

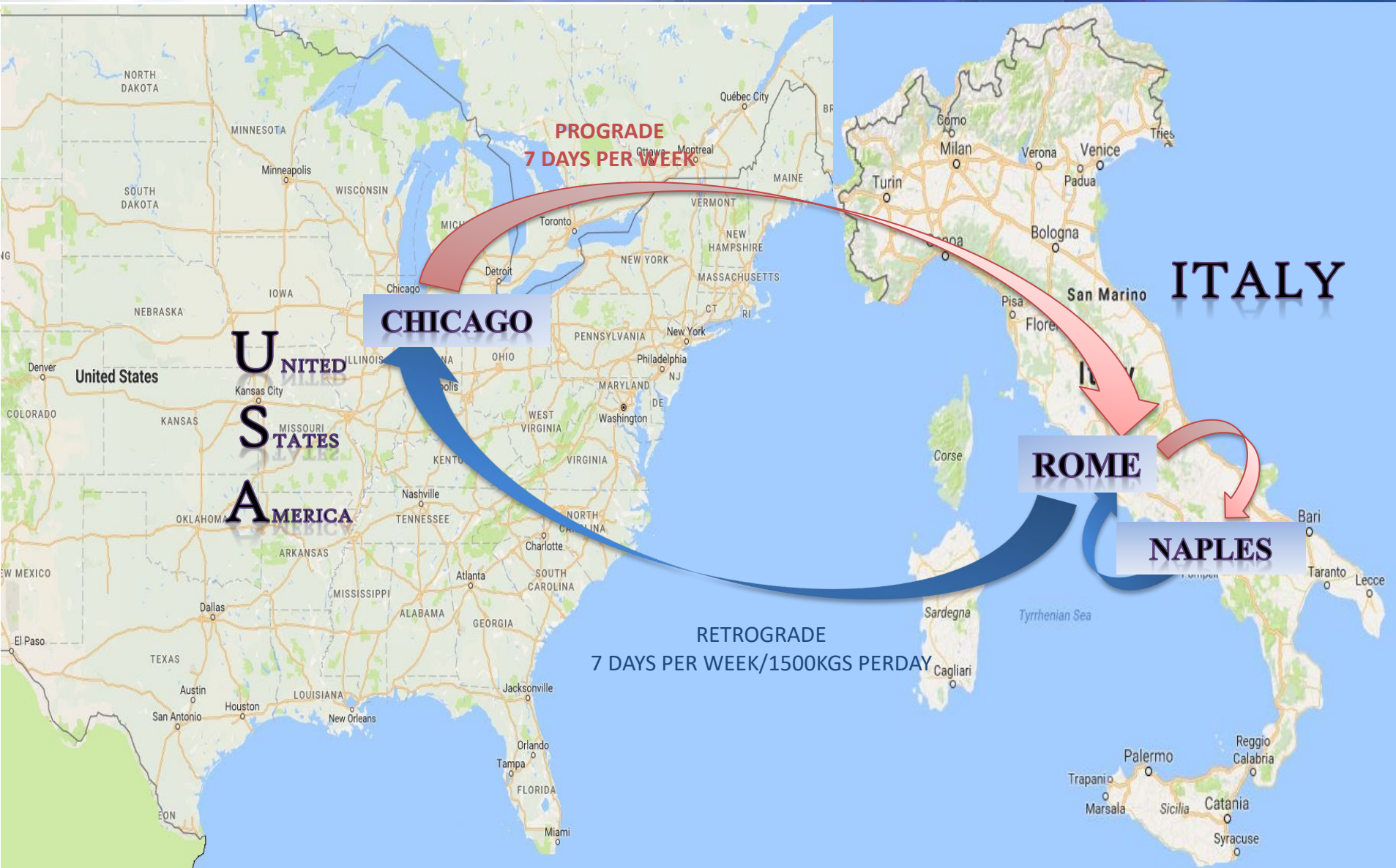


Welcome to Fleet Post Office Naples Italy

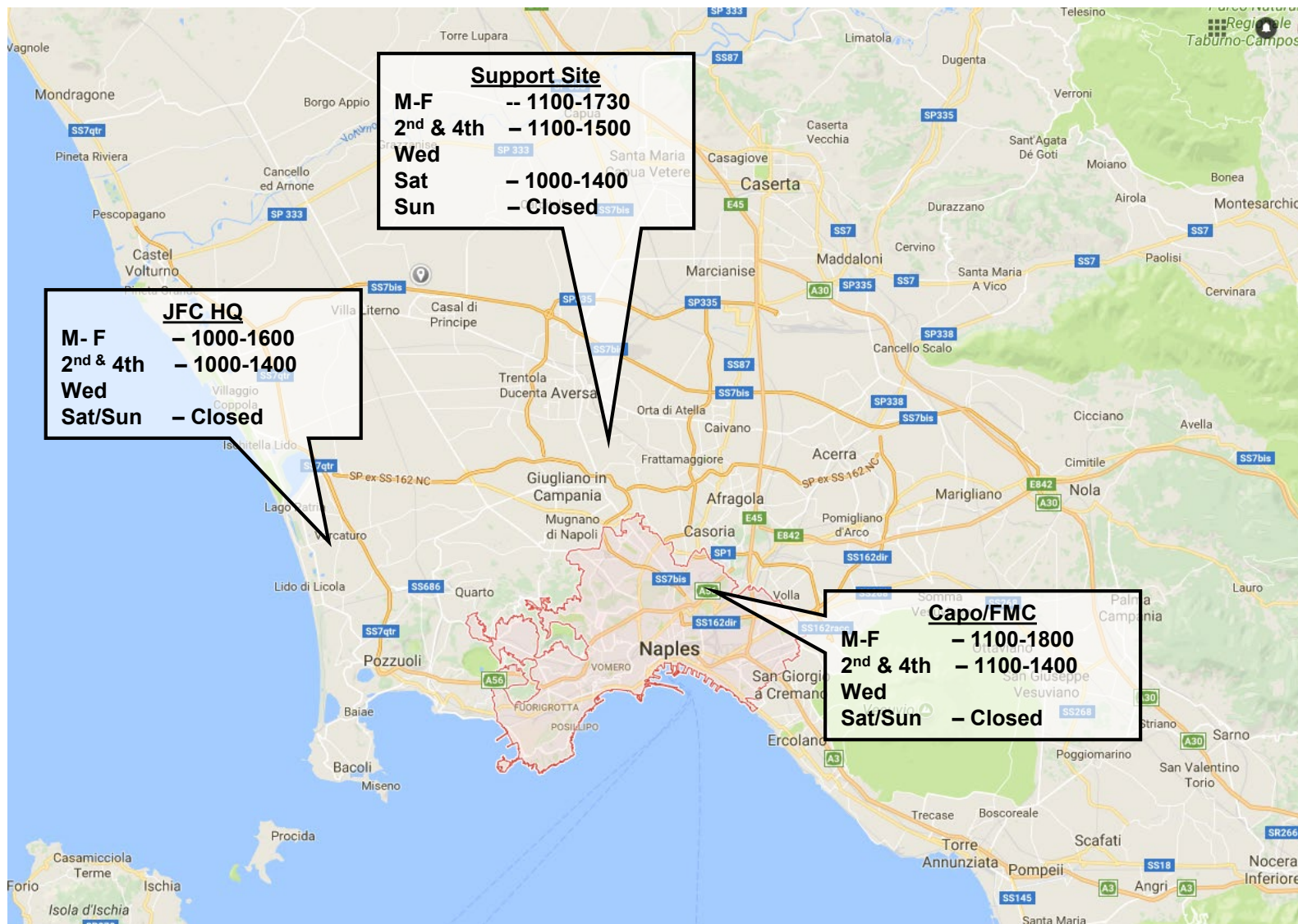


- POSTAL OFFICER: MR. Darling, John
- DLCPO: RSCS Nick kankam
- CPO RSC Christopher, Ibarra

- Incoming Mail
 - Addressing
 - Mail Call
 - Transit times
- Outgoing Mail
 - Retail operations
 - Customs forms
 - IDS / MPS
 - Mailability
- Holiday Mailing tips
- Questions and change of address cards



Location– Postal Hours



- Box number assigned by Fleet Post Office or Command Mail Orderly
- Improper Addressing is the #1 reason for lost mail
- **DO NOT** use Country Name in Address
- Use your proper address

Good Example

NAME (Full first/last)

PSC XXX Box #####

FPO AE 096XX-#####

Bad Example

NAME (Full first/last)

PSC XXX Box #####

FPO AE 096XX-#####

ITALY

Outgoing Mail

- **LETTERS:** Blue mail boxes or Post Office.



- **PACKAGES:** Must be brought to the Post Office.

If more than 5 boxes, you have the option of making an appointment, to speed up service



- **CLICK-N-SHIP:** online with www.usps.com

- It is cheaper than processing at the Post Office
- It is a quicker process & has 12-hr Capo drop-off

Outgoing Mail!

Customs Form is Required on all Parcels!

- To process packages quickly please fill out custom form prior to coming to counter
- PS Form 2976-R
 - All Mail requiring Custom Form
- Electronic Custom Form
 - UPSP.com

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.

SHIPMENT INFORMATION (Continues) — BOXED AREA IS FOR USPS-USE ONLY

SENDER'S INFORMATION
Full Last Name, First Name, MI, Business Name (if applicable), Service's Telephone, Address-1, Address-2, City, State, ZIP Code.

ADDRESSEE'S INFORMATION
Full Last Name, MI, Business Name (if applicable), Addressee's telephone, Address-1, Address-2, City, State/Province, Country, Postal Code.

SHIPMENT INFORMATION
1. Category of Items (check all that apply): ☐ Document, ☐ Commercial Sample, ☐ Merchandise, ☐ Dangerous Goods, ☐ Gift, ☐ Returned Goods, ☐ Humanitarian Donation, ☐ Other.
2. Detailed Description of Contents (enter any one item per line), 3. Quantity, 4. Net Weight (Est), 5. Value (Est), 6. Total.

SHIPMENT INFORMATION (Continues) — BOXED AREA IS FOR USPS-USE ONLY
USPS Official Use, USPS Corporate Account, EMS Scheduled Delivery Date, Total Postage/Fees (U.S. \$), Insured Value (U.S. \$), Insured Fee (U.S. \$), 7. Sender's Email Address, 8. Addressee's Email Address, 9. Exporter's Reference (if applicable and known), 10. Exporter's telephone (if applicable and known), 11. Importer's Reference (if applicable and known), 12. Importer's telephone (if applicable and known), 13. AES TIN (if applicable), 14. AES Exemption — NOEE (Check one if applicable): ☐ § 30.36, ☐ § 30.37 (a), ☐ § 30.37 (b), ☐ Other, 15. License Number (if applicable), 16. Certificate Number (if applicable), 17. Invoice Number (if applicable), 18. Length (inches), 19. Width (inches), 20. Height (inches), 21. Restrictions (if applicable — check all that apply): ☐ Quarantine, ☐ Customs/Phytosanitary Inspection, ☐ Return to Sender, 22. NonDelivery Instructions (check one): ☐ Return to Sender, ☐ Treat as Abandoned, 23. Sender's Signature and Date, 24. PS Serial Number, 25. Country of Origin.

PS Form 2976-R, April 2016 PSN 7530-17-000-7992 IMPORTANT: This package may be opened officially. 1 — Customs Declaration

United States Postal Service®
Customs Declaration
CN22

USPS® Customs Declaration - CN22
IMPORTANT: This declaration may be opened officially. See Privacy Notice on next printed page.

SENDER'S INFORMATION
Charles W Smith, PSC 812 BOX, FPO AE 09627, US, Phone: 713-510-4080, 2 WES SMITH, PSC 824 BOX, FPO, AE 09623, UNITED STATES.

SHIPMENT INFORMATION
1. Category of Items (check all that apply): ☐ Document, ☐ Commercial Sample, ☐ Merchandise, ☐ Dangerous Goods, ☐ Gift, ☐ Humanitarian Donation, ☐ Other.
2. Detailed Description of Contents (1), 3. Quantity, 4. Net Weight (Est), 5. Value (Est), 6. Total.

SHIPMENT INFORMATION (Continues)
USPS Official Use, USPS Corporate Account, EMS Scheduled Delivery Date, Total Postage/Fees (U.S. \$), Insured Value (U.S. \$), Insured Fee (U.S. \$), 7. Sender's Email Address, 8. Addressee's Email Address, 9. Exporter's Reference (if applicable and known), 10. Exporter's telephone (if applicable and known), 11. Importer's Reference (if applicable and known), 12. Importer's telephone (if applicable and known), 13. AES TIN (if applicable), 14. AES Exemption — NOEE (Check one if applicable): ☐ § 30.36, ☐ § 30.37 (a), ☐ § 30.37 (b), ☐ Other, 15. License Number (if applicable), 16. Certificate Number (if applicable), 17. Invoice Number (if applicable), 18. Length (inches), 19. Width (inches), 20. Height (inches), 21. Restrictions (if applicable — check all that apply): ☐ Quarantine, ☐ Customs/Phytosanitary Inspection, ☐ Return to Sender, 22. NonDelivery Instructions (check one): ☐ Return to Sender, ☐ Treat as Abandoned, 23. Sender's Signature and Date, 24. PS Serial Number, 25. Country of Origin.

PS Form 2976, September 2012 PSN 7530-01-000-6933 Do not duplicate without USPS approval 1 — Shipping Label (left) and Customer Copy (right)

Outgoing Mail Customs Forms

- Describe accurately the contents and value. **BE SPECIFIC**
- If mail is received and discovered with restricted items, the restricted items will be destroyed and senders mailing privilege may be revoked. If the sender has departed, the item(s) will be destroyed and the customer will be notified accordingly! (**i.e. alcohol, weapons, fire works, pornography, tobacco products flammable liquids...etc**)
- Mail is **X-Rayed** Daily



INTRA/INTER-THEATER DELIVERY SERVICE (IDS)

WHAT IT IS

- Delivery Service for official, Personal, Organizational, and Commercial Correspondence and Parcels that stays within the Military Postal Service (MPS); APO/FPO Military Addresses ONLY
 - Postage Free if both sender and receiver are eligible to use IDS
 - Parcel weight no greater than 70 pounds
 - Parcel total length and girth no greater than 130 inches
 - Subject to same parcel inspections as all other packages
-
- Some APO/FPO's are not authorized to receive and dispatch IDS: Contact your post office for listing

Restrictions on IDS: Sending or Receiving item through the IDS to advertise home business, to sell merchandise, or to conduct business for commercial purposes is prohibited. This resale prohibition applies whether sale is to authorized MPS users or not, and regardless of the beneficiary of the proceeds; i.e., charitable organizations or non-appropriated welfare fund activities. IDS may not be used for the purpose of restocking distribution facilities.

IDS must meet the following requirements: (1) The block letters "MPS" must be marked on the envelope or parcel in the upper right-hand corner (in lieu of postage). (2) IDS correspondence and parcels must have complete delivery and return addresses. (3) Any envelope or container acceptable for U.S. mail is also acceptable for IDS. Do not accept priority or flat rate envelopes unless postage is being paid. (4) Envelopes and containers will be sealed. (5) All mail and IDS accepted and dispatched from a Military Post Office (MPO) must be postmarked to show the acceptance/dispatch date. (6) Packages sent IDS are subject to the same search as regular mail.

WHAT IT IS NOT

- Mail, Parcel Post, or "Free Mail"
- Associated with any USPS accountable mail systems or service such as insured, certified, registered, or delivery confirmation
- Personal property in connection with PCS/TDY/TCS moves to include Intra/Inter theater relocations except for uniforms and personal gear required to perform official duties at next duty station
- A government transportation asset for the movement of Soldier's personal items
- A "Non-Mailable" article

Postal Services

LIMITS ON PACKAGES

- 70 lbs
- Maximum girth plus length of 130 inches
- **Prohibited Items: firearms, pornography, flammable liquids, produce, tobacco products, alcohol, WINE...ETC** (Attempting to ship these will result in loss of mailing privileges)



Outgoing Mail

Can I send it?





**Wine may be shipped with
PPSO during PCS move!**

The Military Postal Service in Italy is for the exclusive use of the military, civilians, contractors, retirees, and their family members. These individuals will not use their importation and exportation privileges for profit or personal gain for themselves or others, or use their customs and tax privileges to purchase tax-exempt merchandise for profit or personal gain. **Making false, misleading, or incomplete written customs declarations to conceal goods or information from customs officials.** Import or export prohibited goods (check with local post office for list). Import or export U.S. Government property without proper authority. **Engage in or assist black-market activities (Black-market activities include the illegal transfer of goods with the intent of profit or personal gain) or transfer goods bought under duty and tax free conditions to thither persons unless applicable U.S. Forces regulations or Italian customs regulations authorize the transfer.**

Military and civilian users of the MPS committing any of the prohibited actions in subparagraph are subject to criminal sanctions under both U.S. and host nation laws and administrative action (such as withdrawal of MPS privileges).

Regardless of any statement of any employee of the United States Postal Service, or the statement of any Military Postal Clerk, the responsibility rests with the mailer to ensure compliance with U.S Domestic, International, and individual country rules and regulations for mailability.

FAQ

- **Can I pick up mail if Amazon or eBay says delivered?** No, wait for the email from the post office.
- **Why can't I include ITALY on my mailing address?** Including ITALY on your address will route the mail into the Italian Postal System! Also, use the correct ZIP CODE!
- **When can I use "Authorized Agent Form" (3801)?** Only when you are not in the area i.e. (TAD...Leave. etc).
- **Why does Express Mail take so long to deliver?** Unfortunately it goes through customs. The days stuck in customs is not our responsibility.
- **Why do I have to pay for MPS to MPS mail?** The only mail free is IDS (Intra/Inter Theatre Deliver System). If the mail goes through USPS at any point, it is not free.
- **Does MPS track or transact with FedEx or UPS?** No! We cannot track UPS or FEDEX, and we do not transact with either.
- **Can I make an appointment to mail my packages?** Yes, you can make an appointment. It is highly recommended for 5 packages or more to save time.
- **Can I make a claim if my package is damaged?** Yes, ALL CLAIMS are made directly through USPS online. www.usps.com
- **Why do I get multiple notices for the same package?** The system sends a reminder daily.
- **What does packaging have to do with destroying my mail?** Improper packaging is the leading cause of damaged mail.

CONTACTS!

Support Side Post Office
Finance Hours - 1100-1730
314-629-4336

Fleet Mail Center
Finance Hours 1100-1800
314-626-5371

Postal Manager
John Darling
626-5370

john.p.darling.civ@us.navy.mil

Postal DLCPO
RSCS Nick Kankam
nicholas.kankam.mil@us.navy.mil
629-4437

