'd like to see a specific Post Office topic on our next newsletter, please send an email to our org box with your suggestion.