



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

13 May 24

MEMORANDUM FOR NEWLY ASSIGNED PERSONNEL

FROM: POSTMASTER, APO AE 09464

SUBJECT: Royal Air Force (RAF) Lakenheath Postal Contract

1. Welcome to RAF Lakenheath! 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 who is not entitled Military Postal Service (MPS) privileges cannot be received. This includes mail addressed "In Care Of" an unauthorized user. Visiting relatives are authorized to receive mail for 90 days upon notification from DoD sponsor. Family member(s) 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 operations under any circumstances. **Sending or receiving items through the MPS to advertise home businesses, to sell merchandise, or to conduct business or for commercial purposes 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 Military Postal Service Procedures Manual (MPM), Section 1.P.1 and Section 30.2.G.1, and USAFE AIRPS guidance.*
- c. If you depart the area for more than 5 days, you must notify the MPS and fill out a DD2258 (Temporary Mail Disposition Card); it will allow us to hold your mail until you return.
- 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 mail will be returned to the sender and endorsed "Unclaimed". Further infractions and recurring failures of checking your mail will result in loss of mail privileges, and your First Sergeant/Squadron leadership will be notified of abuse of MPS privileges. If you are unable to claim your parcels **15 DAYS** after receiving a notification, your packages will be returned to the sender and endorsed "Unclaimed". *Refer to Military Postal Service Procedures Manual (MPM) Section 20.2.A and Section 21.2.G.1*

Current as of 13 May 24

- e. If you accidentally receive someone else’s mail, you must **IMMEDIATELY** return it to the MPS. 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 our facility and return with the parcel damaged, we will not be able to assist. In such cases, you must then contact the vendor/company and proceed on your own.

**\*NOTE:** You are responsible for keeping all original packaging of the damaged item when filing for a claim with us, as USPS will deny the claim if the packaging is not sent with the damaged item.\*

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.

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KAYLIN M. RAMSEY, MSgt, USAF  
Postmaster

SPONSOR:

Print Name \_\_\_\_\_

Sign \_\_\_\_\_

Box Number \_\_\_\_\_

DoD ID # \_\_\_\_\_

SPOUSE: (if applicable)

Print Name \_\_\_\_\_

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