

# IMPORTANT!

## MILITARY POSTAL SERVICE IS A PRIVILEGE THAT MAY BE REVOKED.

- DoD Postal Manual 4526.6-M states; "Under no circumstances shall mail receptacles be used to conduct a private business."
- You must not use **MPS** to **MAIL** or **RECEIVE** items you plan to **SELL** or use to promote your business. Failure to comply **WILL** result in **SUSPENSION** or **LOSS** of postal privileges.
- Please note that our APO to APO service cannot be used free of charge for the purpose of PCS.
- To ensure timely and effective delivery of your mail please abide by the following address format:

FIRST NAME I. LAST NAME  
PSC 9 BOX \_\_\_\_  
APO AE, 09123

*\*Do NOT include "Spangdahlem" or "Germany" on your address line. Your mail may enter the German Postal System and accountability.*

## POST OFFICE OPENING HOURS

**CUSTOMER SERVICE:**  
Monday-Friday 10am-4pm

**PARCEL PICKUP:**  
Monday-Friday 10am-6pm  
Saturday 10am-2pm

**FINANCE WINDOW (MAIL DROP-OFF):**  
Monday-Friday 10am-5pm  
Saturday 10am-2pm

*\*Closed on holidays, family days & the 3rd  
Wednesday of every month*



**UNITED STATES  
POSTAL SERVICE®**



# 52 FW SPANGDAHLEM MILITARY POST OFFICE 52 FSS/FSXP GENERAL INFORMATION BROCHURE

**SPANGDAHLEM POST OFFICE**

Building 224

# HELPFUL REMINDERS

**OLD MAIL:** Please check your mail receptacle at least once a month to avoid accumulating “old mail”. Mail older than 30 days will be returned to sender if not retrieved after Customer Service Center notifies you.

**GOING ON LEAVE OR TDY?** Please stop by our Customer Service Center and place your mail receptacle on **HOLD**. We will hold all incoming mail until your return. You can do this by filling out a **HOLD FORM** at the Customer Service Center. If you are deploying, we can **forward your mail** to your deployed location. You can do this by filling out the **FORWARD FORM** at the Customer Service Center.

**EMAIL NOTIFICATIONS:** You may sign-up to receive parcel pick-up email notifications. **However**, do not solely rely on email. You are held accountable for regularly checking your mail receptacle.

**PERSONAL INFORMATION:** Should your personal information change due to divorce, marriage, name change, etc., please inform the **Customer Service Center**.



**MAIN POST OFFICE:**  
DSN: 452-7195

**CUSTOMER SERVICE CENTER:**  
DSN: 452-4588 or  
452-4584  
COMM: 06565614588  
or  
06565614584

**EMAIL:**  
52fss.fsvpspangdahlemp  
ostoffice@us.af.mil



# PROHIBITED ITEMS!



**PER GERMAN LAW: YOU CANNOT RECEIVE OR SEND THE FOLLOWING ITEMS IN THE MAIL TO OR FROM GERMANY:**

- Prescription Meds
- Supplements
- Herbal Remedies
- Vitamins
- Firearms, Ammunition, and Fireworks
- Counterfeit Goods
- Foodstuff of Animal Origin
- Foodstuff of Plant Origin
- Coffee
- Alcohol
- Tobacco Products
- Pornographic materials
- Unconstitutional Literature
- Playing Cards (except in complete decks and properly wrapped)
- Absinthe
- Melatonin
- Radioactive Materials

For questions or concerns regarding prohibited items, please contact the **Spangdahlem Customs Field Office at DSN: 452-4500, Mon – Fri 0800-1200 & 1300-1600**