

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*



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

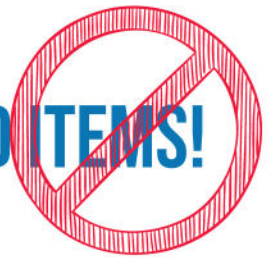
COMM: 06565614588
or
06565614584

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**