

BFPO MAIL GUIDE



89 POSTAL AND COURIER UNIT THE ROYAL LOGISTICS CORPS RAMSTEIN

1. Who can use the BFPO service in Ramstein?

All serving British Forces Personnel and their dependents
British Civil Servants and their dependents

2. How do I address my mail?

Ramstein Based Personnel are to use the following format:

SERVICE NUMBER RANK / TITLE NAME
SUB UNIT / DEPT:
UNIT
RAMSTEIN
BFPO 109

Isolated Detachments (Iso Dets) are to use the following format:

SERVICE NUMBER RANK / TITLE NAME
SUB UNIT / DEPT:
UNIT
BOX No
BFPO 105

Please do not add Germany to any BFPO address as this may lead to delays and may also lead to being overcharged.

3. What facilities are available?

There is a wide range of facilities available at your BFPO, and these include:

- a. Purchase of Postage Stamps
- b. British Postal Orders – Encashment / Sale
- c. Priority Service Mail
- d. Acceptance of all letter, packet and parcel mails for worldwide addresses
- e. Sale of Post Office Savings Stamps
- f. Transactions through Giro bank accounts including encashment of personal cheques subject to normal UK Post Office regulations
- g. Encashment of other personal cheques drawn on the most UK banks subject to cheque card limit and the levying of statutory fee.
- h. Sale of Post Shop items i.e. envelopes, boxes, wrapping kits etc.

4. Can I order goods from a company within the UK to send to my BFPO address?

Personnel serving overseas do successfully order from the commercial sector for onward delivery to a BFPO address. Various carrier companies have a contract with the BFPO. This means that any items delivered by them on the behalf of the mail order company not under either a direct contract or the parcel force one stop shop scheme will be accepted.

All companies must be registered with BFPO for onward carriage. For a list of all accepted companies look on the website which is www.bfpo.mod.uk/commercial_receipts.htm

Items refused onward carriage by commercial receipts. All items that are refused onward carriage by commercial receipts are recorded on a database. The item refused is also endorsed with the reason why and a postcard is sent to the addressee explaining why the item was refused. If in doubt on any queries from an addressee on why an item has been refused, seek advice from the commercial receipts team BFPO.

5. OPERATIONS HERRICK AND TELIC

There is currently a 2kg (letter/packet) limit on mail for Operations Herrick and Telic. This service is currently free of charge.

All mail for Herrick and Telic must be handed over the counter so the weight can be checked and a customs form attached.

6. Prohibited items

It is not permissible to import into Great Britain and Northern Ireland by post from any BFPO the following types of goods:

Tobacco

Alcohol
Spirit based perfumes
Pornographic/obscene material
Aerosols
Fireworks
Firearms
Batteries
Flammable solids

FOR ANY OTHER INFORMATION ABOUT SENDING ITEMS TO BFPO ADDRESSES LOOK AT THE WEBSITE
WWW.BFPO.MOD.UK

7. Postal Rates

Postal rates from BFPO's in Germany to UK and vice versa are generally the same as UK inland rates. The current rate for letters from one BFPO to another within Germany or to a civilian German address is 5p (five pence).

8. NORTHERN IRELAND / EIRE

Mail for these locations should be handed in to the Post Office. Do not mark correspondence to show that it has come from a member of or attached to the forces.

9. Delivery Time

UK – BFPO

Naturally this varies and depends on the day (and time) of the week an item of mail is posted. For planning purposes mail sent through the BFPO system should only take two to seven days to arrive at its destination. If mail is posted at a post box in the UK or BFG between Sunday PM and Wednesday AM it should take approximately two to four days, but mail posted between

Wednesday PM and Sunday AM may take approximately five to seven days.

10. Deutsche Post (DP)

The option exists for the BFG personnel to arrange for items to be delivered through DP using their local German address (Not using BFPO number) to BFG Forces Post Offices (Monday – Friday).

Address to be used: Name
 Unit
 Gebäude 539
 Ramstein Air Base
 66877 Ramstein

DP will also deliver to all living accommodation. The only difference is that you will have to pay European rates of postage instead of UK inland rates.

11. Opening Hours

Monday – Friday

0900 – 12.30

13.30 – 15.30

If you require any further information contact the post office on the following number. Tel – 06371 401 439