

L. L. Lawrence

POST OFFICE DEPARTMENT

**THE ARMY MAIL
SERVICE**

**Instructions for the Guidance of Army Mail Clerks
and Assistant Army Mail Clerks**

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Second Edition

1942

The Army Mail Service

Instructions for the Guidance of Army Mail Clerks
and Assistant Army Mail Clerks

SECOND EDITION

AUGUST 1, 1942

Issued by the Postmaster General,
with the concurrence of
the Secretary of War.
Washington, D. C.



PRINTING SECTION
UNITED STATES POST OFFICE
CHICAGO, ILLINOIS

Scanned from a copy in the
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Mike Ludeman
October 2021

POST OFFICE DEPARTMENT

Washington, May 16, 1942

Order No. 17633

The instructions herein are issued for the information and guidance of all concerned and the volume shall be known as "The Army Mail Service".

(Signed) FRANK C. WALKER
Postmaster General.

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THE ARMY MAIL SERVICE

GENERAL PROVISIONS

PART I. OPERATION OF ARMY POST OFFICES: DESIGNATION, ASSIGNMENT AND SUPERVISION OF ARMY MAIL CLERKS

SECTION 1. AUTHORIZATION OF ARMY MAIL CLERKS.

Army mail clerks and assistant Army mail clerks are authorized under the provisions of an Act of Congress approved August 21, 1941, which reads as follows:

"Enlisted men of the Army of the United States may, upon selection by the Secretary of War, be designated by the Post Office Department as 'Army mail clerks' and 'assistant Army mail clerks,' who shall be authorized to receive and open all pouches and sacks of mail addressed to Army posts, military reservations, and defense bases, owned or leased, to make proper delivery of such mail, to receive matter for transmission in the mails, to receipt for registered matter (keeping an accurate record thereof), to keep and have for sale an adequate supply of postage stamps, to make up and dispatch mails, and other postal duties as may be authorized by the Postmaster General, all in accordance with such rules and regulations as may be prescribed by the commanding Army officer at the base, post, or reservation. Each Army mail clerk and assistant Army mail clerk shall take the oath of office prescribed for employees of the Postal Service and shall give bond to the United States in such sum as the Postmaster General may deem sufficient for the faithful performance of his duties as such mail clerk, and shall be amenable in all respects to Army discipline, except that, as to their duties as such clerks, the commanding officer at the base, post, or reservation at which they are stationed shall require them to be governed by the Postal Laws and Regulations of the United States. Whenever necessity arises therefor any assistant mail clerk may be required by such commanding officer to perform the duties of mail clerk. Compensation for services shall be paid by the War Department, in addition to that paid them in the grade to which they are assigned, such sum in the case of mail clerks not to exceed \$500 per annum, and in the case of assistant mail clerks not to exceed \$300 per annum, as may be determined and allowed by the War Department." (Public 238, 77th Congress.)

SECTION 2. SCOPE AND APPLICATION OF INSTRUCTIONS.

1. These instructions are issued primarily for the information of Army mail clerks and assistant Army mail clerks and to guide them in performance of their more important and customary postal duties. Where the term "Army mail clerk" or "clerk" is used, it shall be understood as embracing also the term "assistant Army mail clerk" except where contrary or different construction is stated. The instructions supplement but do not take the place of the Postal Laws and Regulations and the Official Postal Guide, which contain in more detail the laws, the regulations based on law, and the general instructions issued by the Post Office Department for the operation of the Postal Service.

2. Army mail clerks will be expected to familiarize themselves with these instructions throughout, and with such parts of the Postal Laws and Regulations and Postal Guide as relate to their duties. They shall keep their copies of the Postal Laws and Regulations, the Official Postal Guide and this manual corrected with amendments thereto and changes therein published monthly in the supplement to the Postal Guide.

SECTION 3. PRACTICAL INSTRUCTION FOR PERSONS NOMINATED FOR DESIGNATION.

1. To provide a period of practical instruction for the person nominated as Army mail clerk, the nominee may have access to the workroom of the post office to which he is to be attached, or the army post office to which he is to be assigned, under the following conditions:

(a) Upon notice from the commanding officer to the postmaster (or incumbent Army mail clerk) concerned that the nomination has been forwarded, the nominee will be permitted to take and subscribe to the official oath (Form 9005) suitably altered to name him as "having been nominated as Army mail clerk," or "assistant Army mail clerk," as the case may be.

(b) Thereafter, the nominee may be permitted in the post office workroom, or in the army post office, but shall at all times be in company with a clerk on duty. Such clerk will be required to explain the various activities affecting the future postal duties of the nominee, and give him practical instruction. At the army post office (if already in operation) the instruction shall cover the entire range of postal duties of an Army mail clerk.

SECTION 4. SUPERVISION.

1. Army mail clerks shall be amenable in all respects to Army discipline. Commanding Officers shall require them to perform their postal duties in conformity with the Postal Laws and Regulations, the Official Postal Guide, the instructions for Army mail clerks, and such other instructions pertaining to their work as may be issued by the Post Office Department.

2. In the performance of their strictly postal duties, Army mail clerks will be under the supervision of the respective postmasters of the post offices to which they are attached. They shall be guided by any special instructions given them by such postmasters.

3. Post office inspectors are empowered to enter post offices and post office units, to examine the methods employed and audit the accounts and postal property. Army mail clerks will furnish post office inspectors information requested by them concerning the business transacted as such clerks.

4. Correspondence between Army mail clerks and postmasters or other officials of the Postal Service shall be through the commanding officers, except that reports and correspondence pertaining to routine business may be addressed direct to the postmasters of the post offices to which such Army mail clerks are attached. All official inquiries and correspondence directed to Army mail clerks shall have prompt attention and replies made without delay.

SECTION 5. ORDER BOOKS.

1. To provide ready reference to suggestions, instructions or orders from postal or military sources relating to the work of the Army post office or affecting the actions of Army mail clerks as such, it is advisable that each Army mail clerk maintain an order book in which all such material may be inserted or recorded. After reading, each order will be initialed by the Army mail clerk to indicate it has been read and is understood. (Sec. 732, P. L. & R., 1940.)

SECTION 6. ARMY POST OFFICES—ESTABLISHMENT—DEFINITION.

1. An Army post office or APO is a military postal station set up in the field at or near the headquarters or military unit it serves.

2. Branch Army post offices may be authorized and set up when necessary to serve military units or groups, including hospitals and

3. At each Army post office or branch an exterior sign shall be displayed prominently, containing the words, "Post Office" and the name of the post or unit, as, for example, "Post Office—Luke Field, Arizona," or "Post Office—A. P. O. 801."

SECTION 7. HOURS OF SERVICE.

1. Army mail clerks shall perform service at their respective units in conformity with schedules approved by the commanding officer.

SECTION 8. GRADES OF ARMY MAIL CLERKS.

1. Army mail clerks and assistant Army mail clerks will be technicians of such grades as are authorized by the War Department. The additional compensation contemplated by the law, will be the difference between the pay of the 6th grade in the case of mail clerks and pay of the 7th grade in the case of assistant mail clerks, and that of the grade to which the Army mail clerk or assistant Army mail clerk is assigned.

SECTION 9. ALLOWANCE AND ASSIGNMENT OF ARMY MAIL CLERKS.

1. Army mail clerks may be authorized and assigned to Army post offices as follows:

(a) STATION POST OFFICES. An Army mail clerk may be assigned to each station within the Continental United States where the number of personnel is not sufficient to justify the assignment of a full time civilian post office clerk.

(b) MAJOR TACTICAL UNITS. An Army mail clerk may be assigned to each APO serving a Division, Army Corps, Field Army or G. H. Q., whether located within or outside the Continental United States.

(c) ARMY POST OFFICES, GENERAL ASSIGNMENT. An Army mail clerk may be assigned to each Base Post Office, Postal Regulating Section and Army Postal Unit of the 500 series located either within or outside the Continental United States.

(d) DEPARTMENTS AND DEFENSE BASES. An Army mail clerk may be assigned to each post, camp, or station located in the Philippine, Hawaiian, Puerto Rican and Panama Canal Departments, Alaska and the various defense bases where postal service is not furnished by civilian post office clerks.

man clerk is assigned.

3. The designation of an Army mail clerk shall be for a particular Army post office. For accounting and supervisory purposes each Army mail clerk shall be attached to a designated United States post office. Bonds of Army mail clerks will be filed in the respective post offices to which they are attached after acceptance by the postmaster for the Postmaster General.

4. When the home station of a military organization is changed permanently, necessitating a change in postal service from one post office to another, the Army mail clerks affected may be transferred and attached to the new home station post office. In such event the Post Office Department will authorize the transfer of the bonds of the clerks to the postmaster at the latter office. Transfers of this kind will not be necessary for mere temporary absences from the home station incident to maneuvers or other training activities. With respect to arrangements for such temporary absences see SECTION 31 hereof.

SECTION 10. NOMINATION OF ARMY MAIL CLERKS FOR DESIGNATION.

1. Army mail clerks shall be designated from enlisted men of the Army of the United States who must meet the following requirements:

(a) Be trustworthy in character.

(b) Have at least the equivalent of a grammar school education.

(c) Have a reasonable knowledge of the duties of an Army mail clerk, or the capacity to acquire such knowledge and perform those duties.

(d) Have had experience in the Postal Service of a character to qualify them for the duties required, or, lacking such experience, have demonstrated intelligence and capacity for leadership.

2. An enlisted man selected for the position of Army mail clerk or assistant shall be nominated by the commanding officer to The Adjutant General. Upon selection by the Secretary of War of such person, the name of the person so selected shall be submitted by The Adjutant General to the Post Office Department for designation. The nomination shall be submitted on W. D.—AGO Form 951 in quadruplicate, which should reach the Adjutant General's

Office at least two weeks prior to the date service is to begin. (See Appendix "A".)

SECTION 11. BONDS AND OATHS.

1. Before entering upon any postal duties, Army mail clerks and assistant Army mail clerks shall give bond to the United States for the faithful performance of their duties in a sum not less than \$2000.

2. Should the amount of the business transacted warrant such action, the Postmaster General may, upon recommendation of the postmaster concerned, require that the bond be proportionately increased.

3. The person nominated as Army mail clerk may furnish bond with corporate surety or executed by two duly qualified individual sureties. When advised that his nomination is being forwarded by the commanding officer, the nominee shall promptly take action to have his bond executed in order to have the bond in acceptable form on hand for acceptance by the postmaster upon receipt by him of notice of the designation of the nominee. If corporate surety is to be used, the nominee may select any one of the approved surety companies listed in the Official Postal Guide. He shall sign the bond form, having his signature witnessed by two persons, and deliver or forward the form with his application to the surety company's representative, with instructions to have the bond completed and delivered to the postmaster. If bond with personal surety is to be provided, the nominee shall sign the form as outlined and arrange to have the bond executed by two duly qualified personal sureties and delivered to the postmaster.

4. Upon receipt of advice from the Post Office Department of the designation of the nominee, the postmaster will accept the bond on behalf of the Postmaster General, if in due and proper form, and will file the bond in his office.

5. Bonds with corporate surety will remain in force indefinitely, so long as the Army mail clerk is retained as such, and renewal premiums, due annually, shall be paid promptly to the company or its representative. A bond with personal surety must be renewed after four years.

6. Before entering upon any postal duties, Army mail clerks shall take and subscribe before an officer authorized to administer oaths, the following oath of office (See Sec. 30 P. L. & R. of 1940):

"I, _____, having been designated as Army mail clerk, do solemnly swear (_____) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God. I do further solemnly swear (_____) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control: So help me God."

This oath of office will be attached to and filed with the bond of the clerk. Post Office Department Form 9005 shall be used for this purpose. A copy of the oath of office, duly executed, shall be filed with the Commanding Officer of the unit served by the Army mail clerk.

SECTION 12. CHANGE IN DESIGNATION—PROMOTION—TRANSFER.

1. When an Army mail clerk is to be reduced to the status of an assistant, notification of such change shall be sent to The Adjutant General in ample time for the change to be made before the date desired. Similar action shall be taken when an assistant Army mail clerk is to be promoted to Army mail clerk. (See Secs. 8 and 9.)

2. When it is desired to transfer an Army mail clerk from one Army post office to another, notification of such proposed change shall also be given as outlined in paragraph 1.

3. The bond furnished for the original designation will continue in effect and cover the change in duty in case of change in designation or transfer. Where permanent transfer from one United States post office to another is involved, the postmaster will be instructed to forward the bond to the post office to which the clerk or assistant will be attached under his new assignment.

SECTION 13. REVOCATION OF DESIGNATION.

1. Revocations of designation may be made under the following circumstances:

(a) When on account of transfer, discharge, death, desertion, or other cause, active duty of an Army mail clerk ceases or is about to cease, the commanding officer shall notify The Adjutant General, requesting revocation of his appointment, stating the reason therefor, the exact date his service ceased or will cease, and the name of the person having or to have temporary custody of the postal effects. The clerk or assistant affected shall not be permitted to perform postal duties subsequent to the date stated in the recommendation for revocation.

(b) When an Army mail clerk proves untrustworthy his services shall be terminated immediately by the commanding officer of the unit for which service is provided by the Army post office and The Adjutant General notified as prescribed herein. The report in such case shall include a statement as to the condition of the postal effects.

(c) Recommendations to The Adjutant General for revocation of the designation of Army mail clerks may also be made at the discretion of commanding officers; and by postmasters and post office inspectors for violations of the Postal Laws and Regulations.

2. When recommendation is made to revoke the designation of an Army mail clerk and postal service is to be continued beyond the proposed date of revocation, a relief shall be nominated to The Adjutant General. When practicable, the nomination shall be attached to the recommendation for revocation so that the relief may be qualified in time to assume his postal duties on a date immediately following the date of revocation.

3. When for any reason an Army mail clerk is disqualified or separated from the service before the relief is qualified, the postal effects and funds on hand shall be placed in the custody of a person designated by the Commanding Officer. (See Sec. 32 as to transfer of the Army post office from one Army mail clerk to another.)

4. In the event an Army mail clerk becomes disqualified for further service and conditions of war or other conditions render impracticable prompt communication with the War Department or the Postmaster of the office to which the clerk is attached, the Commanding General of the Department or theater of operations is authorized to designate as a replacement an enlisted man of the Army of the United States to serve as Army mail clerk and the

postal effects and funds on hand will be transferred to the man so designated. The person selected shall meet the requirements prescribed by SECTION 10, paragraph 1 of this manual. A complete report of the action, accompanied by the required nomination, bond and oath, shall be submitted to The Adjutant General as soon as conditions will permit.

SECTION 14. SPACE AND FACILITIES FOR PROTECTION OF FUNDS AND ACCOUNTABLE PROPERTY.

1. Space for the protection of funds and accountable property which may be separately closed and locked shall be provided at posts and stations for the handling of the work of the Army mail clerks, and shall be kept locked during the absence therefrom of the Army mail clerk. Keys to the enclosure shall not be given to any person other than Army mail clerks, except that an extra key for use in emergencies may be placed in a sealed container, properly marked as to contents, and delivered to the commanding officer. Unauthorized persons shall be excluded from the enclosure at all times and authorized persons not actually on duty shall not be permitted to remain therein.

2. A good safe, adequate to hold the postage stamp stock, money order forms, registered mail and funds of the unit, shall be provided for use of each Army mail clerk. The outer combination shall be held exclusively by the Army mail clerk unless the safe has more than one inner compartment secured with good locks, in which case the outer combination and the key or combination to an inner compartment may be given to the assistant Army mail clerk. The combination should be recorded and securely sealed in an envelope, across the juncture of the flaps of which shall be written the signature of the Army mail clerk and impressed with the M.O.B. stamp, in such manner that unsealing of the envelope will be disclosed. The envelope shall bear notation that it contains the combination of the safe, and shall be delivered to the postmaster for safekeeping. Upon a change in Army mail clerks, the combination of the safe shall be changed, and the new combination shall be sealed and delivered to the postmaster as outlined. (Such envelopes containing combinations of safes in Army post offices at defense bases shall be delivered to the commanding officer, or other officer designated by him.)

3. The space assigned for use by Army mail clerks shall be kept clean and in an orderly condition.

SECTION 15. ACCIDENT, FIRE OR ROBBERY OF ARMY POST OFFICE.

1. Army mail clerks shall promptly report to the commanding officer and to the postmaster concerned every instance when an Army post office has been broken into by burglars, damaged by fire, cyclone, flood, or otherwise; when a loss of Government funds, property, or mail matter occurs, by theft or otherwise; or whenever the clerk or any person employed in the Army post office has been assaulted or robbed while on duty or in possession of mail matter, or Government funds or property.

2. Reports to postmasters shall be made in person if convenient; otherwise by telephone, telegraph or radio, and shall state the nature of the occurrence, the approximate loss, and the serial numbers of any blank money order forms stolen. If telegraphic report is necessary, the telegram should be sent collect and endorsed "Official business, Government Rate, collect."

3. An immediate report by letter shall also be made to the postmaster giving all known circumstances connected with the occurrence, and including the details required by paragraph 2, Section 443, Postal Laws and Regulations, 1940.

PART II. POSTAL SUPPLIES AND EQUIPMENT.**SECTION 16. POSTAL EFFECTS.**

1. Upon designation of an Army mail clerk, the Post Office Department will furnish the following information to the postmaster concerned:

- (a) Name and rating of the employee designated.
- (b) Army post office for which designated.
- (c) Effective date of designation.
- (d) Approximate amount of stamp stock considered necessary.

(If the postmaster finds that a greater or less amount of stamp stock is needed, the fixed credit may be adjusted accordingly, but must not exceed the amount of the bond.)

2. When the designation is in effect, the postmaster will issue, without requisition, the initial consignment of postal effects needed for operation of the Army post office. Additional supplies will be furnished by the postmaster upon requisition from the Army mail clerk.

3. At each Army post office, the Army mail clerk shall be the sole custodian of the postal effects issued to him, whether postage stock, blank money order forms, other accountable property, or

general supplies. However, at defense bases and other points distant from the post offices to which the Army mail clerks are attached the commanding officer shall determine the amount of postage, stamped paper and stamp funds the Army mail clerk shall be allowed to have in his possession, which sum should ordinarily not exceed \$500. All excess over the amount so designated shall be placed in the custody of a finance officer or other officer bonded to the United States designated by the commanding officer, and held as a reserve for issuance to the Army mail clerk as might be required, in exchange for stamp funds. Funds received in exchange for stamp stock in the hands of the designated officer shall be remitted with requisition for additional stock at the first opportunity.

4. Ordinarily only one book of blank money order forms will be in use at an Army post office. At such units at defense bases or other posts distant from the post office to which attached, any surplus complete books of blank money order forms shall be placed in custody of a finance officer or other officer bonded to the United States designated by the commanding officer until needed by the Army mail clerk.

SECTION 17. REPLENISHING OF POSTAL SUPPLIES.

1. The Army mail clerk shall maintain a stock of general supplies sufficient for the proper conduct of the postal business at the particular Army post office. Timely requisition on Form 1580-B, in duplicate, shall be made upon the postmaster for supplies needed. The duplicate copy will be returned with the supplies for filing in the Army post office.

2. Postal supplies, forms, etc., shall be protected from damage, loss and destruction, and not wasted. In ordering general supplies each Army mail clerk shall give careful consideration to the requirements of the particular Army post office, and shall confine his requisitions to those articles and forms which are actually needed.

3. Postal supplies subject to requisition for use at Army post offices will be found listed in the "List of Postal Supplies," Form A-7.

SECTION 18. MAIL BAGS.

1. Mail bags (pouches and sacks) are furnished by the Post Office Department for handling and transmission of mail only, and shall not be used for other purposes at Army post offices. Mail bags may be used to deliver to designated mail orderlies mail for the respective units served, but such mail orderlies shall be required to

return the mail bags to the custody of the postal service promptly. Any improper use or wilful damage to mail bags shall be reported by Army mail clerks to the postmaster and to the commanding officer. (Secs. 1864, 1865, P. L. & R., 1940.)

2. Mail bags not actually required for the regular dispatch of the mails shall be disposed of daily by forwarding to the post office to which the unit is attached. Such equipment shall not be permitted to accumulate. In the absence of special instructions, such surplus equipment should be inclosed in one or more of the empty sacks and dispatched to the post office suitably labeled to show that such sacks contain empty equipment. (Sec. 1874, P. L. & R., 1940.)

3. Upon being emptied, mail pouches and sacks shall be carefully examined to see that no mail remains therein. This should be done by holding the bag open in such manner that the entire interior thereof may be seen. (Sec. 758, P. L. & R., 1940.)

4. Defective or damaged mail bags shall not be used in dispatching mail, but shall be sent to the postmaster for proper disposition. Such bags shall be plainly labeled to show that they are damaged or defective.

SECTION 19. MAIL LOCKS.

1. Mail locks are for the exclusive use of the postal service. They shall not be diverted to private or other uses, nor sold or otherwise disposed of to private persons. (Sec. 1879, P. L. & R., 1940.)

2. Mail locks shall not be exposed to loss, or examination by unauthorized persons. Surplus locks shall be returned daily to the post office to which the military postal unit is attached, by being included in outgoing pouches with the mail. (Sec. 1885, P. L. & R., 1940.) Where rotary-lock dispatches are authorized, rotary locks received at any Army post office shall be kept in the safe until needed, or if not needed, until the next dispatch to the post office to which the unit is attached.

3. Defective locks shall not be used, but shall be returned to the postmaster with suitable letter of advice concerning their condition. (Sec. 1884, P. L. & R., 1940.)

SECTION 20. MAIL KEYS.

1. Each mail key bears a different number. Army mail clerks will be required to receipt for mail keys furnished them, and shall keep such keys with special care and see that they are not exposed

to public observation nor allowed to pass into the hands of or be handled by any other persons except assistant Army mail clerks, inspecting officers, or employees or officials of the Postal Service. (Secs. 1894, 1895, P. L. & R., 1940.)

2. Ordinarily only one LA mail key will be furnished an Army mail clerk. Such key shall be attached by means of a long safety chain to the receiving table, the inside of the safe, or other fixture, to prevent loss of the key. In exceptional cases where a considerable volume of registered mail is handled, and the protection of such mail makes it advisable, rotary-lock keys may be furnished Army mail clerks. Each rotary-lock key shall be attached to the inside of the safe by a chain.

3. The Army mail clerk shall keep a record of the numbers of mail keys furnished him. Immediate report shall be made to the postmaster and the commanding officer in each instance of loss or accident to, or of any unlawful or improper use of a mail key.

4. No attempt shall be made to have a mail key repaired. If such key be broken or shall become so defective as not to open the mail locks, the postmaster shall be advised immediately in order that the defective key may be replaced with a good one. (Sec. 1897, P. L. & R., 1940.)

SECTION 21. RECORDS AND FILES.

1. The records and files of the Army post offices must be carefully safeguarded and preserved. (Sec. 244, P. L. & R., 1940.)

2. The permission of the postmaster of the office to which attached must be obtained before any old files or records not needed in the transaction of current business may be disposed of. (Sec. 101, P. L. & R., 1940.)

PART III. FINANCES—ACCOUNTS AND REPORTS—AUDITS AND INSPECTIONS

SECTION 22. ESTABLISHMENT AND OPERATION.

1. Money order service consists of the issue and payment of money orders, the keeping of the necessary records, and the rendering of accounts to the postmaster of the office to which the Army post office is attached.

2. The money order business shall be under the immediate control of the Army mail clerk. Under his supervision and direction

assistant Army mail clerks may also issue and pay money orders, but the Army mail clerk shall require an accounting to him daily by each assistant who has transacted any money order business. All money-order business at the Army post office, whether transacted by the Army mail clerk or assistant, shall be combined and accounted for daily by the Army mail clerk in submitting his report to the postmaster. (See Sec. 27 of these instructions.)

3. During the absence of an Army mail clerk, money order business may be transacted by a bonded assistant who shall render all required reports and accounts to the postmaster. The assistant Army mail clerk will be responsible under his bond for a proper accounting of the funds received while he has charge of such business. When through illness or other unforeseen emergency neither the Army mail clerk nor a bonded assistant is available to transact business, both the postmaster and The Adjutant General shall be notified in order that arrangements may be made to provide service. Emergency service may be provided at Army post offices in the United States by the temporary assignment of civilian employees, if necessary.

SECTION 23. MONEY ORDER EQUIPMENT AND SUPPLIES.

1. Blank money order forms and other necessary supplies for the conduct of money order business will be furnished Army mail clerks by the postmasters of the post offices to which the clerks are attached. The initial supply of such forms and supplies will be issued without requisition. Additional books of money order forms shall be obtained by requisition upon the postmaster, sufficiently in advance to have the blanks on hand when the book in use becomes exhausted. Ordinarily, the Army mail clerk shall have in his possession only the current book of forms from which money orders are being written, but if necessary additional books of forms may be furnished on pay days and immediately thereafter. (See paragraph 4, Section 16, of these instructions concerning surplus money order forms at defense bases and other distant Army post offices.)

2. Blank money order forms shall be carefully safeguarded to prevent theft or handling by unauthorized persons. They shall be locked in the safe at all times when the office is closed. During business hours, when the forms are not actually in use, they shall be kept in the safe or in a drawer or other suitable container in the office, out of sight and out of reach of unauthorized persons.

3. When additional supplies of money order forms are received from postmasters, Army mail clerks shall examine the books of forms, and if any irregularity is noted, the postmaster shall be advised immediately of the particulars.

4. In case of destruction, theft, or loss by any means of blank money order forms, the postmaster concerned and the commanding officer shall be notified immediately, in person or by telephone, telegraph or radio, the inclusive numbers of the money order forms, and the manner of loss being stated in each such instance. (See Sec. 15.)

SECTION 24. MONEY ORDER FUNDS AND RECORDS.

1. To prevent confusion and facilitate the examination of accounts, money order and stamps funds shall be kept separate at all times, except that it shall be permissible to use \$10.00 or less of the stamp funds at the beginning of the day's business, if needed in making change in handling money order transactions. When it is necessary to use stamp funds in this manner, a memorandum shall be placed with the remaining stamp funds showing the amount so used, and the amount shall be replaced during the day, as soon as may be feasible. All post office funds shall be kept strictly separate from any personal funds or other non-postal funds. (See Section 33.)

2. If there be insufficient money order funds, but adequate stamp funds for such purpose, the money orders may be paid from stamp funds and the money orders so paid placed with the stamp funds. If sufficient money order funds are taken in later in the day the paid money orders should be transferred to the money order account, otherwise, the paid money orders may be used as stamp funds with the next requisition for postage stock. (See Section 26, paragraph 4.)

3. Army mail clerks shall keep their money order records posted daily and shall at all times have them readily accessible for inspection. These records shall be properly safeguarded to prevent loss or destruction.

4. Money order records, consisting of copies of daily reports, and copies of reports of inspection of money order account (Form 1945) shall be retained for one year, and then shall be forwarded to the postmaster at the office to which the Army mail clerk is attached, with a list inclosed. (Section 21.)

SECTION 25. ISSUE OF MONEY ORDERS.

1. Money orders shall be issued only for cash, or its equivalent in Government checks received from responsible persons known by or properly identified to the Army mail clerk and whose endorsement thereon the clerk is willing to guarantee. Promissory notes or other similar paper shall not be accepted for the issue of money orders, nor shall they be issued on credit under any circumstances for any person. Acceptance of personal checks in the issue of money orders is usually not advisable, and is not required in any case; and if accepted as accommodation to patrons the corresponding money orders shall not be issued until such checks are cashed, the money so obtained then to be used to pay for the issue of money orders. Army mail clerks who accept personal checks in post office transactions do so entirely at their own risk, and will be held liable on their official bonds for any loss which may result from the checks being dishonored. (Secs. 1409, 2325 and 2326, P. L. & R., 1940.) Army mail clerks shall not accept money for money orders to be issued later, or for money orders to be inclosed in unsealed letters to be left with such clerks. Money order transactions shall be completed and the issued money orders delivered to applicants at the time of acceptance of the money therefor.

2. A written application, legible and complete in all details, is required for each money order issued. The application should not be prepared by the Army mail clerk. The Army mail clerk must, however, enter in the application the serial number of the money order and the fee to be charged therefor, and place thereon an impression of the M. O. B. stamp. For purposes of identification the Army mail clerk should place his initials on the application of each money order issued by him, preferably in the upper portion of the application.

3. In issuing a money order the clerk shall consult the State list in the current Postal Guide whenever he is not sure that there is such a post office as that given in the application as the paying office. Whenever he is in doubt he should also check the spelling of the name. When a money order is drawn on a place that is not a post office or the name is badly misspelled, the postmaster to whom such a defective money order is presented for payment will return it to the issuing office for another order correctly drawn. In such cases the clerk who issued the first order is required to pay the fee for the new order.

4. Money orders may be drawn on any post office or branch post office in the United States, (listed in State list, Part I, Postal Guide) but not on stations of post offices; on any post office in Alaska except those indicated by asterisk (*) in the State List; on any post office in Hawaii, Puerto Rico, Samoa and the United States Virgin Islands (also listed in Part I, Postal Guide); and on the foreign countries listed in Table I under the Title "The Postal Money Order System" in Part I of the current postal guide. Money Order offices in the Canal Zone and the foreign countries mentioned are listed in Form XI, "Register of Money-Order Post Offices."

NOTE: Army mail clerks at Defense Bases are authorized to issue money orders for payment only at post offices in the United States and its possessions, including the Canal Zone and shall not issue money orders for payment in any foreign country

5. Patrons desiring to send money to a foreign country other than those listed in Table 1, should be referred to the post office to which the Army post office is attached, unless the unit has been specially authorized to issue international money orders. Army post offices at defense bases, leased or owned, or other such units located distant from the post office to which they are attached, will comply with any special instructions from their respective postmasters with reference to international money orders.

6. In issuing money orders care must be used to write all particulars clearly and legibly and to make legible impressions of the M. O. B. stamp on the coupon and receipt portion. To insure legible impressions, the M. O. B. stamp must be kept clean and in good condition. No erasure or alteration shall be made in issuing a money order. If an error is made and is discovered at the time, the money order form shall be treated as "not issued" as outlined in Section 1425, P. L. & R., 1940, and another form used. (See also sections 1418 and 1419, P. L. & R., 1940.)

7. The maximum amount for which a single money order may be issued is, by law, \$100; but there is no restriction as to the number of domestic money orders which may be issued in one day to the same remitter, or in favor of the same payee.

8. Army mail clerks authorized to issue money orders are also authorized to sign the name of the postmaster thereto. The postmaster's name shall either be written or stamped, and shall be followed by the written initials of the Army mail clerk who issues the money order.

SECTION 26. PAYMENT OF MONEY ORDERS.

1. Money orders may be paid by Army mail clerks under the same regulations and restrictions as apply to the post office to which the Army post office is attached. Immediately after payment the date of payment shall be stamped with the M. O. B. stamp on the back of both coupon and order portion. The initials of the paying clerk should be written on the back of the coupon. The paid money orders shall be held as cash and included daily in remittance of the money order funds with the daily statement of money order business, properly listed on Form 6019, or sent with requisitions for postage stock if necessarily held in the postal funds as outlined in paragraph 4, this section.

2. Unidentified persons presenting money orders for payment shall be required to establish their identity to the satisfaction of the paying clerk. Such clerks may be held financially responsible for payments improperly made. Notation should be made on the order as to the evidence of ownership offered by the payee. (See "Identification" under "Issue and Payment of Domestic Money Orders" in current Postal Guide.)

3. A person offering to vouch for the identity of another as payee or endorsee should be requested to sign his name on the back of the money order as guarantor of the signature of payee or endorsee.

4. When the money order cash on hand is not sufficient to pay money orders presented, they may be paid from stamp funds, and later in the day transferred to the money order account if sufficient funds accrue. Money orders which cannot be so transferred for lack of money order funds, may be remitted to the postmaster as stamp funds with the next requisition for postage stock. If the amount of funds available in both accounts is insufficient to pay money orders presented, the postmaster should be advised promptly in order that funds may be made available for this purpose.

5. A domestic money order (either the original or a duplicate) is payable at the issuing or paying post office at any time within one year from the last day of the month of issue. Army mail clerks may pay such money orders issued at and drawn on other branches as well as the main post office to which the army post office is attached. They may also pay money orders issued in any of the foreign countries listed in Table 1, under the title "Postal Money Order System" in Part I of the current Postal Guide, provided such money orders are drawn on the post office to which the Army post office is attached.

Money orders issued in other foreign countries shall not be paid by Army mail clerks.

NOTE: Army mail clerks at defense bases are authorized to pay only money orders issued in the United States and its possessions, including the Canal Zone. Money orders issued in any foreign country shall not be paid by Army post offices at defense bases.

6. Money orders may be paid at offices other than the one on which drawn or the one at which issued under the following conditions:

(a) If the person presenting the order for payment is a soldier, sailor or marine and is named as the remitter or payee and if the order is presented within 60 days of the date of issuance, no fee shall be collected.

(b) If the person presenting the order for payment is not a soldier, sailor or marine, and if the order is presented within 30 days of the date of issuance, a fee of the same amount as that charged for the issuance of the order shall be deducted.

Money orders presented for payment after the expiration of the respective time limits shown in (a) and (b) above shall not be paid and the holders should be advised to present them either to the office at which issued or the one on which drawn.

NOTE: The instructions in this paragraph do not apply to money orders issued at or drawn on post offices in Alaska and the Island possessions. See Sec. 1429, P. L. & R., 1940, as to post offices in United States territories and possessions.

7. Form 6126 is used by a postmaster to notify an issuing office that a money order described by the form drawn on a post office other than his own, was paid by him. This form is not to be used by Army mail clerks and if such a form is received from a postmaster, it shall be forwarded promptly to the postmaster at the post office to which the Army post office is attached.

8. Under no conditions shall Army mail clerks pay money orders issued by banks or express or telegraph companies.

SECTION 27. DAILY REPORT OF BUSINESS AND REMITTANCE OF MONEY ORDER FUNDS.

1. A report of money order business transacted shall be made daily by the Army mail clerk to the postmaster of the office to which the Army post office is attached. The report will be made on Form 6019, and shall be a combined statement of all business transacted.

It must contain a complete list of all issued money orders, in their numerical sequence, and other details called for by the form. It shall be accompanied by the applications and stubs of all money orders issued during the day, all parts of money order forms spoiled in issue, including the receipt portions thereof, and a remittance to cover the amount shown by the statement to be due for deposit. When money orders have been paid, they shall be entered on the form and remitted the same as cash.

2. In the case of Army post offices located in the continental limits of the United States, the completed daily report with accompanying remittance shall be delivered personally by the Army mail clerk, or sent by official registered mail to the postmaster of the office to which the Army post office is attached. If sent by registered mail, the amount of the remittance shall be verified by a commissioned officer who will sign his name in the space provided therefor on Form 6019 and will witness the inclosure of the money in the envelope, the sealing of the envelope, the inclosure of the envelope in the mail pouch, and the locking and dispatching of the pouch.

3. In the case of an Army post office located outside the continental limits of the United States, the Army mail clerk will make delivery of the completed daily report with accompanying remittance to a commissioned officer designated by the Commanding Officer. The designated commissioned officer shall review the report and shall verify the sufficiency of the remittance in the presence of the Army mail clerk. The officer shall also sign his name in the space provided therefor on the Form 6019. If the report is found to be in order and if the sum of the cash exclusive of the paid money orders amounts to \$50.00 or more, the officer shall obtain a United States Treasury check for the amount of the cash drawn in favor of the postmaster to whose office the Army post office is attached. In no instance shall money order funds be remitted in cash.

4. The Form 6019 and any Treasury check issued under the preceding paragraph together with the paid money orders, the remitters' applications for money orders issued, the stubs of such orders and all parts of orders spoiled in issue, including the receipt portions thereof, shall be transmitted by the Army mail clerk to the postmaster in whose favor the check is drawn, by the first registered mail available.

5. If the money order cash submitted to the designated officer amounts to less than \$50.00, it shall be returned to the Army mail clerk who shall retain it until there is a sufficient balance on hand to remit when a check shall be issued as provided by paragraph 3 of this section.

6. A report on Form 6019 shall be made for each business day, and when no business is transacted, the report shall be so endorsed, signed, and postmarked by the Army mail clerk, and forwarded to the postmaster by ordinary official mail.

7. A copy of each report on Form 6019 shall be retained by the Army mail clerk in the files of the Army post office.

8. In case of the loss of money order or C. O. D. funds, either at the Army post office or in transit, notice should immediately be given to the postmaster as provided in Section 15. The postmaster will arrange for the Army mail clerk to obtain credit for any paid money orders lost in that manner and give the necessary instructions in regard to the loss of funds.

9. Severe penalties are provided for making false or fictitious entries in accounts or records with intent to deceive, mislead, injure or defraud the United States or any persons. (See Sec. 2319, P. L. & R., 1940.)

SECTION 28. LOSS OR DESTRUCTION OF A MONEY ORDER.

1. In case of the loss or destruction of a money order, application for a duplicate money order in the same amount may be made after 36 days from the date of issue by the remitter, the payee, or the endorsee, on Form 6002, at any time within one year from the last day of the month in which it was issued. (See Secs. 1445 to 1455, P. L. & R., 1940.)

2. An application for a duplicate money order shall be sent to the postmaster at the office to which the military postal unit is attached. If the application is forwarded elsewhere and double payment results from the error, the responsibility shall rest with the Army mail clerk at fault. The particulars required in any application for a duplicate money order shall be filled in so far as practicable by the Army mail clerk, with the exception of the certificates of the issuing and paying postmasters, which shall be left blank, in all cases.

3. A domestic money order becomes invalid and shall not be paid at any post office after one year from the last day of the month in which it was issued. After that time payment may be made

only by means of a warrant issued by the Post Office Department. Application for warrant in such a case is made on Form 6003. Any such applications handled by Army mail clerks shall be referred to the postmasters of their respective post offices for further attention.

SECTION 29. POSTAGE STAMPS AND STAMPED PAPER.

1. Postage stamp stock, including adhesive stamps in sheets, stamp books, coils of stamps where required, international reply coupons where needed, postal cards and stamped envelopes, will be furnished Army mail clerks by the postmasters of the post offices to which the clerks are attached. Necessary stamp stock will be advanced to the clerk as a fixed credit, and his receipt will be taken therefor. Upon delivery of such stamp stock to the Army mail clerk he becomes responsible therefor under his bond. (Sec. 152, par. 4, P. L. & R., 1940.)

2. Army mail clerks should carefully read the instructions in the current Postal Guide, Part I, under "Stamps and Stamped Paper Supplies". Denominations of stamp stock available for requisition are stated in those instructions (and in Form 3200 as to stamped envelopes). A sufficient variety of stamp stock to meet the needs of the service shall be maintained in Army post offices, but the denominations should be confined to a reasonable number, and only such as will provide for the usual requirements of the service at the particular place.

3. Stamp stock must not be sold on credit or disposed of except for cash. (See Sec. 138, P. L. & R., 1940.)

4. Funds derived from the sale of stamp stock will be used by Army mail clerks to purchase additional stock to replenish the fixed credit. Requisition for stamp stock shall be made on Form 017 which shall be forwarded to the postmaster together with stamp funds in corresponding amount in payment for the stock requested. The preparation and sealing of the remittance letter shall be witnessed by the assistant Army mail clerk if available. When the remittance is not delivered in person to the postmaster, it shall be sent by official registered mail along with the money order report.

5. Army mail clerks will furnish assistant Army mail clerks such fixed credit of stamp stock as may be necessary to maintain proper service. Receipt shall be taken from the assistant Army mail clerk, who will, upon delivery of such stamp stock, be responsible for the amount under his bond.

6. Promptly upon receipt, packages of stamp stock shall be opened by the Army mail clerk in the presence of a witness, and shall be counted jointly by them. If any discrepancy is found, suitable notation shall be made on the invoice which shall be signed by the Army mail clerk and witness, and prompt report shall be made to the postmaster.

7. Army mail clerks holding fixed credits of stamp stock shall at all times maintain such credits intact, and shall not convert any part thereof, either stamp stock or funds, to their personal use by borrowing, substitution of personal checks or due bills, or in any other manner. (Sec. 2312, P. L. & R., 1940, and par. 1, Sec. 33, of these instructions.)

8. Stamp stock in the possession of Army mail clerks and the funds derived from the sale thereof, shall be protected from loss or theft. The stamp stock and funds of each clerk shall be kept separate from the stock and funds of any other person, and in absence from the office shall be kept under lock. When the office is closed, all such fixed credits shall be locked in the safe. Stamped envelopes and postal cards may be kept in locked cabinets or locked drawers when there is insufficient space in the safe. Army mail clerks will be held personally responsible for any losses of stamp stock or stamp funds resulting from failure to give them the best possible protection.

9. Damaged stamp stock shall not be sold to the public but shall be returned to the postmaster for redemption as directed by the instruction on stamp requisition, Form 017, under "Damaged Stock Redeemed." (See Sec. 154, P. L. & R., 1940, as to redemption of postage stock from the public.)

10. Regarding surplus postage stamp stock at defense bases and other distant Army post offices, see Section 16, paragraph 3.

SECTION 30. AUDIT OF ACCOUNTS AND INSPECTION OF ARMY POST OFFICES.

1. The regular examination of the accounts of Army mail clerks will be made by the postmaster of the office to which attached. (Sec. 152, paragraph 4, P. L. & R., 1940.) The inspection of Army post offices may also be made by post office inspectors.

2. Special instructions will be issued governing the inspection of Army post offices located at defense bases or at other places remote from the post office to which attached.

SECTION 31. TEMPORARY CHANGE OF HOME STATION INCIDENT TO MANEUVERS, ETC.

1. When an Army post office is to be moved temporarily from the delivery of the post office to which its Army mail clerks are attached, and the commanding officer desires that the services of the Army mail clerks be continued with the unit during such temporary period, the postmaster will notify the post office through which the military unit will receive postal service temporarily. Such notice shall include the names of the Army mail clerks involved, and the amount of the bond of each. In such cases Army mail clerks may retain all or part of their postage stamp stock. The stamp stock will be replenished by purchase from the postmaster at the office serving his unit during temporary maneuvers.

2. During maneuver periods the Army mail clerk will continue to issue money orders on forms of the post office to which he is attached. He will retain the book of money order forms in use. See Section 16, par. 4, relative to additional blank money order forms.

3. The daily report (Form 6019) of the Army mail clerk, together with the applications and stubs of issued money orders, spoiled forms, paid money orders and Government checks accepted as cash will be sent, by official registered mail, to the postmaster at the home station post office on the same day for which the report is rendered. The report will be accompanied by a Treasury check in favor of the postmaster for the amount of cash due to be remitted. The Treasury check should be obtained from the Army finance officer, but if that is impracticable it may be obtained from any postmaster having a checking account with the Treasurer of the United States.

SECTION 32. TRANSFER OF ARMY POST OFFICE FROM ONE CLERK TO ANOTHER.

1. When there is to be a transfer of an Army post office from one Army mail clerk to another, a statement of the accounts shall be made in quadruplicate on Form 1945. The certificates on page 2 of the form shall be executed by both clerks concerned and the four copies of the statement shall be referred:

- (a) One copy to the postmaster to whom the Army post office reports.
- (b) One copy to the commanding officer.
- (c) One copy to the Army mail clerk relinquishing charge of the Army post office.

(d) One copy to the Army mail clerk assuming charge of the Army post office.

The commanding officer shall designate an officer to supervise the transfer and such officer shall execute certificate (B) on each copy of the statement on Form 1945, as evidence that the accounts are as stated therein.

2. Both parties to the transfer shall be present and count the funds, postage stamps and stamped paper and other accountable property, check and verify the serial numbers of the money order forms, on hand and transferred, and both shall sign each copy of Form 1945. If the clerk who is relinquishing charge of the Army post office is unavoidably absent, the officer supervising the transfer shall so state, with the reason for the absence, by marginal note on page 2 of the statements (Form 1945), and the certificate on page 2 intended for the signature of the absent clerk shall be executed by the supervising officer, as: "John Doe, ----- (Rank), for Richard Roe, Army Mail Clerk." The copy of the statement intended for the absent clerk shall be attached to the latest copy of money order report rendered by him on Form 6019, and filed therein in the Army post office.

3. Upon transfer, receipts for registered, insured and C.O.D. mail on hand shall be signed by the clerk assuming charge of the office. Receipts for registered and insured mail shall be on Form 3851 (or 3852, 3853 or 3854, as may be in use at the office) and for C.O.D. mail on Form 3814-C or other appropriate form. These receipts shall also be in quadruplicate, countersigned by the officer supervising the transfer, and the four copies shall be referred as outlined in paragraph 1 hereof.

4. When the transfer is temporary, because of leave, illness, etc., of the Army mail clerk, execution of receipts covering non-accountable postal effects and mail keys will not be required. When the transfer is permanent, the clerk assuming charge of the office shall be required to sign receipts for all postal effects delivered to him, including mail keys, and in addition to his certificate on Form 1945, he will execute receipt for the fixed credit on Form 3367-B.

5. To avoid part day reporting of money order business, transfers shall be made after the close of business. If transfer during business hours, involving a division of the business of a day, becomes necessary, each clerk will render a separate money order report on Form 6019 covering business transacted during the part of the day he had charge of the office.

SECTION 33. CARE AND PROTECTION OF OFFICIAL FUNDS. IMPROPER USE.

1. Post office funds must be kept separate from all other money. If the Army mail clerk has any other duty or activity involving the handling or custody of other money, the post office funds coming into his possession must not be mingled with such other money, nor with the personal money of the clerk nor of anyone else. The cashing of personal checks (other than Government checks) out of post office funds is strictly prohibited. The law provides severe penalties for improper or illegal use, or conversion to their personal use by any person, of post office funds. The placing of due bills, I. O. U.'s, or other form of acknowledgment with post office funds in lieu of cash taken out, the withholding of C. O. D. collections, or any improper conversion of such funds is punishable as embezzlement. (See Secs. 2308, 2309, and 2312, P. L. & R., 1940.)

2. Army mail clerks shall at all times give adequate protection to the official funds and accountable property in their possession. When the amount of funds to be remitted in cash is large, the clerk shall request the commanding officer to provide armed guards for protection. (See Paragraph 3, Section 46.)

PART IV. TREATMENT OF MAIL MATTER AT ARMY POST OFFICES OF MAILING.

SECTION 34. CLASSIFICATION AND RATES OF POSTAGE.

1. Domestic mail matter includes the following:

- (a) Matter deposited in the mails for local delivery.
- (b) Matter for transmission from one place to another in the United States.
- (c) Matter for transmission to or from the United States and its possessions, or between the possessions of the United States.

NOTE: Alaska and Hawaii are included in the term "United States." For a definition and list of possessions of the United States, see Official Postal Guide, Part I, Index, "Possessions of United States." Post offices in the United States and its possessions are listed in the Postal Guide, Part I, except those in the Philippine Islands. The money order offices in the Philippine Islands are listed in Form XI, Register of Money-Order Post Offices.

2. Domestic rates of postage and conditions of mailing apply to mail matter to or from officers and enlisted men at defense bases, officers and crews of United States Naval vessels, the United States Naval Operating Base, Guantanamo, Cuba, and to matter sent to places where the United States postal service is in operation.

3. Domestic mailable matter is divided into four classes:

- First: Written matter, postal cards and private mailing cards, and matter sealed against inspection.
- Second: Newspapers, magazines, and other periodicals containing notice of second-class entry.
- Third: Miscellaneous printed matter, merchandise and other mailable matter which does not exceed 8 ounces in weight and is not embraced in the first, or second class.
- Fourth: (Parcel Post): Merchandise, printed matter, and other mailable matter not in the first or second class, more than 8 ounces in weight.

(See Secs. 501, 505, 519, 561 and 569, P. L. & R., 1940, and Official Postal Guide, Part I, Index: "Mail Matter: Classification of".)

4. Postage rates for domestic mail matter are set out in Part I of the Official Postal Guide.

5. The exchange of mails between the United States and foreign countries, the rates of postage, and the conditions under which matter may be accepted for transmission to foreign countries are set out in Part II of the Official Postal Guide. Unless the Army mail clerk is familiar with the rates and conditions he should refer to the instructions therein which apply to the kind of mail and the country to which the mail is addressed. Clerks shall use care to assure correct classification and prepayment of postage, proper and substantial packing, and complete and legible addressing, on foreign articles accepted. They should see that matter which is prohibited admission in any case is not accepted.

NOTE: Army post offices at leased defense bases are for domestic service only, and shall not accept mail addressed to foreign post offices.

SECTION 35. MATTER TRANSMITTED WITHOUT PREPAYMENT OF POSTAGE, AND FREE MATTER.

1. Ordinarily, postage on mail matter must be prepaid by stamps at the time of mailing. Army mail clerks shall not accept for transmission in the mails, matter on which postage has not been properly prepaid except as provided by law and regulations. The following may be accepted without prepayment of postage:

- (a) Business reply cards and letters in business reply envelopes or under business reply labels. (See Sec. 510, P. L. & R., 1940.)
- (b) Letters sent by soldiers, sailors and marines in the United States service, when endorsed and signed by an

officer, as set out in paragraph 2, Section 515, P. L. & R., 1940. Postage on such letters will be collected when they are delivered.

(c) Official matter in penalty envelopes or sent under penalty labels. This includes matter mailed by officers of the Army and other Government officers and agencies, and matter in return envelopes furnished by such officers or agencies for replies. (See Secs. 615 to 619, P. L. & R., 1940.)

(d) Letters sent by members of the military or naval forces of the United States when deposited in the mails in the United States or its possessions or at any place outside the continental United States where the United States mail service is in operation when addressed to any other place where this service is in operation. Such letters shall bear in the upper right corner the word "Free" and in the upper left corner the name of the sender together with his rank or rating and the designation of the service to which he belongs. These inscriptions must be handwritten by the sender. The return card should show in addition to the foregoing the approved address of the member. This free mailing privilege DOES NOT APPLY TO AIR MAIL, NOR TO REGISTERED, INSURED, OR C.O.D. MAIL.

2. In order that letters may be sent to or by the armed forces in connection with the V-Mail Service, which has been established to conserve space and speed dispatch, they must be written on the approved V-Mail letter-sheets. Such letters are to be handled in accordance with the special instructions issued from time to time concerning this service. They may be sent free by members of our armed forces. When V-Mail letters are sent by others to the armed forces the domestic rates of 3 cents an ounce or 6 cents for air mail apply.

3. Clerks shall require payment at the fourth-class rate on any article or package of official matter which weighs more than four pounds, except such matter as is covered by Section 617 and paragraph 1, Section 618, P. L. & R., 1940. Note that in each such case the fourth-class rate of postage applies, regardless of the classification such matter would usually take, and whether sealed or unsealed. (See par. 2, Sec. 618, P. L. & R., 1940; also Art. 27, pages 179 and 180 of the July 1941, Official Postal Guide, relative

to payment of first-class postage on registered fourth-class matter and Art. 34 (c) page 183 of that Guide, relative to fourth-class rate of postage on certain official registered mail of nominal value; also see Sec. 41, par. 11 of this Manual.)

SECTION 36. AIR MAIL SERVICE.

1. Any mailable matter except that liable to damage from freezing may be sent by air mail.

2. Special air mail stamps are issued for the payment of postage on air mail, and are not to be used on other than air mail. However, air mail postage may be paid by ordinary postage stamps. To avoid delay in handling, air mail postage should be fully prepaid, but domestic air mail may be dispatched if it bears at least one full rate of air mail postage, and the amount due will be collected on delivery.

3. The words "Via Air Mail" should be conspicuously endorsed on air mail, preferably above the address and immediately below the stamps. Air mail envelopes of distinctive design, to be used for air mail only, have been approved by the Post Office Department, but their use is not required. (Par. 4, Sec. 511, P. L. & R., 1940.)

4. The only official matter which may be sent free by air mail are urgent official communications of the Postal Service. All other official matter is chargeable at the usual air mail rates when sent by air mail. (Par. 3, Sec. 511, P. L. & R., 1940.)

5. Air mail sent to and from the personnel of our armed forces stationed outside the continental United States is chargeable with postage at the rate of 6 cents per half ounce. Such mail must show in the address or in the return card, as the case may be, the rank of the individual member of the armed forces receiving or sending such matter and either the military or naval unit to which he is assigned, or his A.P.O. number.

6. The Official Postal Guide, Part I, Index: "Air Mail" contains detailed information concerning domestic air mail matter; and Part II, Index: "Postal Union (regular) mails—Air Mail Service" contains information concerning international air mail service.

SECTION 37. SPECIAL-DELIVERY AND SPECIAL-HANDLING SERVICES.

1. Special delivery service embraces mail on which the required special delivery postage is paid, in addition to postage required for transmission in the mail. Special delivery mail of all classes will be handled and transported in the same manner and with the same speed as first class mail, and is given immediate delivery during

prescribed hours within a radius of one mile of the post office, station, or branch office to which addressed, or anywhere in the city delivery limits if such limits extend further than the one-mile radius.

2. Special delivery postage is paid by stamps attached to the article. Special delivery stamps are provided for this purpose, and are not good for any other postage charge. Ordinary postage stamps may be used in lieu of special delivery stamps, but the words "Special Delivery" shall be plainly printed, written or stamped directly under or near the stamps.

3. For full information relative to domestic special delivery mail, see Secs. 1075 to 1082, P. L. & R., 1940, and Postal Guide, Part I. Special delivery (expres) service is in force with a number of foreign countries, and information concerning that service is given in the Postal Guide, Part II.

4. Special-handling service is provided for fourth-class (parcel post) mail only. The affixing of special-handling postage at the required rates to parcel post packages entitles them to prompt distribution, and dispatch and handling in transit in the same manner as special delivery mail. However, special handling mail does not receive special delivery at the office of address. For detailed information concerning special-handling matter in the domestic mails, see Par. 6, Sec. 571, P.L.&R., of 1940, and Postal Guide, Part I, "Special Delivery and Special Handling." As to special handling matter for foreign countries, see Postal Guide, Part II, "Parcel post mails—Special handling."

SECTION 38. UNMAILABLE MATTER.—DEFINITIONS

1. Unmailable matter embraces all matter which by law, regulation, or treaty with another country, is prohibited from being transmitted through the mails, or such matter as it is impossible to forward to destination, because of illegible, incorrect, or insufficient address. Army mail clerks shall inquire as to the nature of matter offered for mailing to avoid acceptance of any unmailable matter. Briefly, unmailable matter is classified as follows:

(a) Matter on which postage is not sufficiently paid to entitle it to be dispatched in the mails.

(b) Matter which has no address, or which is so incorrectly, insufficiently, or illegibly addressed that it cannot be forwarded to its destination.

(c) Matter of a harmful nature and consequently liable to destroy, deface or damage the mails or other property,

or injure persons engaged in handling mails. Embraced under this head are poisons, narcotics, explosives (including cartridges) or corrosive articles; matches (except safety matches when packed in asbestos wrapped or tightly closed metal containers), any article having a bad odor, intoxicating liquors, and live animals, fowls, insects, and reptiles, except those enumerated in Section 594, P. L. & R., 1940. The Postal Laws provide severe penalties for mailing of poisons, explosives, other harmful articles, and intoxicating liquors. If in doubt, the Army mail clerk should consult Sections 588 and 590 P. L. & R., 1940.

(d) Matter so damaged in transit that it cannot be forwarded to its destination, matter of value found loose in the mails without address so that its destination can not be known, and all matter recovered after depredations in the mails. In this category are included money, stamps, and other valuable matter found loose in the mails or in the Army post office. (Sec. 818, P. L. & R., 1940.)

(e) Matter which exceeds the limit of weight or size. (See Secs. 569, 577 and 578, P. L. & R., 1940.)

(f) Obscene, lewd, lascivious and filthy matter; and anything intended or which may be used for any indecent or immoral purpose, or for producing abortion or preventing conception, or matter of a character tending to incite arson, murder, or assassination. (See Sec. 598, P. L. & R., 1940.)

(g) Postal cards, post cards, and all other articles bearing on the outside wrapper or cover libelous, indecent, defamatory, scurrilous, or threatening matter, or matter intended to reflect injuriously upon the character or conduct of another. (See Sec. 599, P. L. & R., 1940.)

(h) Disloyal or treasonable matter, or that containing a threat to take the life of or inflict bodily harm upon the President. (Secs. 598 and 600, P. L. & R., 1940.)

(i) All matter concerning any lottery, gift enterprise or similar scheme dependent in any manner upon lot or chance. (Sec. 601, P. L. & R., 1940.)

(j) Matter in furtherance of schemes to defraud or for obtaining money or property by means of false pretenses, etc. (See Sec. 2350, P. L. & R., 1940.)

(k) Publications which violate copyrights granted by the United States. (See Sec. 523, P. L. & R., 1940.)

(l) Pistols, revolvers and other firearms which can be concealed on the person, except as provided in Section 607, P. L. & R., 1940, which states the conditions under which such firearms may be accepted from and sent to certain persons, including officers of the Army, Navy, and Marine Corps.

NOTE: For detailed instructions regarding unmailable matter see Sections 588 to 593, 597, 598, 599, 600, 601, 603, and 607, P. L. & R., 1940, also Official Postal Guide, Part I, Index: "Unmailable Matter."

2. All articles excluded from the domestic mails as unmailable are likewise prohibited from transmission in the international mails. For further information, see Official Postal Guide (Part II) Index: "Parcel Post Mails" and "Postal Union (regular mails)."

SECTION 39. TREATMENT OF UNMAILABLE MATTER.

1. All matter which is unmailable under the provisions of sections 588 to 590 and 607, P. L. & R., 1940, (harmful articles, poisons, intoxicants, etc.), shall be withdrawn from the mails by the Army mail clerk, who shall immediately notify the postmaster at the office to which the unit is attached. Such articles shall be held by the clerk pending receipt of instructions from the postmaster concerning their disposition. All other unmailable matter shall be withdrawn by the Army mail clerk and sent to the postmaster with appropriate advice.

2. Money and uncanceled postage stamps found loose in an Army post office shall be sent to the postmaster to which the office is attached, listed separately on Form 1522 in duplicate, the duplicate of the form to be retained by the Army mail clerk. If the amount so transmitted is \$1.00 or more, it shall be dispatched by official registered mail.

3. Unmailable matter shall be forwarded separately, and not included with returns of undeliverable matter. Each dispatch of unmailable parcel post matter, or merchandise found loose shall be accompanied by Form 1522, a duplicate copy of which will be retained by the Army mail clerk.

SECTION 40. ACCEPTANCE OF ORDINARY MAIL.

1. Army mail clerks should see that matter accepted for mailing is properly packed, with envelope or wrapper sufficiently strong to withstand ordinary handling, that it is sufficiently addressed, and

that proper postage is paid. On parcel post matter, the name and address of the sender must be shown on the address side, preferably in the upper left corner.

2. Matter of the second, third and fourth classes must be left unsealed so the contents may be examined easily by postal officials, except when it is prepared or labeled as outlined in Section 581, P. L. & R., 1940. Otherwise postage is chargeable at the first-class rate.

3. Articles of the second, third or fourth class containing letters or other unauthorized written matter are chargeable with first-class postage on the entire article. (See Secs. 552, 568, and 574, P. L. & R., 1940, as to permissible written additions to second, third and fourth class matter.)

4. Inquiries must be made to determine the exact nature of the contents of parcels accepted, and whether they are properly packed and wrapped so as to pass through the mails without breaking or without injuring mail bags, or other mail matter, or persons handling them.

5. Army mail clerks should familiarize themselves thoroughly with the instructions under "Preparation, Wrapping and Packing of Mail Matter" in the Official Postal Guide, Part I. Clerks may be held financially responsible for any loss brought about by their failure to see that articles accepted by them are properly packed and wrapped.

6. To insure prompt and safe transmission to destination the senders of matter addressed to foreign countries shall be required: (1) to address it legibly and completely, including the name of the country, the state or province, and the town or post office, and house number and street address, if any; (2) to avoid using envelopes of flimsy paper, and (3) to avoid using sealing wax on the covers. The instructions in the Official Postal Guide, Part II, Index: "Parcel post mails," should be consulted with reference to acceptance and handling of international parcel post matter. (Army post offices at leased defense bases are for domestic service only, and shall not accept mail addressed to foreign post offices.)

7. Special arrangements and in some respects special restrictions are necessary in the acceptance of mail at defense bases, and Army mail clerks at such offices will comply with instructions of the military authorities, the Postmaster at New York, N. Y., and of the Post Office Department. Army post offices at leased defense bases

are for domestic service only and shall not accept any matter addressed to foreign countries. Customs declaration tags are required on articles containing merchandise mailed at defense bases addressed to post offices in the United States.

SECTION 41. ACCEPTANCE OF REGISTERED MAIL.

1. Mail matter may be registered as follows:

(a) First-class matter (letters and other written matter); and mailable matter of any other class when sealed and postage is paid at the first-class rate.

(b) Second-class matter sent unsealed and prepaid at the transient second-class rate of postage (one cent for each two ounces, or fraction thereof, or the fourth-class rate, whichever is lower).

(c) Third-class matter sent unsealed. (Third-class matter may also be sent as insured mail.)

(Registered matter of the second and third classes when valued at more than \$100 and on which a registry fee of more than 30 cents is paid, must be sealed and postage paid thereon at the first-class rate.)

(d) Mailable fourth-class matter (parcel post) may be registered only if sealed and postage is prepaid at the first-class rate. (Fourth-class mail also may be insured.)

2. Domestic registered mail is insured, within the limit of indemnity prescribed for the fee paid, against loss, rifling or damage in the amount equivalent to the actual value, the necessary cost of repairs, or the direct and necessary expenses for the duplication of papers or the original cost of the papers when not duplicated. The amount of indemnity payable is limited to the actual and direct loss sustained within the limit fixed by law for the fee paid. The maximum postal indemnity for any one registered article is \$1,000.

3. The sender shall be asked to state what the article contains and the value of the contents, and if it contains non-negotiable securities or other valuable papers, the known or estimated cost of duplication of such papers. When the amount so declared by the sender is greater than the maximum amount of indemnity provided by the registry fee which the sender desires to pay, an additional amount, called a surcharge, must be collected. The surcharge does not provide for any additional indemnity, or insurance, in case of loss. The amount of insurance against loss is dependent upon the registry fee paid, and the sender should be encouraged

to pay a registry fee which will cover indemnity for the full value of the article. Army mail clerks shall use great care to insure collection of all prescribed charges on registered matter, including surcharges if due to be collected, and it is necessary that they be familiar with the fees, surcharges, and limits of indemnity on domestic registered matter. (See Secs. 1202, 1203, and 1380 P. L. & R., 1940, and Postal Guide, Part I, under heading "Registry System.")

4. The registry fee, and any surcharge collectible, shall be accounted for by postage stamps to be affixed to the registered article.

5. For additional fees, payable at the time of mailing, and to be accounted for by postage stamps affixed to the registered articles, the senders may:

(a) Obtain a return receipt showing delivery, when the article is endorsed "Return Receipt Requested." (The fee is 3 cents.)

(b) Obtain a return receipt showing the address where delivery is made, when the article is endorsed "Return Receipt Requested Showing Address Where Delivered." (The fee is 23 cents.)

NOTE: Return receipts for registered mail may be requested and obtained after mailing, upon payment of a fee of five cents.

(c) Restrict delivery of the article to the addressee in person, when the article is endorsed "Deliver to addressee only." (The fee is 10 cents.)

(d) Restrict delivery to addressee in person or to some person bearing written order of the addressee when the article is endorsed "Deliver to addressee or order." (The fee is ten cents.) (See Secs. 1204, 1218, and 1323, P. L. & R., 1940.)

6. Matter accepted for registration must be fully, legibly and correctly addressed, preferably with typewriter, ink or indelible pencil, and the name and address of the sender must be on the envelope or wrapper. Letters and other first-class matter must be in envelopes, wrappers or containers strong enough to carry them safely, and must be well sealed. If the envelope or wrapper shows signs of having been opened and resealed, the article should not be accepted unless it is reenveloped or rewrapped by the sender. Articles containing photographs, watches, spectacles, fountain pens,

or other matter liable to break or become damaged in handling, must be well and securely packed, with sufficient reinforcement to prevent damage, and should be suitably endorsed on the address side, "Photograph, do not bend," "Fragile," "Glass," etc., as may be proper.

7. Army mail clerks must not assist in the preparation of matter for registration, either by placing the contents in the envelope or wrapper, or by addressing or sealing the article. (See Sec. 1202, P. L. & R., 1940.)

8. Registered articles shall be numbered consecutively with a separate series of numbers, to be assigned by the postmaster for use of the Army post office. The series shall commence anew on July 1 each year.

9. Upon acceptance of an article for registration, it shall be endorsed "Registered", and numbered and postmarked in the manner outlined in Section 1216, P. L. & R., 1940. First-class matter shall be postmarked in the presence of the mailer if practicable. Window registration book, Form 3805, will be used in receipting for registered mail at Army post offices. The receipt must be completely filled out to show all particulars called for, a duplicate of the receipt to be left in the book as the office record. If any other form of receipt is authorized, the Army mail clerk shall see that full and complete record is maintained. (See Sec. 1209, P. L. & R., 1940.)

10. Registered mail shall be kept separate from ordinary mail and protected from accident or theft. In the absence of the Army mail clerk, or during a lapse before dispatch, registered mail will be kept in the safe. Army mail clerks will be held accountable for all registered mail coming into their possession. (See Secs. 1369 and 1370 P. L. & R., 1940.)

11. Official matter from military activities is not entitled to free registration unless it is on official business of the Post Office Department, and is under penalty envelopes or labels of that Department; or is such other matter as is entitled to free registration under the law. (See Secs. 1211 to 1215, P. L. & R., 1940, as to the registration of penalty and free matter; also Section 35, par. 2 of the Manual regarding postage.

12. In case of inquiry relative to international registered mail, clerks will consult the Official Postal Guide, Part II.

13. Customs declaration tags are required on articles containing merchandise mailed at defense bases, addressed to post offices in the United States. (See Section 40, paragraph 7, as to restrictions and special arrangements for acceptance of mail at these bases.)

SECTION 42. ACCEPTANCE OF INSURED MAIL.

1. Insurance of domestic matter of the third and fourth classes against loss, rifling, or damage is provided, within the limit of indemnity prescribed for the fee paid, including postage (exclusive of fee) when claimed in case of outright loss or irreparable damage to entire contents, in amount equivalent to its actual value or cost of repairs. The amount of indemnity payable is limited to the actual and direct loss sustained within the limit fixed by law for the fee paid. The maximum indemnity payable is \$200. First and second-class matter shall not be insured, but may be registered.

NOTE: For information concerning domestic insurance service see Sections 1385, 1386 and 1389, P. L. & R., 1940. See also current Postal Guide for insurance fees and indemnity.

2. Care should be used to see that each parcel accepted for insurance is legibly and correctly addressed, bears the name and address of the sender, and is properly packed and wrapped. The nature of the contents and manner of packing must be ascertained by inquiries of the sender at time of mailing, and special endorsements, such as "Fragile," "Perishable," etc., placed on the article when required by the instructions under "Preparation, Wrapping and Packing of Mail Matter" in the Postal Guide, Part I. Army mail clerks should read these instructions.

3. Insured articles shall be numbered consecutively with a separate series of numbers, which series shall be assigned by the postmaster and shall commence anew on July 1 each year. Each insured article shall be legibly stamped on the address side with the insurance stamp reading "INSURED NO.", preferably with red ink. The insurance number shall be legibly written in the space provided for the purpose in the insurance stamp impression.

4. A receipt on Form 3813 or 3813-A will be given the sender for each insured article accepted. The receipt shall show the number of the article and must be postmarked to show the name of the mailing office and the date. The stub of the receipt will provide the office record. Both the receipt and the stub must be filled out completely, and applicable items thereon checked, to show all par-

particulars called for in each instance, including any special endorsements placed on the parcel, such as "Fragile," or "Perishable," and fees paid for any special services desired as for instance, return receipt, restricted delivery, special delivery, special handling, etc.

5. The insurance fee shall be accounted for in postage stamps affixed to the parcel the same as the postage stamps used in payment for postage thereon.

6. For additional fees, payable at the time of mailing, and to be accounted for by postage stamps affixed to the parcels, the senders may:

(a) Obtain a return receipt showing delivery when the article is endorsed "Return receipt requested." (The fee is 3 cents.)

(b) Obtain a return receipt showing the address where delivery is made when the article is endorsed "Return Receipt Requested Showing Address Where Delivered." (The fee is 23 cents.)

NOTE: Return receipts for insured mail may be requested and obtained after mailing, upon payment of a fee of five cents.

(c) Restrict delivery of the article to the addressee in person when the article is endorsed "Deliver to Addressee Only." (The fee is 10 cents.)

(d) Restrict delivery to addressee in person or to some person bearing written order of the addressee, when the article is endorsed "Deliver to addressee or order." (The fee is 10 cents.) (See Sec. 1386, P. L. & R., 1940.)

7. Each domestic insured parcel is accepted with the understanding that the sender guarantees any return or forwarding postage which may be necessary, if the parcel becomes undeliverable. (Sec. 1385, P. L. & R., 1940, and Part I, Postal Guide.)

8. Information concerning international insured mail is given in Part II of the Official Postal Guide, which should be consulted in case of inquiry. (Army post offices at leased defense bases are for domestic service only, and shall not accept mail addressed to foreign post offices.)

9. Customs declaration tags are required on articles containing merchandise mailed at defense bases, addressed to post offices in

the United States. (See paragraph 7, Section 40, as to restrictions and special arrangements for acceptance of mail at these bases.)

SECTION 43. ACCEPTANCE OF C.O.D. MAIL.

1. Upon payment of the required postage and C.O.D. fee, domestic third and fourth-class mail, and sealed domestic matter of any class (with postage paid at the first-class rate) may be sent C.O.D. between money order offices in the United States and its possessions; but not to or from the Philippine Islands, the Canal Zone, or United States naval vessels. C.O.D. parcels may be sent when addressed for delivery through the U. S. Naval Operating Base at Guantanamo, Cuba, and to such other points outside the United States proper served by Navy mail clerks as may be authorized by the Department. (See Secs. 1385 and 1387, P. L. & R., 1940, also Postal Guide, Part I, heading "C.O.D. Mail at Mailing Offices.") Collection-delivery shipments shall in all cases be based on bona fide orders for the contents of the shipments or be in conformity with agreements between senders and addressees.

2. Sealed domestic C.O.D. matter of any class, with postage paid at the first-class rate, may also be registered upon payment of the required fee. (See Sec. 1383, P. L. & R., 1940.)

3. C.O.D. fees automatically cover insurance of the articles against loss, rifling or damage, and also against nonreceipt of the C.O.D. returns if such articles are delivered. The amount of indemnity payable is limited in each instance by the amount of fee paid, and if the sender desires insurance against loss or damage for a greater amount than the C.O.D. charges, it is necessary to pay the larger C.O.D. fee required. However, the C.O.D. fee shall not be less than the fee prescribed for the amount desired to be collected and remitted, in any case, even though the sender might be satisfied with insurance for a smaller amount. (See paragraph 1 (b), Section 1387, P. L. & R., 1940, for fees.)

4. Army mail clerks are authorized to accept articles for C.O.D. mail. Such articles shall be numbered consecutively, under a separate series of numbers, which series will be assigned by the postmaster, and shall commence anew on July 1 each year. Each C.O.D. article shall have securely attached to it a C.O.D. tag, Form 3816 to be filled out by the sender which shall bear (a) the C.O.D. number; (b) the amount of charges to be remitted to the sender by money order, and the corresponding money order fee; (c) the

complete name and address of the sender; and (d) the complete name and address of the addressee. The C.O.D. tag is used at the office of address as an application for a money order to be issued in favor of the sender of the parcel in payment of the charges. Therefore, the name of the post office or branch post office (not a station) to which the military postal unit is attached shall be shown as a part of the address of the sender, to make certain that the money order shall be properly drawn on such post office or branch. (It must be remembered that money orders may be drawn on post offices and branch post offices, but not on post office stations.)

5. Each C.O.D. article shall be fully and completely addressed and shall bear the name and address of the sender, notwithstanding that these are also to be on the C.O.D. tag. Also, each such article must have on it, in a conspicuous place on the address side, an impression of the C.O.D. rubber stamp. The C.O.D. number and amounts to be collected and remitted to sender must be shown in the stamp impression. This is necessary in order that the C.O.D. nature of the article shall not be overlooked if the C.O.D. tag is torn off the article before it reaches office of destination.

6. The receipt to be given the sender of a C.O.D. article is a coupon of the tag (Form 3816), and the office record of mailing another coupon of the tag. Other forms of receipt and office record provided for quantity mailings will not be required at Army post offices.

SECTION 44. CANCELING AND POSTMARKING.

1. Army mail clerks shall cancel the postage stamps on all mail matter deposited for mailing at Army post offices and shall postmark all such matter, unless otherwise directed by the postmasters at the post offices to which the units are attached. All registered mail shall be postmarked at the time it is accepted at the Army post office. (See "Canceling and Postmarking at Mailing Offices" in Sections 718 to 720, also Section 1216, P. L. & R., 1940.)

2. Army mail clerks shall cooperate as far as is reasonable and practicable with the senders of letters and other articles mailed for the purpose of obtaining distinct cancelations and postmarks. Such matter usually may be recognized through some exceptional arrangement of the stamps on the cover, by stamps that differ in design from those in current use, by special endorsements, or by other peculiar marks. Mail of this kind shall be given clear and

distinct cancelations and postmarks with black canceling ink. Heavy daubers or rubber cancelers that obliterate the stamps and make them unfit for collection purposes shall not be used on recognized philatelic mail.

3. Any wilful falsification of dates or altering or tampering with a postmark to conceal any irregularity, or for fraud or deception is prohibited by paragraph 2, Section 719, P. L. & R., 1940.

SECTION 45. MAKE-UP AND DISPATCH OF MAIL, EXCEPT REGISTERED

1. In some Army post offices it will be necessary to make up and dispatch outgoing mail, while in others the outgoing mail will be sent to the post office for such handling after preliminary separation in the Army post offices. Army mail clerks shall comply with instructions given by their respective postmasters in the make-up of mail. Where make-up is required, it shall be in the following manner:

NOTE: Army mail clerks at defense bases will comply with any special instructions of the postmasters of the post offices to which attached, or other exchange offices through which dispatch is made, or the Post Office Department in the make-up and dispatch of mails.

(a) When there are 10 or more letters addressed to the same post office, a direct package shall be made by facing the letters one way, with a plainly addressed letter on top, and a facing slip bearing postmark of the Army post office on the back of the package, faced out. (Facing slips are not to be used a second time in dispatching mail.)

(b) Ten or more letters addressed to the same state shall be tied out separately, all faced one way, with a postmarked facing slip on top bearing the name of the state or country of destination. The bottom letter must not be faced out to show an address, otherwise the package is liable to be taken as a direct package for the post office of address shown on such bottom letter, and missent.

(c) Any residue, not sufficient to make city or state separations, shall be placed in separate package or packages, all letters in each package faced one way, with postmarked facing slip on top marked "Mixed Mail."

(d) Letter packages shall be tied securely, with the minimum amount of twine needed to hold the packages

together. Usually two wraps of twine both ways, lengthwise and around the middle, will be sufficient.

2. Air mail shall be made up separately in accordance with the foregoing instructions, except that direct packages of air mail letters shall be made when there are five or more, and all air mail, whether letters or packages, shall be dispatched in the letter pouches.

3. Newspapers and other printed matter shall be dispatched in sacks separate from letter mails when there is sufficient quantity to make up separately, otherwise such mail may be dispatched in the letter pouch.

4. Parcel post packages shall be made up separately or with the newspaper and other printed matter, in direct sacks properly labeled as to destination, when there is a sufficient quantity for one city or state to justify, usually in quantity exceeding one-third capacity of a No. 1 mail sack. Insured parcels are not made up separately, but are dispatched with ordinary parcels.

5. Special delivery letters shall be made up in separate packages when there are five or more for the same place. If less than five they shall be made up with ordinary letters for the same city or state as the case may be, and shall be placed at the top of the respective packages. If necessarily dispatched with "mixed mail" any registered mail in the same package shall be on top, with the special delivery letters next under the registered mail. Facing slips on packages of letters containing special delivery mail shall be placed crosswise so as to expose the stamps, the lower third of the slip turned in so as to inclose the special delivery matter.

6. All special delivery mail, regardless of its class, is to be given the same dispatch and handling in transit as letter mail. When the quantity of special delivery matter of the second, third and fourth classes is sufficient to justify the use of separate equipment it shall be sacked separately from other matter of the same classes; otherwise, it may be included in the sack with other matter of the second, third and fourth classes. In either event, all such sacks shall have a "SPECIAL DELIVERY" tag attached. When the quantity of special delivery matter, other than first class, is not sufficient to warrant direct or separate sacks and there is room for it in the letter pouch, such matter shall be dispatched with the letter mail.

7. Special-handling parcel post matter shall be made up as outlined for special delivery parcel post, and if in separate sacks, there

shall be attached to each such sack a "SPECIAL HANDLING" tag. Special handling matter may be sacked separately, or with special delivery matter, or dispatched in the letter pouch as the quantity may require.

8. Letters and other first class mail, and all air mail, shall be dispatched in locked letter pouches. Miscellaneous third-class matter and parcel post shall be dispatched in locked sacks. Newspapers and magazines may be dispatched in unlocked sacks, when the sacks do not contain other matter requiring dispatch under lock.

SECTION 46. MAKE-UP AND DISPATCH OF REGISTERED MAIL.

1. As with ordinary mail, the make-up and dispatch of registered mail will vary at different Army post offices, depending upon whether the office makes direct dispatch of outgoing mail or passes it through the post office for onward dispatch. In no case shall registered mail be dispatched by Army post offices direct to trains without special authorization of the Post Office Department. Army mail clerks shall comply with instructions of their respective postmasters and of the Post Office Department concerning the make-up and dispatch of registered mail, but the following instructions must be complied with in all applicable cases:

(a) If the Army mail clerk accompanies the mail truck to the post office, hand to hand receipts should be obtained for registered matter, that is, the registered mail should be delivered in person to the postmaster or an employee of the post office, whose receipt is to be obtained at the time.

(b) When not impracticable on account of size or shape, registered matter dispatched in iron locked pouches shall be placed at the top of the local or No. 1 working package, immediately over any special delivery letters dispatched. The facing slip shall be placed atop the package immediately over the registry dispatch receipt card or manifold bill, with the lower half of the slip turned under the registered letters and special-delivery letters, if any, thereby exposing the registry card or bill and the word "Registers" on the card or bill to view at all times. In the absence of a No. 1 working package, any registered matter which ordinarily would be included in such package shall be placed in an unsealed jacket used as a container and the registry card or manifold bill describing the matter securely

attached to the outside of the jacket. (See Sec. 1223, P. L. & R., 1940. Paragraphs 6 and 7 thereof refer to articles too large to be tied on letter packages.)

(c) Unless otherwise authorized by the Post Office Department, all registered matter dispatched from Army post offices shall be listed in duplicate on manifold bills (Form 3851 to 3854, as may be in use). The carbon copy of the bill shall be retained in the book. The original, (and an extra carbon copy if desired by the postmaster) shall be inclosed in a self-addressed penalty envelope and placed on top of the registered articles, under a facing slip bearing a conspicuous impression of the "REGISTERED" stamp prominently exposed.

(d) In every case when two persons authorized to have access to the Army post office are present the dispatch must be witnessed by both, and the record shall show the names of both. The witnessing of dispatch of registered mail is important, and must not be perfunctory. It shall include an actual checking by both persons of the articles against the dispatch record, and be such that both can testify that the articles were placed in the pouch immediately before it was locked, and were actually in the locked pouch when it was dispatched from the Army post office. (See Sec. 1268, P. L. & R., 1940.)

(e) The manifold bill has a coupon which is to be signed by the postal employee receiving the registered articles and returned to the dispatching office as a receipt unless otherwise authorized by the Post Office Department. When this coupon is received by the dispatching office, it shall be pasted over its counterpart on the carbon copy of the bill retained in the office. When a coupon is not returned promptly a duplicate shall be sent with request for signature, and any failure to receive duplicate in due course shall be reported to the postmaster.

2. Registered jacket envelopes are provided for use in dispatch of articles when handling and recording in transit can be saved thereby. See Sections 1242 to 1246, P. L. & R., 1940, concerning their use.

3. Protection of registered mail against loss, theft or other depredation shall have attention at all times. When the Army mail clerk has knowledge that registered mail to be dispatched is of unusual value, such as dispatches of post office funds on and immediately following pay days, or when there is other reason for extra precaution, he should request the commanding officer to provide armed guards for protection.

4. Clerks at defense bases will be instructed by the postmaster at New York, N. Y., or other exchange offices concerned, or by the Post Office Department with reference to any special arrangements required for dispatch of registered mail, including the use of lead sealed sacks and rotary locks.

PART V. TREATMENT OF MAIL MATTER AT ARMY POST OFFICES OF DELIVERY.

SECTION 47. RECEIPT AND HANDLING OF INCOMING MAIL AT ARMY POST OFFICES.

1. Usually, incoming ordinary mail for military personnel will be separated by agencies of the Post Office Department to regiments, or other units and so labeled, before it is sent to the Army post office. Upon receipt at Army post offices this mail will be delivered to designated mail orderlies for handling as outlined in FM 12-105. Sacks of mail labeled to particular units may be delivered to the mail orderlies, but they shall be required to return the sacks to the Army post office promptly, either as empty equipment or containing outgoing mail.

2. Letter pouches for Army post offices will be received locked. The opening of pouches in which the dispatch of registered mail is authorized, or in which registered mail might be expected, shall be witnessed if a witness is available. Pouch labels shall be postmarked with the date of receipt and kept on file for at least 30 days, and labels from pouches in which the dispatch of registered mail is authorized shall be initialed by the person opening the pouch and by the witness. (See Sec. 758, P. L. & R., 1940.)

3. When registered matter is received the articles shall be carefully checked by the clerk and the witness against the registry bill accompanying the articles, and the bill and receipt coupon shall be immediately signed by both, and the receipt coupon returned to the dispatching office by next mail unless otherwise authorized by

the Post Office Department. Any discrepancies in the bill or in the dispatch should be noted on the bill and on the coupon. (See Secs. 1261 to 1263, P. L. & R., 1940.)

4. Registered matter received for delivery shall be examined as to its condition, and each article backstamped once over the flap of the envelope or wrapper to show the name of the office and date of receipt. (See Secs. 761 and 1310, P. L. & R., 1940.)

5. Special delivery service will not be required of Army mail clerks. In most cases special delivery articles will be delivered along with the ordinary mail, although special delivery service is authorized when delivery is advanced thereby. Where this service is necessary it will be provided by civilian employees, as payment of a special delivery fee to persons in the military service is prohibited.

6. Unauthorized persons shall not be permitted to handle or have access to mail matter, likewise no person in the postal service shall give information concerning mail to unauthorized persons. These requirements shall be strictly observed by Army mail clerks. (See Secs. 702, 703, 1369 and 1370 P. L. & R., 1940.)

7. Severe penalties are provided by law for offenses against the mails, such as opening letters, detaining, destroying, stealing or embezzling mail matter. (See Secs. 2345 to 2347, P. L. & R., 1940.) Any such violations coming to the attention of Army mail clerks shall be reported to the commanding officer and to the postmaster.

SECTION 48. DIRECTORY SERVICE—PREPARATION AND MAINTENANCE OF LOCATOR FILE.

1. Directory service for insufficiently or incorrectly addressed mail is a function of the War Department, and locator card files will be maintained as directed by the Commanding Officer. (See FM 12-105.)

SECTION 49. DELIVERY OF REGISTERED AND INSURED MAIL.

1. The regulations and instructions pertaining to the delivery of registered mail apply also in the delivery of insured mail. (See Secs. 1323 to 1326, P. L. & R., 1940.)

2. Under instructions issued by the War Department, registered and insured mail for military personnel the delivery of which has not been restricted by senders or addressees, may be delivered to

mail orderlies designated in writing by commanding officers to receipt for such matter. This mail will be listed on Form 3883 or 3883-A, firm delivery books, using separate books for registered and for insured mail. The bills shall be made in duplicate (or in triplicate if an extra copy is needed by mail orderlies), separately by regiments or other organizations.

3. Properly completed return receipts must be obtained for each insured or registered article endorsed "Return Receipt Requested".

4. Delivery restrictions on registered and insured mail shall be strictly observed. If the article is endorsed "Deliver to addressee only" or with words of similar import, it shall not be delivered to any other person; and if endorsed "Deliver to addressee or order", delivery may be made either to the addressee or upon his written order. Each such article received by Army mail clerks shall be held at the Army post office for delivery, and notice on Form 3849 or 3849-b shall be issued, requesting the addressee to call at the Army post office for the article.

5. When doubt exists concerning the identity of the person calling for the article, he should be asked from where the article was expected, and such other inquiries should be made as may be necessary to establish his right to receive the article. (See instructions under "Delivery of Registered Mail" in the Official Postal Guide, and in Sections 1323 to 1326, P. L. & R., 1940.)

SECTION 50. RECORDING AND DELIVERY OF C. O. D. MAIL.

1. Unless otherwise authorized by the Post Office Department, C. O. D. parcels received at Army post offices for delivery shall be recorded immediately on Form 3814-A unless they are billed to the unit by the post office on Form 3814-C. The tag of each C. O. D. parcel shall be postmarked to show the date of its receipt in the Army post office. Notice of arrival on Form 3849-B shall be prepared and issued to the addressee promptly, and the parcel shall be held in the Army post office for personal call by the addressee or his authorized agent, and shall not be delivered except upon payment of the charges. These parcels shall be kept under lock as far as possible while awaiting delivery. Examination of C. O. D. parcels prior to delivery must not be permitted.

2. C. O. D. charges collected shall be accounted for on the day of delivery, or not later than the following business day, if made too late to be remitted on the day of delivery. Unless otherwise

instructed, these collections, with the corresponding C. O. D. tags, shall be forwarded to the postmaster for issue of the money orders. The total C. O. D. collections for the day will be listed on Form 3815, or other prescribed form, in duplicate, and forwarded with the original copy of such form to the postmaster by official registered mail, along with the money order report on Form 6019. Notations should be made on Form 6019 as to the amount of C. O. D. charges forwarded therewith, and against the record of each individual C. O. D. parcel on Form 3814-A or 3814-C, to show date the parcel was delivered and the charges collected.

3. The signature of the persons accepting the C. O. D. parcel shall appear on the tag, and if delivered to other than the addressee on his written order, the order should be attached to the tag. If delivered to other than the addressee, the receipt shall show both the name of the addressee and that of his agent. The date of delivery of the parcel also shall be entered on the C. O. D. tag at the time of delivery.

4. Army mail clerks should familiarize themselves with the applicable instructions under "C. O. D. Mail at Offices of Address" in the Official Postal Guide.

SECTION 51. MATTER INSUFFICIENTLY PAID AND COLLECTION OF POSTAGE DUE.

1. When mail reaches an Army post office without postage having been fully prepaid, the required amount due shall be collected in cash upon delivery. The amount collected shall be accounted for by affixing to the article postage-due stamps in that amount and cancelling the stamps. When it is apparent from the envelope or wrapper of mail that a stamp has been lost off, the clerk may assume the matter to have been prepaid, except in the case of first-class matter it shall be assumed to have been prepaid one full rate only. Evidence that a stamp had been affixed shall be from a blank in the impression of the canceling stamp. (See Secs. 503, 513, 763, and 765 to 768; also 1320 and 2315 P. L. & R., 1940, and instructions in the current U. S. Official Postal Guide.)

2. Army mail clerks shall observe mail handled by them, and if any be found short-paid but not so marked, it shall be rated up "postage-due" in correct amounts to insure collection of the deficient postage upon delivery.

SECTION 52. FORWARDING AND RETURN OF UNDELIVERABLE MAIL.

1. All mail of whatever class addressed to persons in the United States service whose change of address is caused by official orders shall be transmitted from one post office to another, and no additional postage shall be required therefor. Such transmission is not considered as "forwarding." Mail so forwarded shall be back-stamped to show the date forwarded, and all matter other than first-class shall be endorsed "Address changed by official order." (See paragraph 10, Sec. 769, P. L. & R., 1940. Also see notice in the August 1941, Postal Guide under the caption "Forwarding or Return of Undelivered Domestic Registered or Insured Mail Addressed to Members of Military or Naval Forces of the United States.")

2. Additional postage is required for forwarding of mail for members of the families of such persons, except mail of the first class, and the required forwarding postage must be paid in advance except for insured and C.O.D. mail and perishable matter, which may be rated up "postage-due" for the forwarding postage.

3. Undeliverable matter shall be suitably endorsed to show the reason why it can not be delivered, and shall be returned to the post office for treatment. Matter which can not be delivered must not be held past the time limit stated in return cards of senders, and when no time limit is so stated, it should be returned at the expiration of 15 days, except that domestic insured and C. O. D. mail remaining undelivered may be retained not exceeding 30 days in the absence of a time limit in the return request. (See Art. 62, page 213, Part I, July 1941 Postal Guide regarding refused insured mail, and Art. 66, page 214, of same guide, concerning issuance of notices to senders.)

SECTION 53. LOSS, RIFLING, DAMAGE, OR OTHER MISTREATMENT OF MAIL. CLAIMS FOR INDEMNITY FOR REGISTERED, INSURED AND C. O. D. MATTER.

1. Complaints of alleged loss, rifling, damage, or other mistreatment of ordinary mail while in the postal service shall be reported to the postmaster. Form 1510 shall be used to report the particulars, if applicable, otherwise, the matter shall be reported by letter. (See Secs. 809 to 811 and 2233, P. L. & R., 1940.)

2. Indemnity is provided for registered, insured, and C. O. D. mail. The fees on such articles provide for insurance against loss,

rifing or damage while in the postal service, within the limits of indemnity prescribed. Army mail clerks shall assist in obtaining all necessary information in connection with any claims filed with them or received by them for further attention. Every effort should be made to expedite the completion of indemnity applications. (See Article 108, page 229, Part I, July 1941 Postal Guide.)

3. Claims involving registered mail will be filed on Form 565 and claims for insured and C. O. D. mail will be on Form 3812. These forms will be provided by the postmaster. (See Secs. 810 and 1389, P. L. & R., 1940.)

4. In considering such complaints it shall be remembered that financial responsibility of the Post Office Department for registered and insured mail ceases upon proper delivery to duly authorized mail orderlies. Complaints involving improper handling of such matter after delivery to mail orderlies shall be reported to the commanding officer, and to the postmaster. (See notices in August 1941 and March 1942, Postal Guides under the caption "Inquiries concerning Domestic Registered and Insured Mail Addressed to Military Camps or Posts and C. C. C. Camps"; also notice published on pages 28 to 31 of the November 1940, Postal Guide under the caption "Registered, Insured, and C. O. D. Mail to and from Military Camps and Posts, and Money Orders.")

APPENDIX "A"

Nomination for Appointment as Army Mail Clerk or Assistant Army Mail Clerk

Date.....
From Commanding General/Officer.....

(Unit or Organization)
(DO NOT SHOW GEOGRAPHICAL LOCATION)
TO: THE ADJUTANT GENERAL, WASHINGTON, D. C.

THROUGH.....
1. Person named below is nominated Army Mail Clerk or Assistant Army Mail Clerk. (Strike out designation not applicable.)

(Grade) (Last Name) (First Name) (Middle Initial) (Serial No.)

Attached to (Organization)
(DO NOT SHOW GEOGRAPHICAL LOCATION)

2. Nominee filed application for bond on.....19... and designation should be made effective on.....19... He should be attached to A.P.O. No.....
c/o Postmaster at (City).....(State).....

3. Postal Service is (is not) in operation at this command.
It should commence on.....19... and nominee should enter on duty as Army Mail Clerk (Asst. Army Mail Clerk) on that date, or on.....19...

4. Information must be shown whether appointment is to fill vacancy, newly authorized position or replacement:

(a) Newly authorized position (Yes or No)..... Date authorized.....19...

(b) Vacancy (Replacement) for..... who was appointed Army Mail Clerk, Assistant Army Mail Clerk or.....

(Commissioned, Transferred, etc.)

on.....19... and was, or will be relieved of postal duties on.....19...

(c) Postmaster notified of release date on.....19...

5. If this is a nomination for duty at a Defense or other Base far distant from the United States Post Office to which his A.P.O. will be attached, name and rank of commissioned officer, (or bonded Army Mail Clerk, or Assistant Army Mail Clerk), who will have custody of postal effects, (pending acceptance of nominee's bond and date of his designation), is given below:

(Rank or Grade).....(Name in Full).....

6. Nominee reads, writes or speaks the following languages:

L A N G U A G E S	Fluently Good Fair Poor			
	Reads	Writes	Speaks	

(Indicate by check mark)

7. Following information is furnished relative to nominee:

(a) Date of birth.....Place.....
(Month) (Day) (Year) (City) (State)

(b) White or Colored—(Strike out one)

(c) Citizen (Yes or No)..... If foreign born indicate when and where citizenship papers were obtained.

First papers.....(Place) (Month) (Day) (Year)

Final papers.....(Place) (Month) (Day) (Year)

(d) Education:

(1) Grammar School.....Graduate.....
(Years) (Yes or No)

(2) High school or prep.....Graduate.....
(Years) (Yes or No)

(3) College.....Graduate.....Degree.....
(Years) (Yes or No) Year Awarded.....

(4) Post graduate work.....

(5) Name of Colleges or Universities attended:.....

(6) Other educational courses completed:.....

(e) Post Office experience:

(1) Civilian (See note below).....

(2) Army (See note below).....

If experience gained in Army, show A.P.O. number, but under no

circumstances disclose geographical location. Civilian postal experience

should be stated as follows:

EXAMPLE: "Clerk, 5 years, 1937-1942, Manchester, N. H."

8. Remarks.....

Approved:..... For the Commanding General/Officer:

Disapproved:..... (Name) (Title)

Date.....19.....

By order of The Secretary of War:..... (Unit or Organization)

(Adjutant General)..... Do not Disclose Geographical Location

Date.....19.....

Form WD-AGO 951, Revised 8-1-42.

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L. Lawrence

POST OFFICE DEPARTMENT

**THE ARMY MAIL
SERVICE**

**Instructions for the Guidance of Army Mail Clerks
and Assistant Army Mail Clerks**

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Second Edition

1942