



LAJES FIELD POST OFFICE NEWSLETTER

VOLUME I

SEPTEMBER 2024

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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 Priority Notice on the reverse of Copy 4.

SENDER INFORMATION		SHIPMENT INFORMATION (Continued) — BOXED AREA IS FOR USPS-USE ONLY	
Sender Name (Required)	Zip Code (Required)	USPS Official Use	USPS Business Account
Address 1	Address 2	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 3	Address 4	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 5	Address 6	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 7	Address 8	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 9	Address 10	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 11	Address 12	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 13	Address 14	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 15	Address 16	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 17	Address 18	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 19	Address 20	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 21	Address 22	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 23	Address 24	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 25	Address 26	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 27	Address 28	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 29	Address 30	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 31	Address 32	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 33	Address 34	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 35	Address 36	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 37	Address 38	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 39	Address 40	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 41	Address 42	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 43	Address 44	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 45	Address 46	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 47	Address 48	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 49	Address 50	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 51	Address 52	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 53	Address 54	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 55	Address 56	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 57	Address 58	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 59	Address 60	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 61	Address 62	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 63	Address 64	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 65	Address 66	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 67	Address 68	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 69	Address 70	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 71	Address 72	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 73	Address 74	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 75	Address 76	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 77	Address 78	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 79	Address 80	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 81	Address 82	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 83	Address 84	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 85	Address 86	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 87	Address 88	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 89	Address 90	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 91	Address 92	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 93	Address 94	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 95	Address 96	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 97	Address 98	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Address 99	Address 100	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
City	State	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit
Business Name (Optional)	Business Telephone	USPS Retail Store (R) or Service Point (S)	USPS Retail or Delivery Unit

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.



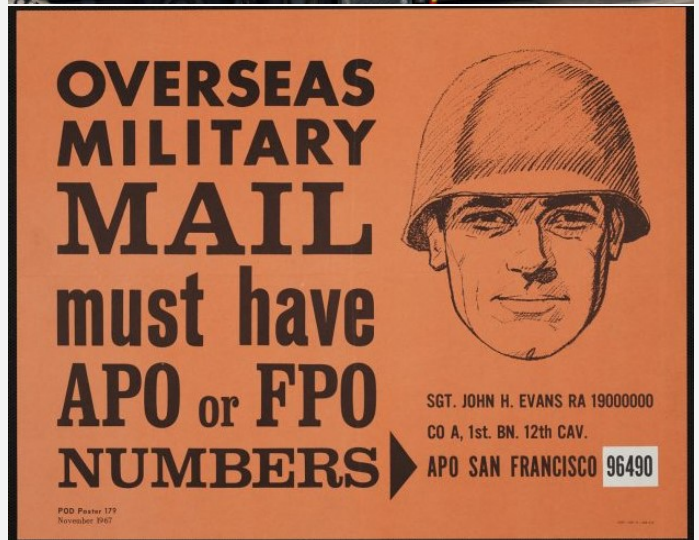
What now?

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.

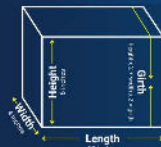


Mail Weight & Size Limits

MAIL CLASS	TRAVELS BY	WEIGHT & SIZE LIMITS
FIRST CLASS MAIL/PACKAGE SERVICE	PRIORITY AIR TRANSPORTATION	13 OUNCES / 15 INCHES
PRIORITY MAIL EXPRESS MILITARY SERVICE PRIORITY MAIL	PRIORITY AIR TRANSPORTATION	70 POUNDS / 158 INCHES
USPS RETAIL GROUND MILITARY POSTAL SERVICE	SPACE-AVAILABLE AIR	70 POUNDS / 158 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 x 2 + Width x 2
In this case: 12in x 2in + 20in x 2in

REFERENCE: USPS Domestic Mail Manual

OPR: USAFPP-AFAPRICA-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.