

FM 12-105

WAR DEPARTMENT

ADJUTANT GENERAL'S
FIELD MANUAL

ARMY POSTAL SERVICE

May 7, 1943

FM 12-105

**ADJUTANT GENERAL'S
FIELD MANUAL**

THE ARMY POSTAL SERVICE



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1943

For sale by the Superintendent of Documents, U. S. Government Printing Office
Washington, D. C.

Scanned from a copy in the
collection of
Mike Ludeman
October 2021

WAR DEPARTMENT,
WASHINGTON, May 7, 1943.

FM 12-105, Adjutant General's Field Manual, The Army Postal Service, is published for the information and guidance of all concerned.

Direct communication on routine postal matters is authorized between individual postal officers and between postal officers and the Director, Army Postal Service, A. G. O., Washington, D. C.

[A. G. 062.11 (3-2-43).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

DISTRIBUTION:

R and H (5); Bn and L (2).
(For explanation of symbols see FM 21-6.)

TABLE OF CONTENTS

	Paragraph	Page
SECTION I. General provisions.....	1-7	1
II. Organization and personnel.....	8-17	5
III. Addressing of personal and official military mail.....	18-21	14
IV. Postal service for posts, camps, and stations located in zone of the interior.....	22-27	19
V. Embarkation Army post offices.....	28-35	24
VI. Postal service in theaters of operations or independent oversea commands.....	36-56	30
VII. Locator card files and directory service.....	57-65	46
VIII. V-mail service.....	66-72	53
IX. Registered, insured, and C. O. D. mail.....	73-74	55
X. Army courier service.....	75-85	56
XI. Oversea cable and radio messages.....	86-90	59
XII. Miscellaneous provisions.....	91-99	67
APPENDIX General agreement between the U. S. Post Office Department and the War Department concerning Army Postal Service.....		69
INDEX.....		75

Fiche
3. Rue General Joubert

ADJUTANT GENERAL'S FIELD MANUAL

THE ARMY POSTAL SERVICE

This manual supersedes FM 12-105, Nov. 12, 1940, including C 1, Dec. 20, 1940, and C 2, Jan. 16, 1942; sec. IV, Cir. No. 92, sec. II, Cir. No. 104, sec. VII, Cir. No. 123, sec. III, Cir. No. 133, sec. III, Cir. No. 148, sec. II, Cir. No. 174, sec. IV, Cir. No. 219, sec. VI, Cir. No. 303, sec. III, Cir. No. 331, sec. III, Cir. No. 334, sec. III, Cir. No. 341, sec. II, Cir. No. 349, sec. V, Cir. No. 353, sec. V, Cir. No. 368, sec. IV, Cir. No. 373, sec. II, Cir. No. 399, sec. IV, Cir. No. 404, sec. V, Cir. No. 404, sec. V, Cir. No. 411, W. D., 1942.

SECTION I

GENERAL PROVISIONS

■ 1. MISSION.—*a.* The mission of the Army Postal Service is to assure adequate postal service for the Army of the United States.

b. The mission is to be accomplished through an agreement between the United States Post Office Department and the War Department, the text of which appears in the appendix. It is not expected that this agreement, or the instructions contained in this manual amplifying the agreement, will cover every conceivable situation that may arise in the operation of a postal service for the Army. The obvious intent of the agreement will be applied in all situations not covered by this manual.

c. This mission will be accomplished in the zone of the interior by assisting the Post Office Department, and in a theater of operations by establishing and maintaining a postal service for all personnel and services of the field forces. Except when specifically authorized in this manual, civilian postal personnel will not operate in the theater of operations.

■ 2. IMPORTANCE AND RESPONSIBILITY.—As a factor in the maintenance of the morale of the Army, the importance of an efficient postal service cannot be overestimated. Responsibility for the operation of the postal service is a definite function of command. Commanders of all echelons are responsible for the prompt processing, dispatching, and delivery of all mail which reaches their jurisdiction, and for the control and efficient operation of all Army Postal Service personnel and installations assigned or attached to their respective

commands in the manner prescribed in this manual. Failure to effect prompt and efficient disposition of all mail reaching their jurisdiction will reflect upon the commanders concerned.

■ 3. DEFINITIONS.—*a. Army Postal Service.*—The Army Postal Service is an administrative service in The Adjutant General's Department. It supervises and coordinates mail operations throughout the military establishment. Under a general agreement between the War Department and Post Office Department (see appendix) it maintains liaison with the Post Office Department in Washington, D. C., on all questions of general policy, planning, operations, and supply.

b. Postal officer.—An officer on the division or higher staff, or a designated officer in smaller units, who, under the Adjutant General or adjutant, is charged with the immediate supervision of postal activities within the command.

c. Postal finance officer.—An officer, designated by The Adjutant General with the concurrence of the Chief of Finance, who is furnished with a fixed cash working fund for the purpose of maintaining a supply of stamps and stamped paper. Postal finance officers maintain, in addition, a reserve of blank money order forms and a stock of postal operating supplies. (See par. 51a(4).)

d. Army mail clerk.—An enlisted man of the Army of the United States who is designated by the Post Office Department as an Army mail clerk and who is bonded to the United States.

e. Regimental (organizational) mail clerks.—Personnel detailed by commanders to operate the regimental mail service. Instructions for this personnel apply with equal force to separate battalions and comparable organizations.

f. Unit mail clerk.—An enlisted man detailed by the commander of a company or similar unit to receive and deliver incoming mail, dispatch outgoing mail, and make proper disposition of undeliverable mail. Unit mail clerks ordinarily operate under the supervision of the regimental (or similar organizational) postal officer.

g. Post office.—A regular United States post office or station established for the purpose of transacting postal business.

h. Postal concentration center.—A post office or agency of the Post Office Department at which all mail for a mobilization or oversea force is brought together for sorting.

i. Army post office (APO).—A military postal station operated by military personnel and set up at or near the headquarters or military unit it serves. These stations are designated by numbers.

j. Base post office.—A military postal station set up at a convenient point in the communications zone or at an oversea port, where mail is separated and routed in bulk for troops in a certain area.

k. Embarkation Army post office.—Army post office at a port of embarkation in the United States in which mail is prepared for dispatch overseas.

l. Postal regulating section.—The section of an Army regulating station that controls the routing of mail to and from that part of the theater of operations being supplied through that station.

m. Regulating station.—A traffic control agency established on lines of communication and through which movements are directed and controlled by the commander of the theater of operations.

n. Railhead.—A point usually on a railroad at which supplies from the communications zone are turned over to troops for their use.

o. Distributing point.—An advanced supply point to which supplies are distributed to field and combat trains of units which cannot conveniently use railheads (truckheads) or other corps or army supply points.

p. Theater of operations.—That portion of the land, sea, and air areas of the theater of war necessary for military operations, either offensive or defensive, pursuant to an assigned mission, and for the administration incident to such military operations. The theater is organized for tactical control and administrative control to the extent indicated by War Department instructions.

q. Zone of the interior.—The part of the national territory not included in theaters of operations.

r. Communications zone.—That part of a theater of operations, in the rear of the combat zone, containing the establishments of supply and evacuation, lines of communication,

and other agencies necessary for the administration of the theater as a whole.

s. *Combat zone*.—That area of the theater required for the armies. It is divided for tactical control into army, corps, and division areas, each controlled by the commander of the corresponding unit. The rear boundary is designated by the theater commander and is changed to conform to the movement of the armies.

■ 4. **APPLICABLE LAWS AND REGULATIONS**.—a. The organization and operation of the Army Postal Service is governed by—

(1) The general agreement between the War and Post Office Departments (see appendix) and regulations issued pursuant thereto, including this manual.

(2) The booklet entitled "The Army Mail Service", issued by the Postmaster General with the concurrence of the Secretary of War.

b. Supplemental information and instructions are found in TM 12-275, the Army Postal Bulletins, applicable War Department circulars, and other instructions promulgated by higher authority and issued by the Army Postal Service.

■ 5. **FREE MAILING BY SOLDIERS**.—a. *Purpose of law*.—The primary purpose of the law granting the free mailing privilege to soldiers is to facilitate personal correspondence in the form of ordinary letters and cards from active members of the armed forces to families and friends.

b. *Matter mailable free*.—First class letter mail and post or postal cards 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, and when addressed to any other place where this service is in operation, may be accepted and transmitted without payment of postage.

c. *Indorsements*.—Such letters or cards will bear in the sender's handwriting the word "Free" in the upper right corner of the address side 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.

d. *Matter not mailable free*.—The spirit of the law must not be violated by supplying signed envelopes to relatives,

mailing wedding announcements, sealing packages of photographs, films, and records so that they become first class mail, etc. The free mailing privilege does not apply to parcels, nor to air mail, registered, or insured mail.

■ 6. **REGISTERED AND INSURED OFFICIAL MAIL**.—Official mail matter will be registered or insured only upon payment of the registry or insurance fees prescribed by the Post Office Department, stamps of the required amount to be affixed to the article.

■ 7. **MILITARY CENSORSHIP**.—a. In all theaters and separate oversea bases military censorship ties in closely with the Army Postal Service. Commanding officers of all units are responsible for censorship within their commands, and all soldiers' mail, except "blue envelope" mail (mail relating to private or family matters to be censored by a base censor and not by a unit censor), will be unit-censored before mailing. A base censorship detachment will usually be located near an Army or base post office. Base censorship detachments function to insure a thorough censorship of all communications, sent by any means whatever, leaving or entering the military area concerned.

b. The chief base censor, in accordance with directives from higher authority, will call upon postal officers to deliver mails of all classes, or parts thereof, as desired, for censorship by the base censorship detachment. This mail will ordinarily include officer's mail, "blue envelope" mail, or the mail of a particular organization. Mail requested by the chief base censor will usually be sorted by organization only. Proper receipts will be exchanged between the base post office and the base censorship detachment covering the exchange of all registered and insured items. (See FM 30-25.)

SECTION II

ORGANIZATION AND PERSONNEL

■ 8. **DIRECTOR OF ARMY POSTAL SERVICE**.—a. *Responsibility*.—Under The Adjutant General, the Director of the Army Postal Service is charged with the immediate supervision of the Army Postal Service.

b. Duties.—His duties include—

(1) Formulation and establishment of Army Postal Service plans and policies.

(2) The furnishing to the field of technically trained personnel.

(3) Preparation of the necessary manuals and training literature covering the instruction, training, and operation of the Army Postal Service.

(4) Maintenance of an inspection department for the Army Postal Service similar to that of the Inspector General of the Army.

(5) Representation of the War Department on all postal questions of general policy which may arise between the United States Post Office Department and the War Department.

■ 9. ARMY POSTAL INSPECTORS.—*a.* The Army Postal Inspection Service is part of the Army Postal Service. It consists of such numbers of Army postal inspectors of appropriate grades as may from time to time be authorized.

b. The Army Postal Inspection Service advises The Adjutant General as to the condition and needs of the Army Postal Service; surveys and reports upon the methods used in the handling of Army mail and, when so directed, makes investigation of irregularities and complaints concerning such mail.

c. Postal inspectors function either directly under the Director of the Army Postal Service or under a theater commander, when authorized, in a manner similar to that of inspectors general.

■ 10. POSTAL OFFICERS.—*a. Qualifications.*—Officers of the Army Postal Service are normally postal specialists commissioned in The Adjutant General's Department. When a competent officer with the required qualifying civilian experience is not available locally, request, accompanied by a suitable explanation, will be made through channels to The Adjutant General for the assignment of a postal officer.

b. Duties.—Certain of these officers are concerned primarily with the operation of the Army post offices of their respective organizations or installations. In performing this

function they operate under the adjutant or adjutant general of the command to which they are assigned or attached, as an integral part of that command. Postal officers of service commands, theaters of operation (including training theaters of operation in the continental United States), and other higher headquarters function as special staff officers of the command to which they are assigned or attached.

■ 11. POSTAL OFFICERS AT HEADQUARTERS, ARMY AIR FORCES, SERVICE COMMAND, AND DEPARTMENT HEADQUARTERS.—A commissioned postal officer will be included in the staff of the commanding general of the Army Air Forces and at each service command and department headquarters. He may be assigned such assistants as may be necessary, and he will perform duties as follows:

a. Supervise and coordinate uniform mail and communications (except Signal Corps functions) handling procedures, methods, and facilities, as prescribed by the Army Postal Service and promulgated by appropriate higher authority.

b. Recommend to the commanding general necessary orders and instructions on all Army postal and mail-handling matters arising within the command.

c. Supervise the postal training program, as prepared by the Army Postal Service and promulgated by appropriate higher authority.

d. Prepare necessary reports and recommendations for the commanding general to initiate consideration or action on matters relating to mail-handling problems or other Army postal activities.

e. Act as the commanding general's representative on postal matters with all postal officers permanently or temporarily within the command.

f. Supervise a standard directory and locator card system at headquarters for headquarters personnel.

g. Act as adviser on mail-handling practices and procedures for the headquarters message center and publications depot, where applicable.

h. Act as the commanding general's continuing liaison with the designated local representative of the Post Office Department, pursuant to the general agreement between the

United States Post Office Department and the War Department. (See appendix.)

■ 12. **POSTAL OFFICERS FOR THEATERS OF OPERATION, DEFENSE AND BASE COMMANDS.**—Postal officers for theaters of operation will perform duties similar to those of postal officers for service commands, and in more extensive theaters may require an organization similar to that of the Director of the Army Postal Service in Washington, D. C. In foreign territories they will be the commanding general's representatives for such liaison as may be required with the postal service or services of the countries embraced in the theater of operations. In defense or base commands his duties will be similar, but in smaller commands the defense or base postal officer may also be the operating head of the Army post office.

■ 13. **REPORTS.**—Reports of inspections and investigations made by postal officers of service command and department headquarters, and of theaters of operation requiring action by higher echelons, will be immediately transmitted by the appropriate commander to the Director, Army Postal Service, for attention. Copies of all other reports of such inspections and investigations will be forwarded monthly to the Director, Army Postal Service, accompanied by information showing the action taken to correct the irregularities and deficiencies discovered.

■ 14. **POSTAL OFFICERS FOR POSTS, CAMPS, STATIONS, AND AIR BASES.**—*a. General.*—At military installations with over 5,000 personnel, including civilians authorized to receive mail on the post but exclusive of divisional troops, the postal officer will be a commissioned officer and will devote his entire time to the supervision of the postal service. He will be under the command of the commanding officer for the particular post, but will be assigned to the office of the adjutant or adjutant general of the post. Preferably he should have civilian qualifying experience. When such an officer is not available locally, a request accompanied by suitable explanation will be made through channels to The Adjutant General for the assignment of a postal officer. At installations with less than 5,000 personnel the postal officer will devote such time to the

supervision of the postal activities as is necessary to insure that such activities are functioning properly.

b. Responsibility for mail.—While the responsibilities of the postal officer and of the postmaster at an Army post are distinctly separate, the fullest cooperation must be in effect to insure proper mail handling. The responsibility of the Post Office Department ends when the mail is delivered to designated military personnel, at which time responsibility is assumed by the postal officer as an Army representative. The responsibility of the Army for outgoing mail ceases when such mail is delivered to the United States Post Office or its authorized agencies for dispatch.

c. Duties.—(1) The postal officer is primarily responsible for the installation and operation of safe and efficient mail-handling systems within the command. It will be his duty to draw up the necessary instructions and to take proper action to see that they are placed into effect.

(2) While some of the tasks to be performed in the efficient handling of mail must be delegated to subordinates, the postal officer will exercise supervision over all phases of the work. He will institute a training program to instruct subordinates in mail handling and will arrange for the instruction of such Army postal organizations as may be activated at the post. He will actively observe the handling of mail at his headquarters and at all lower echelons of the command; the delivery of mail to individuals and the methods used; and the operation of the directory section.

(3) Newly designated regimental or unit mail clerks will be instructed by the postal officer in the performance of their postal duties. When new organizations arrive at the post, the postal officer will see that arrangements are made for mail service for the organization and that the commanding officer is informed of the postal regulations for the post. When an organization leaves the post, he will make certain that arrangements have been made for the forwarding of the organization's mail. He will notify the postal officer at the post, camp, or station to which the organization is being transferred, so that mail may be held pending its arrival.

(4) The postal officer will see that required locator card files are maintained and used; that there is no accumulation of mail in the directory section; that sufficient men are on

duty in the central directory section at all times to keep the mail current and to maintain a complete and current locator card file. He will see that locator cards are furnished the central directory section within the required time.

(5) The postal officer will make periodic inspections of the methods used by various units in delivering mail to individuals. He will assure himself that adequate protection is afforded mail matter before delivery, and will take the necessary steps to correct any irregularities noted. He will make frequent inspections, at least monthly, of mail-handling operations of companies and batteries; semimonthly, of battalions and regiments. The importance of keeping accurate records will be stressed. Army postal officers will prepare an inspection form or check sheet covering the various items that should be given attention during inspections. Report of inspection will be submitted to the post adjutant or adjutant general.

(6) P. O. Dept. Form No. 022 is completed by the postmaster concerned when complaint is made of the loss, rifling, or damage of mail matter. The Post Office Department has authorized postmasters to furnish to postal officers, upon request therefor, a copy of this form covering each complaint. He will endeavor to learn the reasons for such losses and make proper report for corrective action.

(7) Inspectors of the Post Office Department are under instructions to cooperate with Army postal officers on postal matters. The postal officer will avail himself of such cooperation.

(8) The postal officer will cooperate fully with post office inspectors, in accordance with the wishes of the War Department, and any irregularities called to his attention will be corrected immediately.

d. Investigations of complaints.—(1) When a complaint of loss or mishandling or a claim is received, the commanding officer concerned will cause inquiry to be made first of the addressee to ascertain whether the article has been received. If received, a written acknowledgment will be obtained and included in the file, together with a copy of a letter advising the sender of the delivery. If the addressee denies receipt of the article, or the article is damaged, an officer will be appointed to investigate the loss or mishandling. It is con-

sidered desirable that for this type of investigation the postal officer, or an officer possessing civilian postal experience, if available, be appointed the investigating officer.

(2) Investigations of losses of registered, insured, and other classes of mail addressed to nondivisional units will be made by the postal officer for the post. The postal officer for the division will investigate losses of mail addressed to units receiving mail through the division APO. Reference should be made to AR 420-5 and AR 25-20.

■ 15. ARMY POSTAL UNITS.—*a. Activation and training.*—Army postal units are activated and trained in the zone of the interior for assignment to organizations or to a base in a theater of operations. These units will be given practical training in an APO, if one is located at the post where the unit is activated. The Post Office Department has agreed to cooperate in the training of these units by allowing the Army mail clerk, or assistants, access to the post office workroom for observation and instruction by a civilian postal employee, after their nomination has been forwarded through channels.

b. Assignment.—Ordinarily, personnel or units of the Army Postal Service will not be assigned or attached to tactical units smaller than the division. The Army Postal Service will deliver incoming mail to and receive outgoing mail from subordinate headquarters or such other place as the subordinate commander may designate; distribution and collection within the organization is the responsibility of the commander concerned. Wherever mention is made in this manual of divisions, regiments, or companies, the instructions apply with equal force, so far as practicable, to all comparable organizations of the Army Air Forces and the Services of Supply. In each case the obvious intent of the instructions will apply.

■ 16. ARMY MAIL CLERKS AND ASSISTANT ARMY MAIL CLERKS.—*a. Authorization.*—The appointment of enlisted men as Army mail clerks and assistant Army mail clerks is authorized by Act of Congress approved August 21, 1941 (55 Stat. 656). The appointment of such clerks and assistants is authorized primarily for the handling of money order, stamp, and registry services, and they will not be appointed merely for the delivery and collection of mail and performance of related

duties. *Unit* mail clerks are authorized for companies and similar units and are not to be confused with *Army* mail clerks.

b. Allowance.—Postal sections of divisions and all Army postal organizations provide for at least one Army mail clerk and one assistant. In all cases not covered by Tables of Organization where it is felt that an Army mail clerk or assistant should be authorized, a request for allotment to cover should be made to The Adjutant General, Washington, D. C., through channels. Such requests will state in each instance whether an increase in the total allotment is necessary, or whether the grade only is desired.

c. Assignment.—(1) An Army mail clerk will 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 postal employee.

(2) An Army mail clerk and assistant Army mail clerk may be assigned to assist at a classified or contract station or branch serving a post, camp, or station, or even to conduct in its entirety the operation of such station or branch. They may operate a money order unit of a classified or contract station or branch of the United States post office serving the installation, to supplement the financial services provided by the branch or station.

■ 17. ARMY POST OFFICES AND BRANCH ARMY POST OFFICES.—

a. Assignment of numbers.—Upon activation, each army, air force, corps, and division will be assigned an APO number by the Army Postal Service. Separate organizations and other forces of the Army are likewise assigned APO numbers, as needed.

b. Instructions for operation.—Instructions for the operation of an APO by Army mail clerks and assistants are contained in a Post Office Department booklet entitled "The Army Mail Service." The instructions contained herein, as they relate to an APO, supplement the instructions in that booklet.

c. Organization.—Army post offices are normally organized as follows:

(1) *Registry and stamp section.*—For the acceptance and delivery of registered mail and the sale of postage stamps.

(2) *Money order section.*—For issuance and payment of money orders. The money order section of an APO located in the continental United States operates as a unit of the post office to which the APO is attached. Upon transfer outside the United States, an APO will be furnished with money order forms with the APO number printed thereon; these forms will be used even though the APO may be transferred successively to several points overseas.

(3) *Incoming and outgoing mail section.*—Distributes the incoming and outgoing mail.

(4) *Directory section.*—Performs directory service for expeditionary force messages, for insufficiently and incorrectly addressed mail, and mail returned from units as undeliverable.

d. Supplies.—Upon activation of an APO in the continental United States, the supplies and equipment will be furnished partly by the Post Office Department and partly by the War Department.

(1) *Supplies furnished by Post Office Department.*—Supplies and forms peculiar to the postal service, including postal money order forms, will be furnished by the post office to which the APO is attached.

(2) *Supplies and equipment furnished by War Department.*—(a) Base post offices, postal regulating sections, and Army postal units will be furnished equipment and supplies by the War Department in accordance with appropriate Tables of Equipment. Equipment and supplies, including expendable items such as rubber bands, clips, paper, etc., should be secured by the postal organization from the quartermaster before departure from its home station. Army postal officers at ports of embarkation will cause an inspection to be made of each postal organization upon its arrival in the staging area to determine that all necessary supplies and equipment have been provided.

(b) War Department supplies and equipment for a division postal section will be provided by the respective headquarters.

e. Change of station.—When an APO operated in the United States is transferred to another post, the unused money order forms, fixed credit of stamps, and other accountable supplies are returned to the postmaster of the office

which supplied them. Upon change of station within the United States, the APO will be assigned a unit number of the post office at the new location. Prior to the change of station, The Adjutant General will be notified by the postal officer, through channels, of the anticipated removal in order that arrangements may be made with the Post Office Department to furnish a money order unit at the new location.

f. Branch APO's.—A branch Army post office may be authorized and set up when necessary to serve military units or groups, such as hospitals and reception centers at posts, camps, or stations for which suitable service is not otherwise provided. If the post, camp, or station is served by a regular United States post office the additional offices will be designated as Army post offices instead of branches.

SECTION III

ADDRESSING OF PERSONAL AND OFFICIAL MILITARY MAIL

■ 18. ADDRESSING PERSONAL MAIL.—*a. Matter to be shown on all mail.*—All envelopes and wrappers will show—

- (1) Sender's name and address in upper left corner.
- (2) Grade, first name in full, middle initial, and last name of person addressed, followed by his Army serial number, if known.
- (3) Letter or number of the company or other similar organization to which the addressee is assigned or attached.
- (4) Designation of the regiment or separate battalion, if any, to which the company is assigned or attached (see *b*, *c*, and *d* below).
- (5) Sufficient space at the left of the address to permit the addition of possible forwarding addresses.

b. Additional matter within United States.—(1) Envelopes and wrappers addressed to men serving within the continental United States will also show, when the addressee is not on maneuvers, the post office address of the post, camp, or station, preceded by the APO number, if assigned.

Example when mail is received through an APO:

From: John R. Doe,
205 W. State St.,
Boston, Mass.

Pvt. Willard J. Roe, #20271830,
Company F,
167th Infantry,
APO 304,
Fort Bragg, North Carolina.

Example when mail is not received through an APO:

From: Mrs. James L. Doe,
123 Main Street,
Joplin, Missouri.

Pvt. James L. Doe, Jr. #3521492,
Battery A,
38th F. A. Bn.,
Fort Lewis, Washington.

(2) When the addressee is on maneuvers, care of designated postmaster, preceded by the APO number (if assigned).

Example when mail is sent to personnel on maneuvers:

From: John R. Roe,
205 W. State St.,
Boston, Mass.

Pvt. Willard J. Roe, #20271830,
Company F,
167th Infantry,
APO 304, c/o Postmaster,
Leesville, Louisiana.

c. Additional matter outside United States.—Envelopes and wrappers addressed to men serving outside the continental United States will show, in addition to the information shown in *a* above, the APO number, care of postmaster of the city assigned by the Army Postal Service as a mail address.

Example when mail is sent to personnel outside the continental United States:

From: James D. Roe,
1103-29th Ave., S.W.,
Portland, Oregon.

Pvt. Harold F. Roe, #20273864,
2nd Bomb. Squadron, 104th Bomb. Group,
APO 801, c/o Postmaster,
San Francisco, California.

d. Within theater of operations.—When the sender and the addressee are located in the same theater of operations overseas permitting the exchange of mail without return to the United States, the words "United States Army" will be substituted for the geographical location both in the return address and address.

Example:

From: Pvt. James D. Roe, #20246837,
Company F,
167th Infantry, APO 806,
United States Army.

Pvt. Harold F. Roe, #20273864,
2nd Bomb. Squadron, 104th Bomb. Group,
APO 801,
United States Army.

e. Return addresses.—Return addresses on personal mail from military personnel will appear in the upper left corner of the envelope or wrapper, and will conform to the forms and conditions prescribed for addressing mail as outlined in *d* above.

■ 19. CHANGES IN PERSONAL ADDRESSES.—*a. Transfer to station within continental United States.*—When the organization to which the soldier will be assigned at a new station is known prior to his leaving his present station, he will be instructed to notify his correspondents of the complete new address. When the organization to which he will be assigned is not known, the soldier will be instructed that upon arrival at the new station and assignment to an organization, he will furnish his complete new address to—

- (1) Correspondents.
- (2) Commanding officer, old station.

(3) Postal officer, new station.
W. D., A. G. O. Form No. 204 (Notice of Change of Address) may be used for notification purposes.

b. Change of address while en route.—If, while a unit or individual is en route to a station, orders are issued to proceed to a different address, the procedure will be as follows:

(1) The commanding officer or individual must see that the postal officers at both the last address and the address for which the unit or individual was originally destined are notified of the names and addresses of all personnel so re-routed. W. D., A. G. O. Form No. 204 may be used for this purpose.

(2) Upon receipt of notification, the postal officer at the last address will change his locator cards to show the correct new address. The postal officer at the original destination will place properly prepared locator cards in his files for use in forwarding such mail as may reach that point.

c. Transfer to station outside continental United States.—(1) The soldier will be required to notify his correspondents to address mail to him in accordance with paragraph 18c. All movement orders covering transfer of troops to staging areas prior to their departure for points outside the continental United States contain instructions as to the proper addressing of mail and proper information in this regard will be furnished all personnel concerned. The instructions are not subject to modification by subordinate authority without prior approval by the War Department.

(2) Geographical locations outside the continental United States will not be shown on mail for which an APO appears in the address, unless written permission has been granted by the War Department. No reference will be made in correspondence which might disclose the geographical location of an organization or an APO outside the continental United States, except where the revelation of a general geographical location as "somewhere in England" is authorized by the theater or area commander with the approval of the Assistant Chief of Staff, G-2 War Department, Washington, D. C. Such revelation of general geographical location may only

be made in letters to the United States, to an addressee in the country of origin, or to other personnel under U. S. Military jurisdiction.

■ 20. REQUESTS FOR ADDRESSES OF MILITARY PERSONNEL.—Inquiries from the public requesting mail addresses of men in the military service disclose, in many instances, that they know the oversea stations at which individuals are located. Replies will neither confirm nor deny this information, but the inquirer, when entitled to the information, will be informed of the correct mail address. When such replies are made, care should be taken to verify the organization and company address, and the inquirer should be fully informed as to all essential parts of the address.

■ 21. ADDRESSING OFFICIAL MAIL.—*a. Within the United States.*—When official mail is to be delivered within the United States, the address will be complete and accurate and contain no abbreviations except the names of States and the middle initial of proper names.

b. Outside United States.—(1) When mail is addressed to commanders located outside the continental United States, a specific geographical location and the APO number will not be used together in the address under any circumstances. Further, no reference will be made in letterheads, indorsement headings, or in the body of unclassified official correspondence, which discloses the geographical location of an organization or an APO outside the continental United States, unless written permission has been granted by the War Department.

(2) When a geographical location outside the continental United States is shown in the address, the APO number will not be used on mail addressed to commanders of theaters of operation, and defense and base commands. For example:

Commanding General,
Caribbean Defense Command,
c/o Postmaster,
New Orleans, Louisiana.

(3) The geographical location will not be shown under any circumstances when—

(a) The APO number is used in the address.

(b) Mail is addressed to commanders of bases not generally known to be occupied by United States troops.

(c) Mail is addressed to commanding generals of armies, corps, or divisions, or of numbered air forces, commands and wings stationed outside the continental United States. Such mail will be addressed in care of the postmaster of the city assigned by the Army Postal Service as a mail address, as follows:

Commanding General, First Armored Division, c/o Postmaster, Seattle, Washington.	} or {	Commanding General, Seventh Air Force, c/o Postmaster, New York, N. Y.
---	--------	---

(4) Mail for the commanders of numbered or lettered units, or of air force groups, outside the continental limits of the United States, such as regiments or battalions (but not organizations higher than regiments), will be addressed to the APO, in care of the postmaster of the city in the United States assigned by the Army Postal Service as a mail address, so that the location of the unit will not be disclosed. For example:

Commanding Officer,
751st Tank Battalion,
APO —, c/o Postmaster,

(City and State)

(5) Return addresses on official mail will appear in the upper left corner and will conform to the forms and conditions prescribed in the instructions for addressing mail.

SECTION IV

POSTAL SERVICE FOR POSTS, CAMPS, AND STATIONS LOCATED IN ZONE OF THE INTERIOR

■ 22. VALUE AS TRAINING FOR OVERSEA SERVICE.—*a. Comparison with oversea service.*—Because of the great extent to which assistance is rendered by the Post Office Department, the experience gained by Army Postal Service personnel in handling mail at posts, camps, and stations within the United States cannot be regarded as adequate training for the much more difficult task of providing postal service for the Army overseas. In a theater of operations, many of the functions

performed for the Army by the civil postal establishment become the responsibility of the Army Postal Service. These include the transportation of the mail and its delivery to authorized representatives of the Army, sale of stamps, and issuance and payment of postal money orders.

b. Preparation for oversea service.—Postal officers and all others concerned in the handling of Army mail will carefully study the parts of this manual which deal with Army Postal Service in a theater of operations, and should take advantage of every opportunity that may be offered to familiarize themselves with the responsibilities they must assume when they are sent overseas. (See sec. VI.)

■ 23. **POSTAL CONCENTRATION CENTERS.**—*a. Selection.*—In planning postal service for a post, camp, or station in the zone of the interior, it is first necessary to select a post office in the vicinity to which the mail for the personnel to be served may be routed by the Post Office Department. When a selection has been made and approved by both the Post Office Department and the War Department, the office selected becomes the postal concentration center.

b. Organization, equipment, and operation.—Postal concentration centers are organized, equipped, and operated by the Post Office Department. The Post Office Department issues the necessary instructions for the routing of mail to designated postal concentration centers.

c. Distribution of mail.—The postal concentration center is a distribution point for both the incoming and outgoing military mail. With the exception of C. O. D., restricted, registered, and insured matter, mail of all classes is segregated by regiments or separate organizations and is then delivered to Army personnel designated by commanding officers. (See TM 12-275.) Mail which cannot be distributed to regiments or separate organizations because of the absence of a unit address, is turned over to the Army central directory section (locator card file) of the post, camp, or station for completion of the address. (See par. 59a.)

d. Transportation of mail.—When so requested the Army Postal Service assists the Post Office Department by arranging for the transportation of mail, both incoming and outgoing, between the railroad station or other source of supply

and the agency of the Post Office Department established at the designated post, camp, or station.

■ 24. **INCOMING MAIL.**—*a. Pouch record at APO.*—Where the mail is received in pouches, the following pouch record will be kept in order to afford a complete check upon all pouches received by or dispatched from an APO:

Army Postal Service

STANDARD POUCH RECORD

Report of pouches received and opened at APO -----

Date-----

Pouch No.	Received from—	Date received	Time received	Errors or irregularities noted	Initials of clerk

Army Postal Service

STANDARD POUCH RECORD

Record of pouches dispatched by APO -----

Date-----

Pouch No.	Addressed to—	Time of dispatch	Via	Initials of clerk

b. Distribution and delivery.—(1) *APO.*—At the APO the packages of letters and sacks of mail for the different regiments or other separate units will be segregated for convenient delivery. The designated mail clerk from the regiment or separate unit will call at the APO for the mail for the regiment or unit. (See TM 12-275.)

(2) *Regimental mail room.*—In the regimental or similar organizational mail room, the mail will be sorted according to companies and other separate units. Designated unit mail clerks will call at the regimental mail room for the mail for their units.

(3) *Unit mail room.*—The mail will be delivered by the unit mail clerk to members of the unit. It will be handed out at mail call, or other formations, or by whatever means the company commander deems best, so long as the system does not prevent personal delivery of each soldier's mail. Mail must not be placed in pigeon holes, boxes, on beds, etc., and left unprotected. Mail for addressees who are temporarily absent will be returned to the unit mail room for later delivery. It will be kept in a locked container or under the direct supervision of the person in charge thereof in such a manner that it will not be subject to deprecation. Mail for addressees who are in places of confinement other than hospitals will be delivered to them personally or to the officer in charge as expeditiously as possible.

■ 25. *OUTGOING MAIL.*—*a. General.*—The postal officer will secure from the agency of the Post Office Department serving the military establishment information concerning the time mail must be deposited at the post office in order to make the outgoing dispatch from that office. Arrangements will then be made by the postal officer to see that mail is brought to the post office through the proper channels in time to make the designated dispatches.

b. Locked boxes.—Suitable locked boxes will be provided by the commanding officer of each unit, in which outgoing mail will be deposited.

c. Separation.—At some Army post offices mail will be taken to a United States Post Office for make-up. At others, a preliminary separation by States may be made; and at

others, final make-up and dispatch may be necessary. Where it is advisable for the APO to make final distribution, instructions issued by the postmaster should be followed in separating the mail. Instructions for such make-up of mail are shown on pages 41 and 42 of "The Army Mail Service", issued by the Post Office Department.

■ 26. *OFFICIAL ORDERS FOR HANDLING MAIL.*—At each post and each division there will be drawn up, printed, and issued official orders covering in detail the mail-handling system to be installed. In order that full value may be obtained from these orders, it will be necessary to have them distributed to all commanding officers of all regiments, battalions, or other units; all mail clerks; and any other person or persons who handle, or who are responsible for handling, Army mail. These official orders for handling mail will be used as a guide by the postal officer when making his periodic visits, and all instances of failure to comply with such orders will be reported by him to the proper authorities, in order that remedial action may be taken. The postal officer will furnish three copies of the official orders covering Army mail-handling to the Director, Army Postal Service, Washington, D. C., for his information and files.

■ 27. *SHELTER FOR UNITED STATES POSTAL AGENCY.*—*a. Space and equipment.*—When agencies of the War Department are located in or near towns or cities, the Post Office Department will provide such additional space and equipment as may be required by its agencies for the service of the troops at such points. At posts, camps, or stations a suitable building will be assigned by the commanding officer to the agency of the Post Office Department which serves the troops.

b. Sleeping accommodations and subsistence.—When it is necessary for Post Office Department personnel to remain overnight at a post, camp, or station, suitable sleeping accommodations and subsistence will be furnished them by the commanding officer. Subsistence will be paid for by the Post Office Department at the rates contemplated by the General Agreement (see appendix).

SECTION V

EMBARKATION ARMY POST OFFICES

■ 28. FUNCTIONS.—Embarkation Army post offices coordinate the handling of Army mail for units moving into and out of staging areas; effect prompt delivery to personnel while in staging areas and to units enroute; dispatch mail to units overseas; and maintain a locator card file (directory section) of the addresses of the units and individuals enroute overseas and returning therefrom.

■ 29. LOCATION.—Embarkation Army post offices are established at designated cities in the zone of the interior. They are conducted by a postal officer, selected by the Director, Army Postal Service, but are under the command of the port commander. The Army Postal Service will furnish the necessary officer personnel for the operation of embarkation Army post offices and related functions.

■ 30. ORGANIZATION.—Embarkation Army post offices are composed of the following sections, each under the administration and control of the postal officer:

a. Troop location group section.—Obtains from the Army Postal Service, Army Transport Service, staging areas and control sections, timely information relative to the movement of troops to and within staging areas, and their departure for overseas destinations; disseminates to the postal concentration center information needed in the distribution of Army mail; obtains from APOs oversea information regarding changes in location of units served by them; furnishes information for the dispatch of mail to troops while in staging areas and after departure. Impounds mail written by troops while in a restricted status at the port and aboard ships preparatory to sailing, and properly safeguards and releases it at such time as the safety of the ship will permit; mails a complete set of locator cards to the commanding officer at the port through which mail is addressed, when the troops embark at another port.

b. Locator file section.—Maintains central locator file for all troops passing through or served by the port and performs directory service for insufficiently and incorrectly ad-

dressed mail. Returns to the postal concentration center for disposition mail for which addresses cannot be supplied; obtains Embarkation Cards (W. D., A. G. O. Form No. 206) from the port personnel section, enters the APO numbers and cable address code words, checks them as to correctness, and releases them at the proper time.

c. Staging area and subport control section.—Coordinates and standardizes mail-handling in staging areas; makes periodic inspection of postal activities in staging areas; ascertains that all personnel have been furnished correct mail address, that locator cards are furnished, and Embarkation Cards have been distributed to all troops being staged and passing through the port; inspects all postal units destined for overseas upon their arrival in the staging area to determine adequacy of their supplies and equipment; reports upon the postal conditions and needs of the staging areas and subports.

d. Transportation section.—Receives oversea mail daily from the postal concentration center, labels it for dispatch, and retains custody of it until transportation is available; dispatches, arranges for, and supervises transportation of mail to air fields, railroad terminals, and steamship piers, and generally supervises loading of the mail.

e. Liaison section.—Maintains continuing liaison with the Navy, Army Transport Service, Air Transport Command, War Shipping Administration, commercial steamship and air lines, and the postal concentration center.

f. V-mail section.—Receives V-mail from the postal concentration center and delivers it to the contractor for microfilming; records and dispatches outgoing microfilms and retains original letters pending notice of satisfactory reproduction at destination. Receives and records incoming microfilms and delivers them to the contractor for reproduction. Receives finished prints from the contractor, prepares them for mailing, and delivers them to the postal concentration center. (See sec. VIII.)

g. Expeditionary force messages section.—Receives outbound messages (EFM) from the cable censor, deletes routing words, substitutes geographic destination, and returns messages to censor; supplies current cable address informa-

tion to locator file section for use on embarkation cards. (See sec. XI for instructions concerning EFM and SCM.)

■ **31. MAIL-HANDLING SYSTEM.—a. Ordinary mail.**—The postal officer will obtain all mail from the postal concentration center at least once each day. Whenever practicable, the embarkation Army post office will consolidate all mail for an APO or organization so that all pouches will be full, or nearly so, at time of dispatch. Mail for several APO's or organizations will be included in a "mixed" pouch at the postal concentration center, and will be distributed separately by the embarkation Army post office to each APO served.

b. Registered mail.—Embarkation Army post offices will receive registered mail from the postal concentration center in rotary locked pouches and paper jackets, giving proper receipt therefor. The embarkation Army post office will include all paper jackets for a particular APO in one or more pouches, properly labeled, and locked with rotary locks. All forms and bills necessary for the dispatch of registered mail will be completed by the embarkation Army post office, and the handling and dispatch will be in accordance with accepted Post Office Department procedure.

c. Insured mail.—The embarkation Army post office will not issue a receipt to the postal concentration center for insured mail. This class of mail is dispatched from the embarkation Army post office in the same manner as ordinary parcel post, in iron-locked sacks.

d. Undeliverable mail.—Mail which cannot be delivered to the addressee for any reason will be returned to the postal concentration center for appropriate disposition. To decrease the volume of improperly and insufficiently addressed mail arriving at embarkation Army post offices and staging areas, W. D., A. G. O. Form No. 919 (Incorrect address card—port of embarkation) will be mailed to the sender of each piece of mail requiring directory service, when the mail is deliverable through a permanent APO number. This form will not be used for mail addressed to a temporary APO number.

■ **32. LABELING AND DISPATCH OF MAIL.—a. Method.**—Prior to dispatch the "clear" label will be removed and a code label

inserted at the embarkation Army post office. Each pouch or sack will be labeled: "United States Army Forces." A tag showing the organization for which the mail is intended will be securely tied to the eyelet of the pouch or sack and dropped therein. Code letters representing destination will be used on the outer labels and the code will be changed on every dispatch. A different letter will be used for each base post office or principal APO through which mail passes upon its arrival in a foreign country or at point of destination. Four copies of a code list showing destination of the mail will be prepared, three of which will be inclosed in sealed envelopes for distribution as follows: one copy to be delivered to the Superintendent of the Army Transport Service or other responsible official having charge of loading the vessel; two copies to the master of the vessel, one for his use and the other to be delivered with the mail at the port of debarkation. The fourth copy will be retained by the port postal officer, embarkation Army post office.

b. Air mail.—Air mail will be handled in the same manner as other classes of mail, except that when transported by aircraft it will be labeled in the clear, such as: "U. S. Army Forces in -----"

■ **33. EXCHANGE OF MAIL BETWEEN EMBARKATION ARMY POST OFFICES.**—When necessary to forward mail from one embarkation Army post office to another within the United States for onward dispatch overseas, the outside label will bear the name of the dispatching embarkation Army post office and will be addressed to the embarkation Army post office to which forwarded. The label will also bear the APO number of the mail inclosed, but not the prefix "APO," for example:

Embarkation Army Post Office,
New Orleans, Louisiana.
1020,
From New York EAPO

■ **34. PROTECTION.**—Postal officers will see that mail of all classes is given complete protection while in their custody. They will impress upon agencies handling mail that it must be properly safeguarded. If necessary, they will invite the attention of masters of vessels to the provisions of AR 55-455, which makes the master responsible for the safeguarding

of all mail while in his custody, including protection from loss or from being rifled or tampered with. He is also responsible for its safe delivery. Postal officers will make arrangements so that mail will be stowed aboard vessels in such a manner as to permit immediate discharge at ports of delivery ahead of general cargo.

■ 35. UNDELIVERABLE MAIL RETURNED FROM OVERSEAS.—a. Undeliverable mail returned from overseas will be treated as follows:

(1) Mail for personnel who have returned to the United States and whose mail address (unit and organization, or street number and city) is not known, will be stamped: "Returned to the United States; Attention: Postal Officer, Port of Embarkation Army Post Office." Each letter will then be forwarded through proper channels.

(2) When the commanding officer of the port receives information relative to the arrival of any ship carrying débarkees, he will immediately instruct an officer to visit the returning vessel to obtain a passenger list from the officer in charge of the returning shipments. The officer designated will also maintain close liaison with the port surgeon, in order that a complete list showing destination of each individual may be submitted to the machine records unit serving the port.

(3) When the lists are received by the machine records unit, locator cards will be prepared and sent promptly to the postal officer, embarkation Army post office.

b. Central locator card files will be established at Army post offices in New York, New Orleans, San Francisco, and Seattle. The embarkation Army post office in New York will maintain locator card files for all personnel returning through Atlantic ports, except Miami; the one in New Orleans, for all personnel returning through ports in the Gulf of Mexico and through Miami; the one in San Francisco, for all personnel returning through all Pacific ports, except Seattle, which will maintain its own locator card file for all personnel returning through that port.

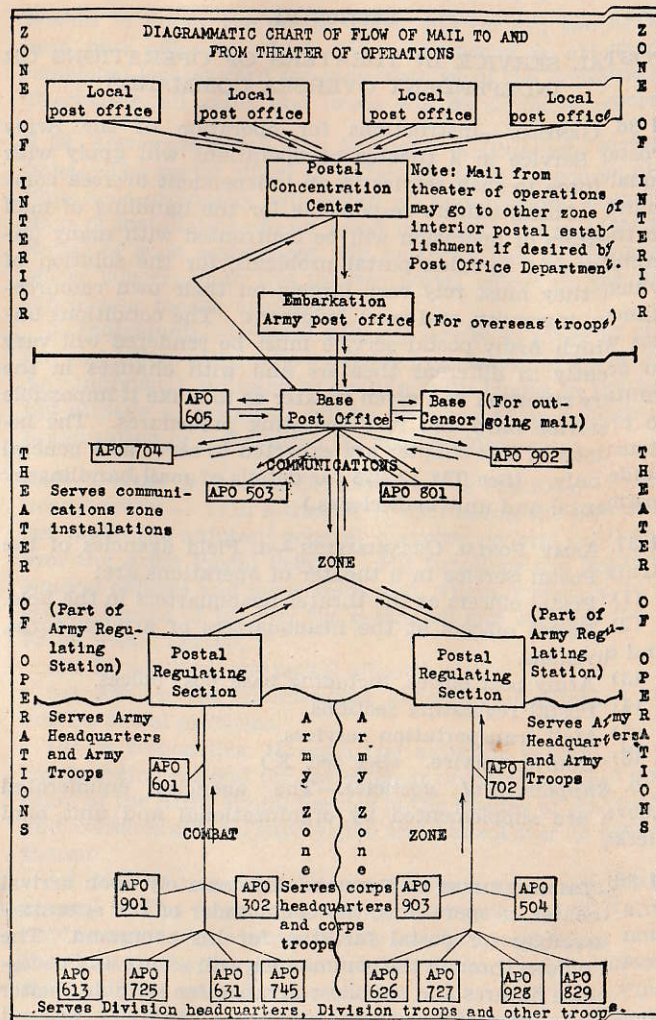


FIGURE 1.

SECTION VI

POSTAL SERVICE IN THEATERS OF OPERATIONS OR
INDEPENDENT OVERSEA COMMANDS

■ 36. GENERAL.—Instructions for operation of the Army Postal Service in a theater of operations will apply with equal force to such service in an independent oversea command. Postal officers responsible for the handling of mail in theaters of operation will be confronted with many unfamiliar and complex postal problems, for the solution of which they must rely very largely on their own resourcefulness, ingenuity, and good judgment. The conditions under which Army postal service must be rendered will vary so greatly in different theaters and with changes in the military situation in a given theater as to make it impossible to prescribe hard and fast operating procedures. The instructions in this chapter are expected to serve as a general guide only. (See TM 12-275 for details of mail handling by regimental and unit mail clerks.)

■ 37. ARMY POSTAL ORGANIZATION.—*a.* Field agencies of the Army Postal Service in a theater of operations are:

- (1) Postal officers at the theater headquarters in the field.
- (2) Postal officers at the headquarters of armies, corps, and divisions.
- (3) Army post offices, including base post offices.
- (4) Postal regulating sections.
- (5) Mail transportation services.
- (6) Courier service. (See sec. X.)

b. Supplemental agencies.—The agencies enumerated above are supplemented by organizational and unit mail clerks.

■ 38. ESTABLISHMENT OF SERVICE.—Immediately upon arrival in a theater of operations, the commander of the organization arranges for postal facilities for his command. The postal officer, through the commander, will secure any necessary office fixtures and supplies; arrange for suitable shelter for the postal facilities to be established; and will, without delay, contact the postal officer of the next higher tactical command to arrange for mail service for his command.

Within 24 hours, the postal officer will furnish the APO or base post office to which his organization is attached a completed locator card for each member of the organization. Thereafter, all gains and losses will be similarly reported.

■ 39. ASSIGNMENTS FOR MAIL SERVICE.—*a. Units and installations.*—The postal officer of a theater, army, or communications zone ordinarily will assign all nondivisional organizations or installations to an Army post office for mail service. Notice of such assignment will be forwarded by the postal officer concerned to the theater postal officer by the most expeditious means available.

b. Individuals.—General delivery service as given by civilian post offices will not be available in a theater of operations. Any individual, military or civilian, with troops in the field, not already so assigned, will be attached to an appropriate organization or installation for mail service.

■ 40. DUTIES OF POSTAL OFFICERS IN THE FIELD.—*a. Theater headquarters.*—(1) In a theater of operations, the postal officer, under the adjutant general, exercises general supervision over the Army Postal Service. His functions are limited to general policies and inspections and, where necessary, to the establishment of priority for personnel and supplies for the Army Postal Service.

(2) In addition, the postal officer—

(a) Advises the commanding general and adjutant general on postal problems.

(b) Is responsible, through the adjutant general, to the commanding general for the efficient organization and operation of the Army Postal Service in the theater of operations, and exercises general supervision and control over its agencies therein.

(c) Makes recommendations through the commanding general to The Adjutant General, Washington, D. C., for the improvement of the postal service for the armed forces within the theater of operations and between the theater of operations and the zone of the interior.

(d) Establishes the necessary postal supply depots and subdepots for the Army Postal Service agencies in the theater of operations.

(e) Makes requisitions, through the commanding general, on The Adjutant General for needed personnel which he is unable to secure in the theater of operations.

(f) Under his supervision the necessary mail-distributing schemes for the theater of operations will be prepared, distributed, and kept corrected.

(g) Arranges for notifying the base post office of the arrival of new organizations and of the change in location of organizations within the theater.

b. Headquarters of a group of armies.—(1) When a group of armies has its own communications zone the postal officer's duties are the same as described in *a* (2) above.

(2) When a group of armies does not have its own communications zone, the postal officer, under the commanding general, exercises only general supervision over the Army Postal Service of the armies in the group, and his functions depend largely on the degree of administrative control and supervision exercised by the group commander.

c. Army headquarters.—(1) Under the commanding general, the postal officer exercises general supervision and control over the Army Postal Service of an army.

(2) Agencies of the Army Postal Service in an army requisition the postal officer for postal supplies. If he is unable to furnish the supplies, he forwards the requisition through channels to the postal supply depot.

(3) Agencies of the Army Postal Service in an army inform the postal officer daily of the changes in locations of the units they serve.

(4) The postal officer will furnish daily information to the postal regulating section or theater postal officer of all changes in the locations of APOs and units of the particular army, and also advise as to the APOs which will serve these units at their new locations. These reports will be submitted in the most expeditious manner.

d. Headquarters of a communications zone.—(1) The postal officer is responsible to the commanding general, communications zone, for the efficient organization and operation of the Army Postal Service in that zone, in accordance with the policies of the commanding general of the theater of operations.

(2) Under the direction of the commanding general, communications zone, the postal officer arranges for the transportation of the mail within that zone and for any necessary postal personnel for the handling of the mail.

(3) The postal officer for the communications zone advises the theater postal officer of any changes in locations or addresses of units in the communications zone.

■ **41. BASE POST OFFICE.**—*a. Location.*—The location of the base post office is determined by the commanding general of the theater of operations. The general supply scheme for the theater of operations is an important factor in determining the location. There may be one or more base post offices in a theater of operations, depending upon its organization and extent. When the theater of operations is narrow in depth, or adjacent to the continental United States, it may not be necessary to establish a base post office. In such a case mail is dispatched from the zone of the interior directly to the postal regulating section or APO.

b. Functions.—(1) *Incoming mail.*—The base post office receives mail from the zone of the interior destined for the theater of operations, and after checking, relabeling, and distribution, it is dispatched by railroad or other means of transportation available.

(a) *Primary distribution.*—All mail for distribution, except packages of letters already sorted when received, will first be sent to sorting tables where an initial separation is made and packages are cut. Distribution cases will facilitate the separation.

(b) *Final distribution.*—After primary distribution, a final distribution is made during which the mail is further separated into the smallest units practicable. This is the more important of the two operations and requires personnel having accurate knowledge of the Army organizations being served through the base post office concerned.

(c) *Distribution chart for handling mail.*—

1. *Letter case chart.*—Each letter case will be provided with a list showing all units served through the base post office, and the APO through which each unit is served, the list being arranged so as to afford ready reference.

2. *Dispatching chart.*—A dispatching chart will be provided for the information of the personnel making the dispatches. This will show the points to which the mail for the different APOs will be dispatched. Both this chart and the letter case chart will be classified as "secret" and safeguarded in accordance with the provisions of AR 380-5. The information contained therein should be furnished only to personnel who necessarily must have it. The dispatching chart will be corrected daily from notices received from the theater or other postal officer.

(d) *Dispatch to units.*—1. *General.*—Mail will be dispatched by the base post office to the points shown on the dispatching chart. Mail arriving at a base post office addressed to a unit not shown on the dispatching chart will be dispatched if the exact location of the unit is known or can be readily ascertained. In addition, the next higher headquarters will be notified immediately of the action taken and will be requested to furnish the number of the APO through which the unit thereafter is to receive mail.

2. *Registered mail.*—Registered mail is listed on a Post Office Department manifold bill when received at the base post office. The articles will be separated by units and billed on manifold bills to the APO through which the units receive mail.

3. *Insured mail.*—Insured mail is not listed on any bills when received at the base post office, and it is dispatched from the base post office without being recorded.

(e) *Delivery of registered and insured mail to addressee at base post office.*—When registered and insured mail is delivered to addressees direct from the base post office, a receipt will be secured on W. D., A. G. O. Form No. 922 (Record of and receipt for registered and insured mail) and the forms will be filed chronologically as a permanent record of the base post office.

(f) *Money order, registry, and other services.*—Where there is a need for such services, the financial and other services

provided by a regular Army post office will be provided at the base post office.

(2) *Outgoing mail.*—(a) *Ordinary mail.*—Ordinary outgoing mail will, as a general rule, be received at the base post office after being separated at the APOs by States and cities, when the quantity of mail warrants. Mail which has not been separated at the APOs will be separated at the base post office. Pouches for different States will be made when the amount of mail warrants. Pouches will be labeled to the post office in the United States to which the mail is dispatched; direct pouches will show, in addition, the names of the States to which the mail they contain is addressed.

(b) *Registered mail.*—Outgoing registered mail will be billed on Post Office Department manifold bills to the post office in the United States to which the mail is dispatched. Rotary lock equipment will be used when available.

(c) *Bulk receipts for outgoing mail.*—Bulk receipts will be prepared to cover outgoing mail, listing the total number of pouches of letter mail and the total number of sacks of other mail. One copy of the bill will be retained at the base post office. Three copies will accompany the mail. The master of the vessel on which the mail is loaded will sign one copy and send it to the base post office; he will secure a receipt at the port of debarkation on one of the other copies, and the third copy will be turned over to the postal authorities to whom the mail is delivered. The base post office will send a copy of the bill by air mail direct to the postmaster to whom the mail is dispatched. After receipt of the mail, this bill will be signed and returned to the base post office.

■ 42. *POSTAL REGULATING SECTION.*—a. *Location.*—(1) Postal regulating sections are established at important junctions on supply routes where a large volume of mail is in transit to and from troops.

(2) If located at an army regulating station, it is under the command of the commanding officer thereof.

(3) The locations of postal regulating sections are determined by the postal officer at theater headquarters, under the direction of the commanding general.

b. *Functions.*—(1) To receive, sort, tag (when necessary), and dispatch mail received from base post offices or postal

concentration centers addressed to troops in that part of the theater of operations served by the postal regulating section.

(2) To receive and dispatch mail from troops in that part of the theater of operations which the section serves, including mail for the zone of the interior and points in the theater of operations.

(3) To combine into packages, tag, and dispatch small quantities of mail received in mixed pouches.

(4) To furnish postal service to troops in the immediate vicinity.

(5) When there is no base post office, the postal regulating section has, in addition, the functions of a base post office.

(6) In order to perform its functions, the postal regulating section must maintain and keep up-to-date lists showing the location of all troops and installations in the area it serves. Postal officers for all organizations served through the postal regulating section will advise the postal officer thereof of changes in unit locations. The postal officer for the regulating section will advise the postal officer of the theater of operations daily of the changes.

(7) When there is no base post office, the central locator card file will be maintained by the postal regulating section.

c. Facilities required.—Space and shelter for handling large quantities of mail in bulk.

d. Equipment and supplies.—(1) *Postal.*—Upon activation of a postal regulating section, an initial supply of postal supplies will be furnished without requisition. Thereafter requisition for postal supplies should be made through channels.

(2) *Army.*—Tables of Equipment list the equipment and supplies furnished by the Army. These supplies will ordinarily be secured by the section before leaving the port of embarkation in the zone of the interior.

e. APO number.—Each postal regulating section is given an APO number by the Army Postal Service.

f. Personnel.—(1) Usually the personnel for a postal regulating section will be activated and trained in the zone of the interior. As prompt movement of the mail for armed forces in the theater of operations depends largely on the

efficiency of the service at these stations, it is very important that the personnel assigned be carefully selected.

(2) Personnel should, if possible, be experienced post office clerks, preferably former railway postal clerks.

(3) Personnel must be the type who will appreciate the importance and necessity of keeping secret the information intrusted to them.

■ 43. **POSTAL SERVICE FOR ARMY OR CORPS.**—*a. General.*—The postal service for an army or corps consists of—

(1) Postal officer for army or corps.

(2) APO for army or corps.

(3) APOs for organizations under the army or corps.

(4) Postal officers for organizations under the army or corps.

(5) Regimental and unit mail clerks in the organizations.

b. Postal officer.—A full time postal officer will be assigned to each army and corps. He will be assigned to the adjutant general's section of the army or corps headquarters. He will be responsible through the adjutant general to the commanding general for the operation of the postal service for the army troops or corps troops, as the case may be, and will also exercise staff supervision over the postal service for the entire army or corps to which he is assigned.

c. Location of APO.—The APO for an army or corps will usually be located at or near the point where class I supplies are distributed. It may be necessary to establish a branch to serve other units.

d. System for handling mail.—Mail will be handled through the APOs in the same general manner as that outlined for the zone of the interior (See sec. IV.) The mail will be received from and dispatched to a base post office or regulating station.

■ 44. **POSTAL SERVICE FOR DIVISION.**—*a. General.*—The same general system for handling mail through an APO in the zone of the interior is also applicable in a theater of operations. (See sec. IV.) Each division will have a commissioned postal officer who will be responsible for the establishment and operation of an efficient postal system for the entire division. He will devote his full time to postal duties. He will be under the command of the commanding general

of the division and will be assigned to the adjutant general's section of the division headquarters. He will assign, for postal purposes, units not attached to regiments or similar organizations.

b. Postal officer.—While the duties of the division postal officer in the theater of operations will be the same as in the zone of the interior, his responsibility will be much greater. It will be necessary that frequent inspections of the regimental and unit mail service and records be made.

c. Location of division APO.—The APO for the division will usually be located at or near the distributing point for class I supplies. It may be found necessary to establish branch APOs to serve division headquarters, hospitals, etc., and these will be under the supervision of the division postal officer.

d. Receipt of mail.—Mail will be supplied to the division APO by the base post office or postal regulating section; the routing of the mail from the APO to the regimental or separate organizational mail rooms, and thence to the units, will be by the regular supply routes. The regimental and unit mail clerks will call at the source of supply for their mail at the time the supplies are received for their organizations, and they will normally be transported on the supply trucks unless separate trucks are furnished for the transportation of mail.

e. Patients in field or evacuation hospitals (see par. 7g, TM 12-275).—(1) Patients do not usually remain long enough in field or evacuation hospitals to receive mail, and it will not be forwarded to them unless specific request is made by the patient.

(2) If a soldier is to be held in a hospital for 10 days or longer, the hospital mail clerk or other suitable person, under the direction of the commanding officer, will notify the unit mail clerk of the soldier's organization and request the forwarding of his mail.

■ 45. POSTAL SERVICE AT HOSPITAL CENTERS.—*a. Importance of efficiency.*—An efficient postal service at hospital centers, normally in the communications zone, is particularly important because of their size and the frequent changes in patient personnel.

b. Establishment.—An Army post office or branch may be established and operated at each hospital center, under the direction of the commanding officer thereof. It will serve all personnel on duty thereat, the patients, and other military or civilian personnel in the immediate vicinity.

c. Postal officer.—A commissioned officer, preferably with previous civilian postal experience, will be assigned by the commanding officer to supervise the postal service at the hospital center. He will devote such time to supervision of postal activities as is necessary to insure that such activities are functioning properly.

d. Directory service.—There will be maintained at the mail room for the hospital center, a directory file covering the permanent personnel and also the patient personnel. The postal officer will be furnished daily with a copy of the report of arrival, discharge, and transfer of patients. Directory cards will be prepared in the mail room and kept corrected in accordance with information furnished on the daily reports.

e. Notices of arrival, discharge, and transfer of patients.—(1) *Arrival.*—As soon as the daily list of personnel changes at the hospital center is furnished the postal officer, he will have prepared and sent to the last organization of the person concerned, a notice of the arrival of the patient. When it is known that the patient will be in the hospital for an extended time, a notice shall also be sent to the central locator card file.

(2) *Discharge and transfer.*—When a patient is discharged or transferred from the hospital center, notices will be prepared and sent to the soldier's last organization and to the central locator card file.

■ 46. POSTAL SERVICE FOR ARMY POST OFFICES AND OTHER ORGANIZATIONS.—The general system of handling mail through an APO and the mail rooms of regiments, companies, and similar organizations in the zone of the interior is also applicable in theaters of operations. (See sec. IV).

■ 47. APO ESTABLISHMENT OVERSEAS.—*a. Procedure.*—(1) *Permission of foreign government.*—If necessary, permission of the foreign government concerned should be secured for the establishment of an APO.

(2) *Permission of The Adjutant General.*—Request should then be made by radio or letter to The Adjutant General, Army Postal Service, Washington, D. C., for permission to establish the APO, giving an estimated strength of the force to be served.

(3) *Authorization by Post Office Department.*—The Adjutant General's office makes request to the Post Office Department for the establishment of the APO at the foreign location. The Post Office Department authorizes the establishment.

b. *Postal supplies.*—The Post Office Department forwards the initial supply of forms and items required for operation. The money order forms are printed especially for the APO involved. A fixed credit of postage stamps of such an amount as will be needed to meet the needs of the force to be served will be forwarded to a designated representative of the commanding officer authorized to establish the APO. The money order forms and stamp stock will not be turned over to the Army mail clerk of the Army post office being established until such clerk has been bonded and has taken the oath of office. The necessary bond applications, bond forms, and oath of office forms will be enclosed with the supplies furnished by the Post Office Department. The fixed credit of stamps will be checked in the presence of a commissioned officer, and the Army mail clerk will sign and return the fixed credit receipt to the postmaster from whom received.

c. *Equipment.*—The equipment necessary for the operation of the APO will be secured locally from the quartermaster or the closest source of supply.

d. *Instructions for operation.*—The Army postal officer will instruct the personnel of the newly established APO in the performance of their duties. The specific points which should be covered during the instruction period are how to—

- (1) Use postal forms.
- (2) Write money orders.
- (3) Register mail.
- (4) Account for funds and dispose of same.
- (5) Render reports.
- (6) Order money order forms.

(7) Replenish the fixed credit of stamps.

(8) Order miscellaneous supplies.

(9) Handle and route mail.

e. *Advance requests for establishment.*—When it is anticipated that additional APOs will be needed, request will be made in advance so that the necessary supplies can be furnished. The supplies will be held at the supply depot or by an officer designated for the purpose, pending the actual establishment of the APOs.

■ 48. *INSPECTIONS OF APOs OVERSEAS.*—a. *Monthly inspection.*—A monthly inspection of the Army post office and established money order units thereof and of the equipment in use will be made by a commissioned officer. The inspection may be made by or under the direction of the postal officer of the command, or by order of the local commanding officer, according to prevailing conditions. An audit will be made of the postal and money order funds, stamps and stamped paper, and the accuracy of the records will be verified. Post Office Department revised Inspection Form No. 1945 will be used in the inspection, completed in its entirety, and disposed of as instructed by the officer directing the inspection.

b. *Discrepancies.*—Any discrepancies noted will be reported promptly to the commanding officer who, after taking the necessary corrective action, will proceed as follows:

(1) Displace the Army mail clerk, if circumstances warrant, and place a suitable person in charge of the office (see sec. 13, "The Army Mail Service," 1942).

(2) Make full report through channels to the postmaster of the office to which the Army post office is attached and, if necessary, request that a post office inspector be assigned to the case.

c. *Quarterly inspection.*—At least once each quarter, and at no set date, the commanding officer will order a surprise inspection of the Army post office, such inspection to be of the same scope as the monthly inspection. One of the monthly inspections may count as this inspection provided it is a surprise inspection.

Report of this inspection will be prepared in triplicate on Post Office Department revised Inspection Form No. 1945.

The original of the report will be forwarded promptly through channels to the postmaster of the office to which the Army post office is attached; a copy will be forwarded to the commanding officer, and the remaining copy filed in the Army post office.

d. Change of Army mail clerks.—When a change of Army mail clerks takes place, the inspection report required in *a* above will be made (see sec. 32, "The Army Mail Service," 1942).

e. Special inspections directed by The Adjutant General.—Inspections of Army post offices, established money order units thereof, and the equipment in use will be made by Army postal inspectors or postal officers of the command involved, as may be directed by The Adjutant General. Reports of these inspections will be prepared on Post Office Department revised Inspection Form No. 1945 and disposed of as directed by The Adjutant General.

f. Inspection by post office inspectors.—The inspection of Army post offices will also be made by post office inspectors at such times as the Post Office Department may direct. On such occasions full cooperation will be given by the commanding officer concerned.

■ 49. MOBILE APO UNITS.—*a. Establishment.*—When difficulty is experienced in providing money order and stamp services for small groups of troops located a considerable distance from the APO serving such groups, the commanding officer should consider the advisability of requesting the establishment of money order units of the APO. The units, known as "APO No. -----, Unit No. -----," are numbered consecutively.

b. Money order forms.—The Post Office Department provides a separate series of money order forms for each unit, which are accounted for on separate reports through the parent APO.

c. Operation.—Units may be operated at intervals or daily as required. One unit may be used to serve several groups of troops on different days at different locations. If this is done, advance notice should be given the troops showing the date the unit will be at the particular place. The headquar-

ters of the troops to be visited will provide a protected and central location where the work may be performed.

d. Personnel.—Units must be operated by a bonded Army mail clerk or assistant Army mail clerk. To provide stamp service the clerk may use a portion of the fixed credit assigned the APO, giving a proper receipt for the portion used.

■ 50. MONEY ORDER SERVICE.—*a. Issuance.*—Money orders will be issued at Army post offices to all personnel served by the APO. Money in use in the foreign country will be accepted at the rate of exchange furnished by the finance officer.

b. Disposition of funds.—Accountable disbursing officers, or Class B agent finance officers, will redeem, upon daily delivery to them from the APO, or at such times as presented, any currency on hand and will issue United States Treasury checks therefor. The foreign currency will be redeemed at the rate of exchange at which such currency was accepted by the APO, provided that this rate was furnished by the finance officer. The check will accompany the daily money order report.

c. Issuance of checks in lieu of money orders.—At points where money orders are not issued, the Finance Department will issue checks in exchange for cash to officers, enlisted men, and civilians having a status recognized by the War Department. (See Cir. No. 399, W. D., 1942.)

■ 51. POSTAL SUPPLY DEPOTS AND POSTAL SUPPLIES.—*a. Postal supply depots.*—(1) *Establishment.*—The postal officer for each theater of operations will be responsible for the establishment of postal supply depots and subdepots in the theater of operations.

(2) *Functions.*—The officer in charge of the postal supply depot will—

(a) Make requisition through regular channels for postal supplies upon the postmaster at the post office to which the APOs are attached; other Post Office Department supplies should be ordered from the postmaster who furnished the initial supply (New York, New York, or San Francisco, California).

(b) Maintain an adequate stock of postal supplies.

(c) Fill requisitions made on the depot.

(3) *Location.*—The main supply depot will ordinarily be established at or near the base post office or other postal organization performing the functions of a base post office. Subdepots may be established as the necessity therefor arises.

(4) *Postal finance officer.*—(a) Postal finance officers may be assigned or designated by The Adjutant General with the concurrence of the Chief of Finance. When assigned, they are furnished a fixed cash working fund for the purpose of maintaining a supply of stamps and stamped paper. In addition, they maintain a reserve of blank money order forms and a stock of postal operating supplies. The APOs in the theater to which the postal finance officer is assigned make requisition upon him for stamps and other items as needed.

(b) The duties of postal finance officers are limited in scope as outlined above. They will not perform duties generally assigned to disbursing or agent finance officers.

b. *Requisitions for postal supplies.*—(1) *In combat zone.*—APOs in the combat zone requisition postal supplies from their army headquarters. If the postal officer there is unable to furnish the supplies, he will forward the requisition to the postal supply depot serving the army.

(2) *In communications zone.*—APOs in the communications zone will submit their requisitions through regular channels to the postal supply depot for the communications zone.

(3) *Basis of requisitions.*—Requisitions will be based on the requirements of the APO for 3 months, and should be submitted in time for the supplies to be furnished when needed, allowing time for transportation.

■ 52. **TRANSPORTATION OF MAIL.**—Normally, mail routes follow supply routes, and mail is dispatched to units with the supplies by rail or other means.

a. *Mail movement in communications zone.*—(1) *Rail.*—Railways are operated by the Military Railway Service, which is under the Chief of Transportation. Arrangements for the movement of mail by rail should be made by the Army Postal Officer with the field representative of the Office of Chief of Transportation, if available; otherwise with the nearest representative of the Military Railway Service.

(2) *Motor truck.*—The Motor Transport Service is operated by the Chief of Transportation. Arrangements for the movement of mail by motor truck should be made by the Army postal officer with the field representative of the Office of Chief of Transportation, if available; otherwise, with the nearest representative of the Motor Transport Service. In the absence of Motor Transport Service, the Army postal officer should make arrangements for the movement of mail by motor vehicles under the jurisdiction of the commanding officer of the nearest military organization.

b. *Mail movements into and out of combat zone.*—Arrangements for the movement of mail into and out of the forward areas should be made by the Army postal officer with the regulating officer in charge of the regulating station.

■ 53. **AIR MAIL ROUTES.**—When authorized, air mail routes are established and operated by the Army Air Forces, under agreement with the Army Postal Service, for the transportation of important mail on regular schedules between the War Department and theaters of operation and between such points in the theater of operations as may be designated by the commanding general.

■ 54. **SLEEPING ACCOMMODATIONS AND SUBSISTANCE FOR POST OFFICE DEPARTMENT EMPLOYEES.**—Ordinarily, civilian employees of the Post Office Department will not be employed in a theater of operations. When they are so employed, commanding officers will furnish, when necessary, sleeping accommodations and subsistence, the same as furnished officers of the Army. The subsistence will be paid for by the Post Office Department or the person subsisted at costs not in excess of that charged officers of the Army.

■ 55. **POSTAL SERVICE FOR CIVILIAN POPULATION IN THEATER OF OPERATIONS.**—Postal Service for the civilian population in a theater of operations is subject to such control and restriction as may be warranted by the military situation.

■ 56. **POSTAL SERVICE IN THEATERS OF OPERATION IN UNITED STATES.**—a. *When conducted by Post Office Department.*—When the theater of operations is wholly or partly in United States territory, the Post Office Department continues its

postal service for the civilian population in that part of the theater of operations which is in United States territory, so far as the military situation permits.

b. When taken over by Army Postal Service.—Whenever, as a result of invasion or insurrection, the military situation in his judgment requires such action, the commanding general may direct that postal service for the civilian population be taken over in whole or in part by the Army Postal Service.

c. Limits of responsibility.—When taken over in part, definite limits of responsibility between the Post Office Department and the Army Postal Service will be prescribed.

d. Assistance by Army Postal Service.—Whenever practicable, the Army Postal Service assists the Post Office Department, such assistance mainly taking the form of furnishing transportation for mail for the civil population.

SECTION VII

LOCATOR CARD FILES AND DIRECTORY SERVICE

■ 57. DESCRIPTION.—Under the general agreement between the War and Post Office Departments, the Army is required to furnish correct addresses for insufficiently and incorrectly addressed mail. These addresses are obtained from an assembly of alphabetically arranged and daily corrected cards, known as locator cards. There is a card for each member (past and present) of the command and each bears the soldier's full name, his Army serial number, and complete military address. The complete file of cards, together with the personnel which operates it, is known as the directory service.

■ 58. ORGANIZATIONS REQUIRED TO MAINTAIN DIRECTORY SERVICE.—Organizations of the Army which perform administrative functions (including divisions, regiments, and separate units, as well as posts, camps, and stations) are required to maintain and operate directory services. Each domestic post, camp, and station will maintain a central directory service which will contain a locator card for every person,

both civilian and military, who receives or who has received mail through the post, camp, or station.

■ 59. METHOD OF OPERATION.—Mail received at a postal concentration center which does not contain sufficient particulars in the address to permit distribution to an organization is turned over by the post office to an Army directory service for completion of the address and return to the post office from which received. Any mail insufficiently addressed, but which shows division or regiment, will be sent to that organization for attempt at delivery before it is sent to the central directory service. When mail is found to be undeliverable in the organization to which addressed, it is first given directory service by such organization and, if the correct address cannot be supplied, it is sent to the directory service of the next higher headquarters. Mail for which a correct address cannot be supplied by the Army will be returned to the United States post office appropriately marked to show that it has had directory service, that it is undeliverable, and the reason therefor. (See par. 65.)

■ 60. DIRECTORY SERVICE AT POSTS, CAMPS, AND STATIONS.—*a. Preparation of locator cards.*—Locator cards for all new personnel arriving at a post will be prepared by the personnel units concerned. When transfers are made within or from the post, it will not be necessary to furnish new locator cards, provided the central directory service is supplied with the names and new addresses of the persons transferred. The locator cards for new personnel and the names and addresses of persons transferred within or from the post will be furnished within 24 hours after the changes are made. The appropriate personnel unit will prepare locator cards and furnish them to the regimental directory service, the Army post office serving the unit, and the central directory service for the post. If personnel is transferred to a company not attached to a higher organization, it will only be necessary to prepare a locator card for the central directory service. Personnel units will keep on hand a supply of locator cards.

b. Directory service.—(1) The central directory service should be furnished with two rubber stamps reading as follows:

No. 1. To avoid delay in delivery advise your correspondents of your complete military address, showing unit.

No. 2.

NO RECORD

Army Directory Service

(APO or Post)

(Date)

(2) Mail for which addresses are supplied will be stamped with stamp No. 1 and delivered. Mail which cannot be identified by means of the directory service records will be placed in an alphabetical case. New locator cards will be checked against the undeliverable mail before they are placed in the central file to ascertain whether any mail is being held for the person shown on the card. At the end of 15 days undeliverable mail will again be given directory service, and if the correct address cannot be furnished, the mail will be stamped with stamp No. 2 and returned to the post office serving the post. Mail for nondivisional troops may be held an additional 15 days if there is reason to believe it can be delivered within that time. In no case will it be held by the central directory service for more than 30 days.

(3) Mail which is being returned to the post office from the central directory service will be separated into two classes: that which can be delivered at the post, and that which is to be forwarded or returned to sender, including dead letter mail.

c. Active and inactive files of locator cards.—At smaller posts, and at some of the large posts where the turnover of personnel is small, it will usually be found advantageous to retain all locator cards in one file. At other posts, however, two separate files of locator cards, an active and an inactive file, may be maintained. The active file will contain the cards for personnel on the post or temporarily absent, and personnel who have only recently been transferred from the post. The inactive file will contain the cards for persons transferred permanently from the post. Cards should not be removed to the inactive file until a reasonable length of time has elapsed after the transfers have been made. Before unidentified mail is returned, it should be checked against the inactive file.

■ 61. DIRECTORY SERVICE IN APOs, REGIMENTS, COMPANIES, OR SIMILAR ORGANIZATIONS.—*a. APOs and regiments.*—In each APO, regimental mail room, or similar organizational mail room will be maintained a locator card for every person who receives or has received mail through the particular APO or mail room.

(1) *Preparation of locator cards.*—The unit personnel section will furnish the APO and the regimental mail room to which it is assigned or attached, within 24 hours from the time the change is made, with completed locator cards for all persons arriving in their units. When an organization is transferred and assigned or attached to a new APO for postal purposes, a complete set of current locator cards will be furnished to the new APO. If mail is received through a new regimental mail room, a complete set of locator cards will be furnished the regimental directory service. The personnel units will furnish, within 24 hours of the changes, the names and new addresses of personnel transferred within or from the organization. (See par. 60a.) When the entire organization moves, the new address will be furnished the APO serving it.

(2) *Directory service.*—Mail which is undeliverable in lower echelons will be returned to the regimental mail room for directory service, and if the correct address cannot be supplied at that point the mail will be returned to the APO for directory service. In the zone of the interior, if the APO is unable to supply the correct address within 5 days, the mail will be sent to the central directory section of the post, camp, or station. In oversea theaters, if the APO is unable to supply the correct address within 15 days, the mail will be sent to the central directory section for the theater. (See par. 64.)

b. Companies.—(1) *Directory or roster.*—The mail clerk for each company or similar organization will keep an up-to-date roster of all members of his organization, both past and present. He must enter or make changes in the forwarding address of members of his organization at the time they occur. The roster will be maintained either in book form or on 3- by 5-inch cards. The names of officers and enlisted men should be arranged alphabetically. If the book form is used, the names should be entered on the left

side of the page, followed by rank or grade and serial number. Spaces should be left between the names for additional entries. If 3- by 5-inch cards are used, they should be completed as illustrated below:

Roe, Richard F. Pvt. 363636
Co. B, 16th Inf.,

Date of entry 8/15/42

(2) *Changes in company directory or roster.*—The commanding officer of the company will see that the unit mail clerk is furnished with information concerning any changes of address for members of the company. When a soldier leaves the company, his new address should be entered on the right side of the page opposite his name. On the card form, the original address should be crossed out by drawing a line through it and the new address should be entered thereunder.

(3) *Inspection of company roster.*—A company officer will make weekly inspections to see that the roster is kept up to date with all changes. The officer making the inspection will initial and date the first sheet, if a book is used, or a card shall be kept at the front of the file for this purpose if a card file is used. The regimental postal officer will also check the roster and initial it once each ten days.

(4) *Directory service by unit mail clerk.*—See paragraphs 7 to 10, inclusive, of TM 12-275, for the handling and forwarding by the unit mail clerk of undeliverable mail. Undeliverable mail will not be returned to the regimental mail room until every effort has been made by the unit mail clerk to supply the correct address.

■ 62. **DIRECTORY SERVICE AT PORTS OF EMBARKATION.**—Locator cards will be prepared in duplicate for all personnel passing through the port. Before leaving its home station, each organization is required to secure two or more sets of current locator cards. One set will be supplied the appropriate staging area and the other set will be inserted in the proper

alphabetical location in the central directory file at the embarkation Army post office. The port central directory service will obtain a daily roster of casualties arriving in the area, and from this roster will have personnel locator cards prepared. All undeliverable mail will be given directory service promptly. Mail which cannot be identified with cards in the locator files will, at the end of 3 days, again be given directory service and likewise the remaining unidentified mail will, at the end of 7 days, again be given directory service. Mail which cannot be delivered or forwarded will be dispatched to the postal concentration center for return to senders. (See pars. 30b and 59.)

■ 63. **DIRECTORY SERVICE FOR STAGING AREA.**—Each organization passing through a staging area will furnish a complete set of current locator cards to the directory service for the particular staging area. Upon arrival of casualties in the staging area, locator cards will be prepared and furnished the directory section. Casuals should be assigned to temporary organizations for mail purposes. The postal officer for the staging area is charged with the responsibility of seeing that the locator card file is properly maintained, and that prompt directory service is given to all insufficiently and incorrectly addressed mail received in the staging area.

■ 64. **CENTRAL DIRECTORY SERVICE FOR THEATER OF OPERATIONS.**—*a. Establishment.*—A central directory service will be established for each theater of operations. It will ordinarily be located at or near the base post office or other point where the functions of a base post office are being performed.

b. Functions.—To furnish directory service for insufficiently and incorrectly addressed mail for which organizations in the theater of operations have been unable to supply the correct address. Mail for which correct addresses cannot be supplied by the theater central directory service within a reasonable time will be returned to the United States indorsed in accordance with paragraph 60b (1).

c. Source of locator cards.—(1) *Newly arrived organizations.*—When a new organization arrives in the theater of operations, a complete set of current locator cards will be furnished to the central directory service. Ordinarily the

locator cards should be taken from the home station. The personnel unit of the newly arrived organization will prepare a complete set of locator cards, if this has not been done.

(2) *Newly arrived individuals.*—When an individual arrives and is assigned to an organization in the theater of operations, the personnel unit of the organization will prepare a locator card for the central directory service.

(3) *Transfers of organizations or individuals.*—When an entire organization or an individual is transferred, the personnel unit will furnish to the central directory service the names and new addresses of the personnel transferred. Personnel at the central directory service will correct the locator cards on file.

■ 65. FORWARDING MILITARY MAIL.—*a.* When individual personnel or an organization as a unit moves from a post, camp, or station, either within or outside the continental United States, the forwarding of all pertinent mail subsequently received is a function of the Army. When the volume of mail to be forwarded is small, each piece will be individually readdressed and dispatched through regular channels. Furthermore, when any organization smaller than a regiment or comparable organization leaves for an APO destination, each piece of mail will be individually readdressed and dispatched through regular channels.

b. In all other cases where the volume of letter mail to be forwarded is large, and the readdressing of each piece separately would interfere with the proper functioning of the office or cause undue delay in handling the mail, it will be forwarded in a direct pouch under double cover as follows:

(1) Individual letters will not be readdressed. They will be tied in packages, bearing a facing slip showing the organization and the new address to which they are being forwarded.

(2) Letter packages will be inclosed in a direct pouch labeled with the new address of the unit or organization. Attached to this pouch will be a card label marked: "Military Mail for Unit of Address. Do not open in transit." This pouch will be inclosed in another pouch addressed to the postmaster whose office currently serves the unit or APO concerned.

(3) Within the continental United States, the inner pouch will be made up and labeled by Army postal personnel and turned over to the postmaster for inclosure in an outer pouch labeled for the postmaster whose office currently serves the unit or APO concerned. Elsewhere the pouches will be prepared and dispatched by Army postal personnel.

c. Parcel post packages, newspapers, magazines, and prints will be individually readdressed.

d. In cases where entire units are moved from stations within the continental United States having no permanent military installations the postmaster concerned will forward the mail. The commanding officer will furnish the postmaster with the proper forwarding address of the unit.

SECTION VIII

V-MAIL SERVICE

■ 66. PURPOSE.—The purpose of the V-mail service is to reduce the weight and bulk of mail to and from members of the armed forces outside the continental United States and to provide for the safest and most expeditious handling of such mail. The service is available to civilian employees of the Government and to contractors receiving their mail through an Army or Navy post office.

■ 67. FORM OF LETTER.—V-mail can be used only for correspondence. Nothing may be inclosed with the message. A V-mail form is a light-weight combination letter and envelope. Instructions relative to the preparation and use of the form are printed on the obverse or envelope side and must be complied with fully to insure proper handling of the letter.

■ 68. RATES OF POSTAGE.—V-mail letters may be mailed by members of the armed forces without payment of postage when properly endorsed "Free" in accordance with the instructions in paragraph 5c. The rate of postage for civilians is 3 cents. If it is desired that a letter be given air mail service within the United States from point of mailing to the V-mail station, the rate is 6 cents for both military and civilian personnel.

■ 69. WHERE MAILED.—V-mail may be mailed in any letter collection box or United States post office in the same manner as an ordinary letter. At oversea installations, regulations covering the mailing of V-mail letters are prepared by the local commanding officer.

■ 70. FACILITIES PROVIDED.—Facilities are provided, under control of military authorities, at certain selected cities, both in the United States and overseas, for photographing, or microfilming as the process is technically known, of V-mail letters on 16-millimeter film and for printing enlarged facsimiles of such films. At such cities in the United States the postmaster sorts the original V-mail letters to respective Army post offices and organizations and makes delivery as requested to an Army representative. The mail is taken to the V-mail station where it is opened and photographed. In cities outside the United States the procedure is similar, except that ordinarily V-mail is not sealed prior to mailing in order to facilitate military censorship, and is later delivered unsealed to the V-mail station.

■ 71. REPRODUCTION.—When a V-mail film is received at a V-mail station, it is enlarged to produce printed facsimiles of the letters on the film. The facsimiles are approximately 4 by 5¼ inches in size.

■ 72. ADVANTAGES.—*a. Saving of space.*—Approximately 1,600 V-mail letters can be photographed on a film 100 feet in length. A film of this length with shipping carton weighs 7 ounces; 1,600 ordinary letters weigh approximately 37 pounds, while 1,600 V-mail letters in their original form weigh approximately 17 pounds. The photographing of V-mail letters reduces the weight approximately 98 percent over letters in their ordinary form.

b. Saving of time.—V-mail is given the most expeditious handling and when microfilmed is dispatched overseas by air. Microfilmed V-mail likewise provides the safest method of communication. The original V-mail letters are held until information is received that the film has been received overseas and satisfactory facsimiles produced.

SECTION IX

REGISTERED, INSURED, AND C. O. D. MAIL

■ 73. REGISTERED MAIL.—*a. Importance of unbroken chain of receipts.*—In handling registered mail, it is most important that an unbroken chain of receipts is maintained. No one charged with a piece of such mail will turn it over to another without first obtaining a receipt for it. It is the responsibility of each person handling this class of mail to ascertain the condition of the article when received, and if any article is not in good condition, a notation will be placed on the receipt form and the postal officer or postmaster notified immediately. (See par. 7b.)

b. Receipt and delivery at APO.—(1) *When dispatched by post office direct to APO.*—The handling of registered and insured mail between the agency of the Post Office Department serving the post and APOs will vary at different posts. In instances where bonded mail clerks are provided at the APO, the agency of the Post Office Department will send registered and insured mail direct to the APO. In such cases the insured mail will be received without being listed. When mail clerks are not bonded the registered mail will be listed to the APO by the post office and will be accompanied by copies of the lists. The articles will be carefully checked in the presence of a witness to see that all articles listed on the bills are received. The registered and insured mail will then be listed separately by the APO to the regiments or similar organizations on P. O. Dept. Form No. 3883 or 3883A, in duplicate. Regimental mail clerks will call at the APO and receive the registered and insured mail in the manner prescribed. (See TM 12-275.)

(2) *Personal receipt at post office by Army mail clerk.*—Ordinarily, the mail clerk from the APO will call for registered and insured mail at the agency of the Post Office Department serving the post. The post office will separate such mail by regiments and similar organizations and list it on P. O. Dept. Form No. 3883 or 3883A, in triplicate. The mail clerk from the APO will carefully check the registered and insured articles to be certain that all listed are received and are in good condition. The original of the list will be

retained by the post office and two copies will be secured by the mail clerk from the APO.

(3) *Delivery to addressee directly from APO.*—When registered or insured mail is delivered directly to the addressee from the APO, receipts will be obtained on W. D. Form No. 922. These receipts will be filed as a permanent record of the APO.

c. *Handling by regimental and unit mail clerks.*—See TM 12-275.

■ 74. **C. O. D. MAIL.**—*a. Delivery.*—C. O. D. mail will be held at the post office serving the post and a notice sent to the addressee either to call in person or to authorize someone else to accept delivery. If an Army mail clerk or assistant has been appointed for the APO, the post office will send C. O. D. mail to the APO for delivery. When such mail is delivered through the APO, it will be recorded immediately after receipt on P. O. Dept. Form No. 3814-A, unless it is listed to the APO by the post office on P. O. Dept. Form No. 3814-C. Notice of arrival (P. O. Dept. Form No. 3849-B) will be prepared and delivered to the addressee promptly, and the parcel will be held in the APO for personal call by the addressee or his authorized agent.

b. *Forwarding.*—When the addressee of a C. O. D. article has been transferred, the mail clerk receiving the notice will supply the proper forwarding address.

SECTION X

ARMY COURIER SERVICE

■ 75. **FUNCTION.**—The function of the Army Courier Service is the safe and speedy transmission of secret and confidential official communications.

■ 76. **SYSTEM DEFINED.**—The courier system maintains a chain of receipts for each communication accepted, from the time it is placed in the custody of the courier service until delivered to the addressee, thus combining the features of both the registry and special delivery systems of the Post Office Department.

■ 77. **SCOPE OF OPERATIONS.**—Courier service is established between the War Department, the headquarters of separate

theaters of operations, groups of armies, armies, corps, and divisions, the communications zone, and other important headquarters or points.

■ 78. **COURIER TRANSFER OFFICERS.**—Courier transfer officers will be stationed at ports of embarkation and debarkation where necessary, and at control points of the Air Transport Command, Naval Air Transport Service, and commercial air fields.

■ 79. **RESPONSIBILITY.**—Courier transfer officers will be held strictly accountable for the safe and speedy handling of courier pouches at their respective control points. They will not be given any other duties to perform that will conflict or interfere with their primary duty of safeguarding and expediting courier pouches. Courier transfer officers will be attached to their respective commands for administration only.

■ 80. **DUTIES OF COURIER TRANSFER OFFICERS.**—The duties of courier transfer officers will be to—

a. Procure passenger lists from the Air Transport Command, Naval Air Transport Service, and commercial airlines, and to select from these lists officer passengers to act as couriers.

b. Deliver all courier pouches to designated officer-couriers and obtain receipt therefor.

c. Meet all incoming airplanes and take personal custody of pouches arriving thereon, giving the officer-courier a receipt on W. D., A. G. O. Form No. 940 (Receipt from courier transfer officer to officer-courier).

d. Give all possible assistance to officer-couriers in safeguarding and accelerating the movement of courier pouches.

e. Give maximum protection to all courier pouches reaching their custody.

f. Make hand to hand delivery of pouch contents to addressees and secure receipts therefor on W. D., A. G. O. Form No. 941 (From addressees to courier transfer officer).

■ 81. **ORIGIN OF POUCHES.**—*a. Washington, D. C., and control points.*—Courier pouches will originate in the War Department Foreign Mail Room, Washington, D. C., and at all con-

control points along the various routes where there is a demand for such service. Only secret and confidential documents will be inclosed in courier pouches.

b. Terminal points.—Courier pouches will be made up at terminal points on the routes in order to maintain a continuous flow of pouches to and from the head and terminal points. Courier transfer officers at intermediate control points will dispatch in transit pouches secret and confidential matter originating at their stations for delivery along established routes.

■ 82. HANDLING OF COURIER POUCHES.—*a. Special locks and keys.*—Courier pouches will be closed with special locks and all courier transfer officers will be furnished with one key.

b. Labeling of pouches.—(1) Matter addressed to each control point will be made up in a small hand pouch, closed with a tin band seal. The hand pouches will be invoiced and dispatched in locked courier pouches. The courier pouches will be labeled to show the final destination and the first control point where withdrawal is to be made. The same procedures will be followed at all control points through which the courier pouch passes.

(2) Courier pouches received at control points, labeled to show first withdrawal at a point beyond, will not be opened unless material is to be added for a station along the route. When pouches are opened the contents will be checked and the back of the invoice indorsed to show results.

c. Delivery and receipts.—(1) When a courier pouch is received, the courier transfer officer will take therefrom the small hand pouch labeled to that point and deliver the contents to the addressees, procuring the necessary receipts on W. D., A. G. O. Form No. 941. Such receipts will be filed in the APOs at control points. Courier transfer officers will carefully observe the condition of each article received in courier pouches for delivery, and if any irregularity is discovered notation thereof will be made on W. D., A. G. O. Form No. 941 before delivery. The invoice will be indorsed to show withdrawals made at control points.

(2) Courier transfer officers and officer-couriers will exchange receipts at intermediate and terminal points on forms provided for that purpose. Records of all pouches dispatched

and received will be kept on W. D., A. G. O. Form No. 944 in the War Department Foreign Mail Room, Washington, D. C., and at terminal and intermediate points.

■ 83. OFFICER-COURIER.—Any commissioned officer of the United States Army, Navy, Marine Corps, or Coast Guard may be designated as an officer-courier, but it is preferred that Army courier pouches be placed in the custody of Army officers. Courier transfer officers at control points will see that courier pouches are dispatched on the first available airplane, even if it is necessary to designate a new officer-courier to carry the pouches to the next point. If anyone designated as officer-courier refuses to act as such, a complete report of the circumstances will be made to The Adjutant General, Army Postal Service, Washington, D. C., for appropriate action.

■ 84. COURIER POUCH AS EXCESS BAGGAGE.—When necessary to arrange for the transmission of courier pouches as excess baggage, the courier transfer officer will provide the officer-courier with Government transportation requests to cover costs.

■ 85. NONRECEIPT OF COURIER POUCH.—The nonreceipt of a courier pouch, or other serious irregularity, will be promptly reported by radio by the courier transfer officer, or officer-courier having knowledge thereof, to The Adjutant General, Army Postal Service, Washington, D. C.

SECTION XI

OVERSEA CABLE AND RADIO MESSAGES

■ 86. GENERAL.—Personal cablegrams and radiograms to and from members of the armed forces stationed outside the continental United States may be sent where commercial facilities are available and the military situation permits. A method of codified addresses has been designed which will permit the expeditious handling of these messages, and at the same time provide for the security of information. Codified addresses and EFM rates applicable to the various APOs are supplied from time to time through War Department circulars. It is imperative that the instructions out-

lined herein be followed in address and signature. Two types of messages are available; definitions and methods of addressing and ascertaining the correct rates are described below.

■ 87. FIXED-TEXT EXPEDITIONARY FORCE MESSAGES.—*a. Rates.*—This type of message will be identified by the symbol "EFM" which will appear before the address, and each message will consist of not more than three of the authorized fixed texts indicated in paragraph 88. With few exceptions the EFM messages from the United States will cost 60 cents plus the regular Federal message tax. When EFM service is established for an APO the command concerned is advised immediately of the cable address and the rate applicable thereto.

b. Outgoing EFM messages from United States.—EFM may be filed at any commercial telegraph, cable, or radio office in the continental United States. Each of these offices has on file a list of the authorized APO cable addresses to which EFM messages may be sent. Each APO has been assigned a two-word address consisting of a six-letter word, the first two of which are "AM----" and an eight letter word such as "WATCHDOG." The first word is the APO cable address and the second is the routing word. The messages will be addressed with the full name, Army serial number of the addressee, APO cable address, and the routing word. The signature will be that normally used by the sender and is limited to three words, two initials and one word, or one initial and two words. In any event, the signature must include the last name of the sender. An example of a proper address is:

JOHN L. WILSON, 13257966,
AMTRAG WATCHDOG

EFM will reach the censorship station in the course of normal routine where the proper destination will be substituted for the routing word by Army personnel. The messages will then be returned to the communication companies for transmission. When the message is received in the foreign cable or radio terminus, it will be turned over to the Army Postal Service for delivery to the addressee. Delivery normally will be accomplished through Army Postal Service channels, but local commanders may vary this procedure where suit-

able arrangements can be made with foreign communication carriers and satisfactory records are kept to prove delivery.

c. Incoming EFM messages to United States.—In order to insure adequate censorship the following procedure will govern the filing of EFM messages at oversea locations:

(1) Where local conditions permit, commanders will designate an officer of each company or separate unit as EFM censor for the organization. All personnel of a unit will file EFM with their designated censor only, who will receive the charges therefor. Messages will be censored promptly and filed daily with the most convenient telegraph, cable, or radio station. Telegraph, cable, or radio offices will be informed of the identity of EFM censors and instructed to accept EFM from no other person. Commanders will utilize all means available to insure that telegraph, cable, and radio personnel comply. At points where organizations higher than a company are stationed, EFM after being censored by the company or unit censor, may be forwarded through channels to battalion, regimental, or division headquarters to be consolidated and filed by an officer designated for the purpose. It is essential, however, that censorship be accomplished in the company or separate unit to enable the EFM censor to be personally acquainted with each individual in the organization.

(2) At locations where it is not possible to follow the procedure mentioned above, EFM will be accepted after unit censorship at local APO's or other Army postal agencies by designated clerks, who will make cash collections (no charge accounts), giving a suitable receipt therefor. Censorship will be accomplished in the same manner prescribed for censorship of ordinary mail and the messages will then be transmitted to the local communication company in accordance with such procedure as may be agreed upon locally.

(3) All messages will be dispatched showing only the six-letter cable address in the preamble. The country and city of origin, as well as the APO number and any reference to a military organization, must be omitted. The normal signature of the individual will be used without grade, unit, arm of service, or serial number and will be limited to three words, two initials and one word, or two words and one initial, but in any event must include the last name of the sender.

d. Messages to and from personnel of American Red Cross.—EFM to and from personnel of American Red Cross receiving their mail through oversea APOs will be accepted. The conditions of acceptance are the same as for EFM to and from members of the armed forces except that the word "AMCROSS" will be used in the address in lieu of the Army serial number on outgoing messages.

■ 38. FIXED TEXTS AUTHORIZED FOR EFM MESSAGES.—*a. Correspondence.*

1. Letter received. Many thanks.
2. Letters received. Many thanks.
3. Telegram received. Many thanks.
4. Parcel received. Many thanks.
5. Parcels received. Many thanks.
6. Letters and parcels received. Many thanks.
7. Letter and telegram received. Many thanks.
8. Telegram and parcels received. Many thanks.
9. Letters sent.
10. Parcels sent.
11. Letters and parcels sent.
12. Many thanks for letter.
13. Many thanks for parcel.
14. Many thanks for telegram.
15. No news of you for some time.
16. Writing.
17. Urgent.
18. Please write or telegraph.
19. Please write.
20. Please telegraph.
21. Please reply. Worried.
22. (Blank)
23. (Blank)
24. (Blank)
25. (Blank)

b. Greetings.

26. Greetings.
27. Loving greetings.
28. Fondest greetings.

29. Love.
30. Darling.
31. All my love.
32. All my love dearest.
33. All our love.
34. Fondest love.
35. Fondest love darling.
36. Best wishes.
37. Greetings from us all.
38. Loving greetings from all of us.
39. Best wishes from all of us.
40. Fondest wishes from all of us.
41. Best wishes and good health.
42. Kisses.
43. Love and kisses.
44. Fondest love and kisses.
45. Well.
46. All well at home.
47. Best wishes for Christmas.
48. Best wishes for Christmas and New Year.
49. Loving wishes for Christmas.
50. Loving wishes for Christmas and New Year.
51. Loving Christmas thoughts.
52. Happy Christmas.
53. Happy Christmas and New Year.
54. Good luck.
55. Keep smiling.
56. My thoughts are with you.
57. Many happy returns.
58. Birthday greetings.
59. Loving birthday greetings.
60. Happy anniversary.
61. You are more than ever in my thoughts at this time.
62. Best wishes for a speedy return.
63. Good show. Keep it up.
64. Best wishes for New Year.
65. (Blank.)
66. (Blank.)
67. (Blank.)

Health

68. Family all well.
69. All well. Children evacuated.
70. All well. Children returned home.
71. All well and safe.
72. Are you all right?
73. Are you all right? Worried about you.
74. Please don't worry.
75. Hope you are improving.
76. Please telegraph that you are well.
77. Are you ill?
78. Have you been ill?
79. Illness is not serious.
80. Illness is serious.
81. I have left hospital.
82. In bad health.
83. Health improving.
84. Health fully restored.
85. Son born.
86. Daughter born.
87. (Blank.)
88. (Blank.)
89. (Blank.)
90. (Blank.)

Promotion

91. Congratulations on your promotion.
92. Very pleased to hear of your promotion.
93. Delighted hear about your promotion.
94. (Blank.)
95. (Blank.)
96. (Blank.)
97. (Blank.)

c. Money.

- *98. Please send me ----- pounds.
- *99. Please send me ----- dollars.
- *100. Have sent you ----- pounds.
- *101. Have sent you ----- dollars.
102. Can you send me any money?
103. Glad if you could send some money.
104. Have received money.

105. Have you received money?
106. Have you sent money?
107. Thanks for money received.
108. Have not received money.
109. Unable to send money.
110. Sorry cannot send money.
111. (Blank.)
112. (Blank.)
113. (Blank.)
114. (Blank.)

d. Congratulations.

115. Congratulations on anniversary. Best wishes.
116. Congratulations. Lasting happiness to you both.
117. Glad and proud to hear of your decoration.
118. Loving greetings and congratulations.
119. Good luck. Keep it up.
120. I wish we were together on this special occasion.
All my best wishes for a speedy reunion.
- 121 to 134. (Blank.)

e. Miscellaneous.

135. Very happy to hear from you dearest. Am fit and well.
136. Hearing your voice on the wireless gave me a wonderful thrill.

*NOTE.—The actual amount in words to be transmitted immediately following the text number.

■ 89. **SENDER'S COMPOSITION MESSAGES.**—*a. Outgoing from United States.*—Cablegrams and radiograms, the texts of which are entirely composed by the sender and delivered to members of the armed forces overseas, may be filed in the United States at any commercial telegraph, cable, or radio company office. Such messages will be subject to the regular cable or radio rates, dependent upon the service classification chosen by the sender. A specially prepared rate booklet dated August 28, 1942, entitled "Sender's Composition Messages to Overseas Personnel in Armed Forces of United States", has been distributed to the telegraph, cable and radio company offices in the United States, giving rates for such messages to the coded cable or radio termini represented by the routing word used in the EFM system. This booklet enables telegraph, cable, or radio company personnel

to ascertain the charge appropriate for the message without knowing the geographic location of the APO addressed. The sender's composition messages are subject to the same requirements for address and signature as applicable to EFM, the only distinction being that EFM must carry the identifying symbol, EFM, in the address while for sender's composition messages there is no special symbol necessary other than the regular commercial indicator used to denote the classification of service chosen. In all other respects sender's composition messages may be handled in the same manner as regular commercial messages and will be subject to the same censorship.

b. Incoming to United States.—Sender's composition messages from United States military personnel overseas may, at the discretion of the theater or area commander, be filed at commercial telegraph, cable or radio offices, provided adequate supervision by U. S. Army censors at cable and radio transmission outlets is definitely known to be in effect. They will be transmitted to the cable or radio gateway and subjected to censorship by United States Army censors. Each message filed by a member of the armed forces will carry the six-letter cable address in the preamble. This will serve to route the message through to the United States military cable censor and will result in more expeditious handling.

c. To and from civilian personnel.—Sender's composition messages are also available between civilians who receive their mail through oversea APOs and their relatives and friends in the United States. The word "CIVILIAN" or "CIV" will be used in the address of each outgoing message from the United States in lieu of the Army serial number used in addressing military personnel. In all other respects, messages to and from civilian personnel will be handled in the same manner as messages to and from military personnel.

■ 90. CABLE ADDRESS ON EMBARKATION CARDS.—Embarkation cards usually bear a temporary APO number for which there is no cable address. Also in some cases, a permanent APO number is assigned which has not yet been given a cable address. In any case, the cable address to be used on embarkation

tion cards will be that applicable to the APO performing base post office functions in the theater where the personnel will be assigned.

SECTION XII

MISCELLANEOUS PROVISIONS

■ 91. PRIORITY IN HANDLING MAIL.—So far as it is practicable to do so, incoming and outgoing mail will be given the following preference in handling:

- a. Official mail.
- b. V-mail.
- c. Air mail.
- d. First class mail.
- e. Second class mail (newspapers and periodicals.)
- f. Fourth class mail (parcel post).
- g. Third class mail (circulars).

■ 92. FOREIGN AIR ROUTES AND AIRPORT INFORMATION.—The Director of Intelligence Service, Army Air Forces, will disseminate to appropriate activities both within and outside of the Army Air Forces, information on foreign air routes and airports in the form of air route guides and foreign airport directories. This information should be of value in arranging for transportation of mail for the armed forces.

■ 93. SPECIAL DELIVERY MAIL.—No special delivery service will be given mail addressed to troops at posts, camps, and stations by the Army Postal Service. Such mail will be delivered as ordinary mail except when it is practicable for the unit mail clerk to give it preferred attention. This should be done to the fullest extent practicable.

■ 94. MAILING OF CLOTHING FREE OF POSTAGE.—Civilian clothing of the military forces of the United States may be mailed free of postage under a War Department penalty label by the sender's commanding officer provided the parcel does not weigh more than 4 pounds. The cost of shipping such parcels in excess of 4 pounds will be borne by the War Department from appropriate funds available to the commanding officer.

■ 95. PRISONER'S MAIL.—Mail addressed to enemy prisoners and to personnel of the Army of the United States held by

the enemy as prisoners of war, shall be disposed of under such rules and regulations as the War Department may prescribe.

■ 96. FORWARDING ADDRESSES FOR EXPRESS PARCELS.—In order that no officer or enlisted man may be deprived of an express shipment addressed to him at a former station, duly accredited agents of express companies will be informed, on request, of the forwarding mail addresses of addressees for whom such shipments have been received. When nonofficial express shipments are received at ports of embarkation addressed to personnel served through an APO outside the continental United States, local representatives of express agencies will be advised that they may mail the express packages at the local United States post office upon payment of postage at local parcel post rates. The mailing of such express shipments will be subject to the size, weight and frequency of mailing restrictions applicable.

■ 97. PHILATELIC CANCELATIONS AT ARMY POST OFFICES.—Requests for Army post office postmarks on philatelic covers will be denied. All such requests will be turned over to the base censor for disposition.

■ 98. MANEUVERS.—Postal service for the Army during maneuvers will be the subject of special instructions. Mail will be handled so far as practicable in accordance with procedures prescribed for a theater of operations.

■ 99. ARMY POSTAL BULLETIN.—A series of numbered Army Postal Bulletins, containing general information and technical instructions pertaining to the Army Postal Service are issued monthly. Distribution will be made to commanders concerned, all Army postal officers, and all Army post offices. Army Postal Bulletins will be brought to the attention of all personnel who are engaged in mail-handling operations.

APPENDIX

GENERAL AGREEMENT
BETWEEN
THE U. S. POST OFFICE DEPARTMENT AND THE WAR
DEPARTMENT CONCERNING ARMY POSTAL SERVICE

MARCH 19, 1940.

GENERAL

Having in mind the importance, from a morale standpoint, of a prompt and efficient mail service for personnel of the Army in emergencies, and during appropriate periods of field training in peace time, the U. S. Post Office Department and the War Department enter into an agreement as stated below.

DEFINITIONS

Essentially military and postal terms as used in this agreement are defined as follows:

A *Theater of Operations* is an area designated as such by the War Department in which military operations are being or may be conducted. A Theater of Operations is normally divided into a "Combat Zone" and a "Communications Zone".

A *Combat Zone* is that part of a Theater of Operations required for the active employment of the combatant forces.

A *Communications Zone* is that part of a Theater of Operations in the rear of the combat zone and contains the establishments of supply and evacuation, lines of communication, and other agencies necessary for the support and maintenance of the field forces in the entire theater.

A *Zone of the Interior* is that part of the national territory, exclusive of overseas departments, not included in a Theater of Operations.

A *Post Office* is a regular United States Post Office or station established for the purpose of transacting postal business.

A *Postal Concentration Center* is a post office or agency of the Post Office Department at which all mail for a mobilization or oversea force is brought together for separation.

An *Army Post Office* or A. P. O. is a military station set up in the field at or near the headquarters or military unit it serves. These will be designated by numbers.

An *Army Base Post Office* is a military station set up at a convenient point or at a port, at which to separate and route the bulk mail for troops in a certain area.

I. THE WAR DEPARTMENT AGREES:

1. Upon or prior to mobilization:

(a) To organize and operate an Army Postal Service to provide mail service for the troops in a Theater of Operations.

(b) To maintain a "troop location group" at each Postal Concentration Center operated by the U. S. Post Office Department in the Zone of the Interior. These groups will furnish lists of organizations and activities in the Theater of Operations showing to what Army Base Post Office or Army regulating station in the Theater of Operations mail for all such units should be sorted, tagged, and shipped.

(c) To give the U. S. Post Office Department immediate notice, through the Chief of the Army Postal Service at Washington, D. C., or his representative at the headquarters of Corps Areas and Departments, of the location and changes in location in the Zone of the Interior of posts, camps, stations, and similar agencies of the War Department, of the number and identity of troops allotted to each, of the time when they will arrive, and of the approximate time they will remain.

(d) To deliver incoming mail addressed to military personnel of Zone of Interior posts, camps and stations, taking delivery of same from the U. S. Post Office Department at their post offices established for the purpose.

(e) To furnish directory service for mail received at Zone of Interior posts, camps and stations, insufficiently addressed; delivering such of it as is possible, and returning the remainder to the U. S. Post Office with each piece marked to show the Army has given it directory service, and that it is undeliverable, and the reason therefor.

(f) To designate military personnel to receipt for at the Post Office, and deliver to addressees, registered, insured, and special delivery mail at posts, camps, and stations, in the Zone of the Interior. No C. O. D. mail will be turned over to military personnel for delivery; the delivery to addressee

will be made at the Post Office. No special delivery service will be given mail addressed to troops in the field for temporary maneuvers, or in a Theater of Operations.

(g) * * *

(h) * * *

(i) In a Theater of Operations to collect, separate by states where practicable, tie in packages, pouch, seal and forward to such establishments as may be designated by the Post Office Department, outgoing mail for dispatch. After distribution by the Post Office Department, to furnish in overseas theaters transportation to the point of dispatch from such theater.

(j) To furnish transportation for mail, both incoming and outgoing, between the agency of the Post Office Department established at Zone of Interior posts, camps and stations, and the railroad station or other source of supply.

(k) To furnish such workrooms as may be required and are acceptable to the Post Office Department for postal purposes at Zone of Interior posts, camps and stations, if workrooms satisfactory to the Post Office Department are not otherwise available.

(l) To furnish sleeping accommodations and subsistence, the same as furnished officers of the Army, for personnel of the U. S. Post Office Department employed at posts, camps and stations, in the Zone of the Interior, and in a Theater of Operations when necessary, the subsistence to be paid for by the Post Office Department at costs not in excess of that charged officers of the Army.

(m) To furnish, in a Theater of Operations located in a foreign country, office space and workrooms acceptable to such Post Office Department representatives and agencies as are authorized to operate in the Theater.

(n) In that part of the continental United States included in a Theater of Operations, to assist the U. S. Post Office Department, insofar as the military situation will permit, in furnishing postal service for the civil population. This assistance will in general consist of furnishing transportation for mail of the civil population.

(o) That civilian employees of the Post Office Department employed overseas in a Communications Zone shall wear an

easily recognizable badge or carry identification prescribed by the War Department.

2. To restrict the reserve officer personnel of the Army Postal Service to employees on the rolls of, and recommended by the Post Office Department; it is further agreed that reserve officers appointed through recommendation of the Post Office Department shall be discharged from their commissions whenever their services cannot be utilized to advantage in the Army Postal Service, either because of separation from the postal service or other cause.

3. To maintain a continuing liaison representative to represent it with the Post Office Department in all matters in connection with placing and continuing this agreement in practical effect.

4. That mail service to divisions and larger units during maneuvers, in which troops are away from their permanent stations, shall, insofar as practicable, be as contemplated in this agreement.

II. THE U. S. POST OFFICE DEPARTMENT AGREES:

1. Upon notice from the War Department that mobilization is to be or has been initiated.

(a) To initiate or augment its postal service as may be necessary to meet the needs of the Army.

(b) To establish, equip, and operate Postal Concentration Centers at points to be agreed upon by the two Departments, for the sorting and tagging of mail for units and installations in the Theater or Theaters of Operations.

(c) To deliver to the military authorities at Zone of Interior posts, camps and stations, at the agency of the U. S. Post Office Department established for the purpose, incoming mail separated to companies.

(d) To deliver to the military authorities at Zone of Interior posts, camps and stations, registered, insured, and special delivery mail upon receipt, in accordance with Section I, paragraph 1 (f), above.

(e) To label or tag all mail made up at Postal Concentration centers, in accordance with lists to be furnished by Army Troop Location Groups, and dispatch it to Army Postal Agencies as directed by the Army. The Post Office Department will, if desired by the War Department, furnish trans-

portation, between the Postal Concentration Center and the depot or wharf.

(f) To receive outgoing mail from Theaters of Operations from the military authorities at such establishments of the U. S. Post Office Department as may be agreed upon by the Departments concerned.

(g) To furnish the Army Postal Service Troop Location Groups at Postal Concentration Centers with the amount of floor space and office equipment necessary to enable them to function properly.

(h) To furnish the War Department with postal supplies, mail sacks and seals necessary for the handling and dispatch of mails by agencies of the Army Postal Service.

(i) In that part of the continental United States included in a Theater of Operations to continue such postal service for the civil population as may be agreed upon by the appropriate representative of the Post Office Department and the Theater Commander.

(j) To give publicity through its agencies in the United States, as to correct method of addressing mail intended for personnel of the Army.

(k) To designate a representative in each of the Corps Areas of the United States, to confer with a like representative on the staff of the Corp Area Commander for the purpose of considering postal questions in the Corps Area of interest to the two Departments.

(l) To sell stamps and stamped paper in time of war, to duly designated agents of the U. S. Army, for cash or equivalent, at such U. S. Post Offices as may be designated by the U. S. Post Office Department, and to redeem for cash or equivalent any unsold or damaged stamps and stamped paper, provided number and denomination can be accurately determined.

(m) * * *

(n) To furnish, in a Theater of Operations located in a foreign country, such post office representatives and agencies as may be agreed upon between the two Departments.

2. To endeavor to develop in the U. S. Post Office Department, in the nature of an enlisted reserve, a sufficient number of postal employees from the different branches of the

U. S. Postal Service to meet the enlisted needs of the Army Postal Service.

3. To maintain a continuing liaison representative to represent it with the War Department in all matters in connection with placing and continuing this agreement in practical effect.

4. To furnish mail service to divisions and larger units during maneuvers in which troops are away from their permanent stations, as contemplated in Section 5, paragraph 4.

For the War Department:

HARRY H. WOODRING,
Secretary of War.

For the Post Office Department:

JAMES A. FARLEY,
Postmaster General.

INDEX

	Paragraph	Page
Addressing mail:		
Official	21	18
Personal	18	14
Addresses of military personnel, requests for	20	18
Agreement between Post Office Department and War Department	App.	69
Air bases, postal officers for	14	8
Air mail:		
Labeling and dispatch of	32	26
Priority	91	67
Transportation	53	45
Air mail routes	53	45
Foreign	92	67
Armies, groups of, postal officer for	40	31
Army:		
Postal officer for	40, 43	31, 37
Postal service for	43	37
Army Air Forces, postal officer at headquarters of	11	7
Army courier service:		
Function	75	56
Officer-couriers	83	59
Pouches	81, 82	57, 58
Handling as excess baggage	84	59
Nonreceipt of	85	59
Responsibility	79	57
Scope	77	56
System defined	76	56
Transfer officers	78	57
Duties	80	57
Army mail clerks	16	11
Changes	48	41
Definition	3	2
Receipting for registered mail	73	55
Army post offices	17	12
Definition	3	2
Location of		
Army or corps	43	37
Division	44	37
Hospital centers	45	38
Oversea:		
Establishment	47	39
Inspections	48	41
Philatelic cancelations at	97	68
Postal service for	46	39
Receipt and delivery of registered mail	73	55
Army Postal Bulletin	99	68
Army postal officers	40	31
Army postal inspectors	9	6
Army Postal Service:		
Censorship	7	5
Director of	8	5
Definitions	3	2
Mission of	1	1
Post Office Department—War Department, Agreement relative to	App.	69

INDEX

	Paragraph	Page
Army postal units.....	15	11
Mobile.....	49	42
Base post office.....	41	33
Definition of.....	3	2
Base command postal officers.....	12	8
Boxes for outgoing mail.....	25	22
Branch Army post offices.....	17	12
Cable address on embarkation cards.....	90	66
Camps:		
Directory service.....	60	47
Postal officers for.....	14	8
Censorship, military.....	7	5
Civilians, postal service for, theater of operations.....	55	45
Clothing, mailing of, free of postage.....	94	67
C. O. D. mail.....	74	56
Communications zone:		
Definition of.....	3	2
Postal officer at headquarters.....	40	31
Complaints, investigation of by postal officers of posts, camps, stations, and air bases.....	14	8
Corps:		
Postal officer for.....	43	37
Postal service for.....	43	37
Courier pouches:		
Handling.....	82	58
As express baggage.....	84	59
Nonreceipt of.....	85	59
Origin.....	81	57
Courier transfer officers.....	78	57
Duties.....	80	57
Responsibility.....	79	57
Defense command postal officers.....	12	8
Definitions.....	3	2
Department headquarters postal officers.....	11	7
Director of Army Postal Service.....	8	5
Directory service:		
APOs, regiments, companies, or similar organizations.....	61	49
Description.....	57	46
Embarkation army post offices.....	35	28
Hospital centers.....	45	38
Method of operation.....	59	47
Organizations required to maintain.....	58	46
Ports of embarkation.....	62	50
Posts, camps, and stations.....	60	47
Staging area.....	63	51
Theater of operations.....	64	51
Division:		
Postal officer.....	44	37
Postal service.....	44	37
Embarkation Army post offices.....	28	24
Central locator files at.....	35	28
Definition.....	3	2
Exchange of mail between.....	33	27
Labeling and dispatch of mail.....	32	26
Location.....	29	24

INDEX

	Paragraph	Page
Embarkation Army post offices—Continued.		
Mail handling.....	31	26
Organization.....	30	24
Protection of mail.....	34	27
Embarkation cards, cable address on.....	90	66
Equipment and supplies:		
Army post officers overseas.....	47	39
Postal concentration centers.....	23	20
Postal regulating section.....	42	35
Expeditionary force messages:		
Fixed text.....	87, 88	60, 62
Sender's composition.....	89	65
Express parcels, forwarding addresses.....	96	68
Finance officer, postal.....	51	43
Fixed text, expeditionary force messages.....	87, 88	60, 62
Foreign air routes.....	92	67
Forwarding addresses for express parcels.....	96	68
Free mailing privilege.....	5	4
Clothing.....	94	67
Indorsements.....	5	4
Matter mailable free.....	5	4
Matter not mailable free.....	5	4
Purpose of law.....	5	4
Funds, surplus, disposition of.....	50	43
Hospitals, forwarding mail to patients.....	44	37
Hospital centers:		
Postal officer.....	45	38
Postal service.....	45	38
Inspections of Army post offices overseas.....	48	41
Inspectors, Army postal.....	9	6
Insured mail:		
Delivery at base post office.....	41	33
Handling by embarkation Army post office.....	31	26
Investigations of losses of.....	14	8
Official.....	6	5
Investigations, losses of mail.....	14	8
Laws and regulations.....	4	4
Locator card files.....	60	47
Mail matter:		
Addressing—		
Official.....	21	18
Personal.....	18	14
Changes in addresses.....	19	16
C. O. D.....	74	56
Distribution by postal concentration center.....	23	20
Exchange of between embarkation Army post offices.....	33	27
For army or corps.....	43	37
For division.....	44	37
Forwarding.....	65	52
To patients in hospitals.....	44	37
Handling at base post offices.....	41	33
Handling at embarkation Army post offices.....	31	26
Incoming.....	24	21
Labeling and dispatch of.....	32	26
Investigations of losses.....	14	8
Mailable free by soldiers.....	5	4
Official orders for handling.....	26	23

INDEX

	Paragraph	Page
Mail matter—Continued.		
Outgoing	25	22
Patients in hospitals	44	37
Priority in handling	91	67
Prisoners	95	67
Protection	34	27
Registered	73	55
Official	6	5
Special delivery	93	67
Transportation	23	20
Undeliverable, returned from overseas	35	28
Maneuvers	98	68
Military censorship	7	5
Military mail, forwarding	65	52
Military personnel, requests for addresses	20	18
Money order service	50	43
Funds, disposition of	50	43
Mobile units	49	42
Officer-couriers	83	59
Official mail:		
Addressing of	21	18
Priority	91	67
Registered and insured	6	5
Organization:		
Army post offices	17c	12
Embarkation Army post offices	30	24
Oversea cable and radio messages	86	59
Cable address on embarkation cards	90	66
Fixed text expeditionary force messages	87, 88	60, 62
Sender's composition messages	89	65
Oversea service, training for	22	19
Personal mail:		
Addressing	18	14
Changes in addresses	19	16
Personnel:		
Mobile Army postal units	49	42
Postal regulating section	42	35
Philatelic cancellations at Army post offices	97	68
Ports of embarkation:		
Directory service	62, 63	50, 51
Army post offices	28	24
Central locator cards	35	28
Exchange of mail between	33	27
Labeling and dispatch of mail	32	26
Location of	29	24
Mail handling at	31	26
Organization	30	24
Protection of mail at	34	27
Postage rates:		
Free mailing by soldiers	5	4
V-mail	68	53
Postal agency, United States, shelter for	27	23
Postal concentration centers	23	20
Definition	3	2
Postal finance officer	51	43
Definition	3	2
Postal inspectors, Army	9	6

INDEX

	Paragraph	Page
Postal officers	10	6
Army	43, 40	37, 31
Army Air Forces, service command and Department headquarters	11	7
Communications zone headquarters	40	31
Corps	43	37
Definition	3	2
Division	44	37
Duties of generally	10	6
Oversea headquarters	40	31
Posts, camps, stations, and air bases	14	8
Qualifications	10	6
Theaters of operations, defense and base commands	12	8
Postal regulating section	42	35
Definition of	3	2
Postal service, in theater of operations or independent oversea commands	36	30
Army post offices and organizations in general	46	39
Army	43	37
Army postal organization	37	30
Assignments for	39	31
Civilian population	55	45
Corps	43	37
Division	44	37
Establishment	38	30
Hospital centers	45	38
In U. S.	56	45
Postal supply depots	51	43
Post office:		
Army	17	12
Base	41	33
Definition of	3	2
Division	44	37
Post Office Department employees, accommodations and subsistence for	54	45
Posts:		
Directory service	60	47
Postal officers for	14	8
Pouch record at Army post office	24	21
Prisoners' mail	95	68
Protection of mail matter	34	27
Qualifications of postal officers	10	6
Rates, fixed text expeditionary force	87	60
Regimental mail clerks:		
Definition	3	2
Handling registered mail	73	55
Regimental mail service, distribution and delivery	24	21
Registered mail	73	55
Delivery at base post office	41	33
Handling at embarkation Army post offices	31	26
Investigation of losses	14	8
Official	6	5
Regulating sections, postal	42	35
Definition	3	2
Regulations	4	4

INDEX

	Paragraph	Page
Reports	13	8
Nonreceipt, courier pouch	85	59
Return addresses on mail:		
Official	21	18
Personal	18	14
Sender's composition messages	89	65
Service command postal officers	11	7
Shelter for U. S Postal Agency	27	23
Special delivery mail	93	67
Staging areas, directory service	63	51
Standard operating procedure	26	23
Stations:		
Directory service	60	47
Postal officers for	14	8
Supplies:		
Army post offices	17	12
Oversea	47	39
Postal regulating section	42	35
Requisitions for	51	43
Postal depots	51	43
Surplus funds, disposition of	50	43
Theaters of operation:		
Army postal organization in	37	30
Assignment of mail service	39	31
Definition	3	2
Directory service	64	51
Establishment of service	38	30
Postal officers for	12, 40	8, 31
Postal service in	36	30
Training:		
Army postal units	15	11
For oversea service	22	19
Transportation of mail	52, 23	44, 20
Air	53	45
Army courier service	75-85	56
Motor	52	44
Rail	52	44
Undeliverable mail matter:		
At embarkation Army post offices	31	26
Returned from overseas	35	28
Unit mail clerk:		
Definition	3	2
Handling registered mail by	73	55
United States Postal Agency:		
Shelter for	27	23
V-mail:		
Advantages	72	54
Facilities	70	54
Form	67	53
Postage rates	68	53
Priority	91	67
Purpose	66	53
Reproduction	71	54
Where mailed	69	54

FM 12-105

WAR DEPARTMENT

ADJUTANT GENERAL'S
FIELD MANUAL



ARMY POSTAL SERVICE

May 7, 1943

ADJUTANT GENERAL'S FIELD MANUAL

ARMY POSTAL SERVICE

CHANGES }
 No. 4 }

WAR DEPARTMENT,
 WASHINGTON 25, D. C., 5 August 1944.

FM 12-105, 7 May 1943, is changed as follows:

■ 5. (Superseded.) **FREE MAILING PRIVILEGE.**—*a. Provisions of law.*—The act of March 27, 1942 (Section 901, Public Law 507—77 Cong.), embodied in the Postal Laws and Regulations as paragraph 3, Section 515, is as follows:

“Any first-class letter mail matter admissible to the mails as ordinary mail matter which is sent by a member of the military or naval forces of the United States (including the United States Coast Guard), while on active duty or in the active military or naval service of the United States, to any person in the United States, including the Territories and possessions thereof, shall be transmitted in the mails free of postage, subject to such rules and regulations as the Postmaster General shall prescribe.”

b. Matter mailable free.—First-class letter mail and post cards 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, and when addressed to any other place where this service is in operation, may be accepted and transmitted without payment of postage.

c. Mailing requirements.—Pursuant to regulations prescribed by The Postmaster General, letters or post cards to be mailed free of postage must bear in the sender's handwriting the word “Free” in the upper right-hand corner of the address side 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. The foregoing meets the requirements of regulations covering the free mail privilege. In addition, however, such material will bear in the upper left corner the remaining information necessary for a complete return address, that is, the organization of the sender, together with station address if in the United States, or APO in care of the designated postmaster if overseas.

d. Matter not mailable free.—The spirit of the law must not be violated by supplying signed envelopes to relatives, mailing
 AGO 73D 598704°—44

wedding announcements, sealing packages of photographs, films, and records so that they become first-class mail, etc. The free mailing privilege does not apply to parcels, nor to air mail, registered, insured, or C. O. D. mail. Special delivery service may be secured by payment of the prescribed fee therefor, without addition for normal postage. The free mail privilege is applicable only to personal correspondence in its usual and generally accepted form, and does not include circular letters; merchandise; newspaper clippings, printed, mimeographed, or pictorial matter, unless inclosed with letters and only incidental thereto; advertising material; mail from officers' clubs and similar organizations; matter pertaining to the private business or profession of a member of the armed forces.

■ 14. **POSTAL OFFICERS FOR POSTS, CAMPS, STATIONS, AND AIR BASES.**—*a. General* (Superseded).—(1) Each military installation will designate as postal officer a commissioned officer who will normally be assigned to the office of the adjutant or adjutant general.

(2) At military installations with over 5,000 personnel, including civilians authorized to receive mail on the post but exclusive of divisional troops, the postal officer will normally be required to devote his entire time to postal duties. Preferably, he should have qualifying civilian postal experience or its equivalent. When such an officer is not available locally, a request accompanied by suitable explanation will be made through channels to The Adjutant General for the assignment of a postal officer.

(3) At installations with less than 5,000 personnel, the postal officer will devote such time to the supervision of the postal activities as is necessary to insure that such activities function properly.

■ 21. **MISCELLANEOUS PROVISIONS** (As changed by C 2).—*a. Changes in personal addresses.*—(1) *Transfer to station within continental United States.*

(f) (Added.) Commanding officers will require all personnel returning from overseas immediately upon arrival at their new station to complete and mail W. D., A. G. O. Form No. 204

to all correspondents and publishers. In the event the individual is unable to do so because of illness or other disability, commanding officers will arrange for the completion and mailing of the forms. Personnel, except sick or wounded who are returned for hospitalization, will send one copy of this card to Machine Records Branch, The Adjutant General's Office, Washington 25, D. C.

d. Limitation on mailing of address notices (Added).—W. D., A. G. O. Forms Nos. 202 (Induction Center—Notification of Address to Relatives), 204 (Notice of Change of Address), 971 (V-Mail Notice of Change of Address), and 971-1 (V-mail notice to correspondents and publishers), which is a notice to discontinue mailings, or similar forms, will not be addressed or mailed to civilians or military personnel in enemy countries, enemy occupied countries, or any neutral country in Europe. They may, however, be addressed to members of the United States armed forces through Army post offices.

■ 28. **FUNCTIONS** (as changed by C 3).—Embarkation Army post offices coordinate the handling of mail for all Army personnel moving into and out of staging areas; effect prompt delivery of mail to such personnel in the staging areas; dispatch mail to overseas theaters and commands; maintain locator card files showing location of units, and addresses of individuals not moving as members of units, **embarking** for overseas stations, units returning from overseas, and individuals returning from overseas for hospitalization; and furnish appropriate directory service for insufficiently and incorrectly addressed mail.

■ 30. **ORGANIZATION.**

b. Locator file section (as changed by C 3).—Maintains central locator file showing location of units and names and addresses of personnel moving as casuels, fillers, and replacements who depart for overseas stations; maintains central locator file showing location of units returned to the United States and names and addresses of sick and wounded personnel re-

turned to the United States for hospitalization; performs directory service for insufficiently and incorrectly addressed mail (see par. 62); returns to the postal concentration center mail for which addresses cannot be supplied, appropriately indorsed as to reason therefor.

* * * * *

■ 48. INSPECTION OF APO OUTSIDE CONTINENTAL UNITED STATES (as changed by C 2).—*a. Quarterly inspection.*—Once every 3 months * * * office is located. During quarters when the semiannual inspections by Army Postal Inspectors are made (see *e* below) no additional quarterly inspection need be made by the designated officer unless desired by the commanding officer. Since the postal * * * money order units.

* * * * *

c. Reports.—Report of the inspection of Army post offices will be prepared in triplicate on Post Office Department Form No. 1945 (Inspection of Army Post Office, revised December 1942). The original of * * * office is assigned. The duplicate copy of the report will be forwarded through channels to the postmaster of the office to which the Army post office is attached, and the triplicate to the inspected Army post office. If irregularities or * * * corrective action taken.

* * * * *

h. Change of Army mail clerks.—When a change of Army mail clerks takes place, the inspection required by *a* above will be made and copies of Form No. 1945 disposed of as required by Section 32, "The Army Mail Service," 1942, an extra copy being forwarded to The Adjutant General's Office, Army Postal Service, Washington 25, D. C.

■ 51. POSTAL SUPPLY DEPOTS AND POSTAL SUPPLIES.

* * * * *

c. Provision of safes for postmasters (Added).—In view of the fact that the Post Office Department is unable to procure safes for post offices at new military installations, post commanders are authorized to lend field safes to local postmasters on memorandum receipt. Where, because of purchases of money orders by military personnel, local postmasters are faced with the necessity of protecting large sums of money overnight or

for other short periods, post commanders will, upon request of postmasters concerned, make arrangements for temporary safeguarding of such funds through the use of the vaults of disbursing officers. The postmaster will be required to place the funds in a sealed package prior to deposit in the vault in order that the disbursing officer will not be required to render an accounting for the amount thereof.

■ 60. DIRECTORY SERVICE AT POSTS, CAMPS, AND STATIONS.

* * * * *

b. Directory service.

* * * * *

(4) *Mail forwarded from overseas* (Added).—(a) *At posts, camps, and stations.*—Mail returned from overseas received at posts, camps, and stations, except hospitals, within the continental United States will be given directory service. If undeliverable, it will be indorsed for return to sender and turned over for proper disposition to the United States post office serving the station.

(b) *At hospitals.*—Mail returned from overseas received at hospitals within the continental United States will be given directory service. If undeliverable and it bears indorsement indicating that directory service has been given at either the New York or San Francisco Port of Embarkation, it will be marked for return to sender and turned over for proper disposition to the United States post office serving the hospital. If undeliverable and it does not bear such indorsement, the mail will be forwarded to the nearest of these ports for further directory service and disposition.

* * * * *

■ 62. DIRECTORY SERVICE AT PORTS OF EMBARKATION (as changed by C 2).—*a. Maintenance of locator cards for casuals departing from the continental United States.*—The port central directory service will obtain a daily roster of casuals arriving in the area for movement to points outside the continental United States, and from this roster will have personnel locator cards prepared. All undeliverable mail for such personnel will be given directory service promptly. New locator cards, when received, will be checked against unidentified mail. Mail

dresses. Letter mail, other first class mail, parcels, and printed circular matter of the third class bearing indication that return postage is guaranteed, received at units located outside the continental United States and addressed to such personnel after their departure for the United States, will be forwarded to the address furnished, indorsed: "Returning to the United States." If for any reason a forwarding address has not been furnished as required, such mail matter will be returned to senders through the usual postal channels indorsed: "Returning to United States—Left no forwarding address."

(b) Forwarding addresses will not be placed on mail for sick or wounded personnel returned to the United States for hospitalization. Letter mail, other first class mail, parcels, and printed circular matter of the third class bearing indication that return postage is guaranteed addressed to such personnel will be indorsed: "Returned to U. S. _____ EAPO".

(City)

Each piece of such mail will then be forwarded through postal channels to the appropriate embarkation Army post office in the United States for necessary directory service and reforwarding.

(c) Mail of all classes received overseas after departure for the United States of personnel who will remain there for short periods only and then return to their units, will be held pending return of such personnel unless request for forwarding is made by the addressee. When addressees, under such circumstances, request that their mail be sent to the United States, they will be required to furnish a forwarding address other than the zone of interior port of embarkation through which they are to pass.

* * * * *

j. Personnel transferred within the continental United States with furlough or delay en route (Added).—(1) Personnel transferred within the continental United States and authorized a furlough or delay of 10 days or more en route to a new station will be required to advise the unit mail clerk and postal officer at old station of their home or other nonmilitary address to which mail will be forwarded during the period of delay. Upon expiration of this period, mail will be forwarded directly to the new station.

(2) Mail for personnel who have been authorized a delay of 10 days or more enroute and who, through oversight, fail to

furnish a forwarding address, and mail for personnel who have been authorized a delay of less than 10 days en route will be forwarded to such personnel at the new station, indorsed with the date on which they are due at the new station in accordance with the following example: "Delay en route—due 6 June 44". Upon expiration of the furlough or delay period, this indorsement will be omitted. Postal officers at old stations will make arrangements for unit mail clerks and central locator file sections to receive such information as will permit them to record the date of arrival at new stations on locator cards and rosters.

k. Forwarding addresses for personnel separated from the Army (Added).—(1) *Personnel ordered to separation centers.*—Personnel located at installations in the continental United States ordered to separation centers for processing incident to return to civilian life, will be required to furnish the unit mail clerk serving them and the postal officer of the installation their home or other nonmilitary forwarding address. No attempt will be made to forward mail to them during the short period they will remain in separation centers. All mail, except printed circular matter of the third class (see *d*(1) above) received at installations or units after the addressee's departure for a separation center will be forwarded to the nonmilitary address furnished. If for any reason a forwarding address has not been furnished as required, such mail matter will be returned to senders through the usual postal channels indorsed: "Moved—Left No Forwarding Address." When personnel are ordered to a separation center from an installation at which they have been stationed less than 60 days, the postal officer of such installation will arrange to furnish the last previous domestic station or oversea organization a notice of nonmilitary forwarding address on W. D., A. G. O. Form No. 204, or other appropriate form.

(2) *Personnel separated from the Army at installations other than separation centers.*—Complete forwarding addresses will be maintained in station locator files at all installations in the continental United States, other than separation centers, for personnel returned to civilian life direct from such installations. When such personnel are separated from installations other than separation centers within 60 days of the date of transfer thereto, the postal officer will arrange to furnish the last previous domes-

tic station or oversea organization a notice of civilian forwarding address on W. D., A. G. O. Form No. 204, or other appropriate form.

1. *Missing or deceased personnel* (Added).—(1) *Action by organization commander in theater of operations.*—(a) When letter mail and other first class mail is received, or unopened mail is found in the effects of an individual who is accounted for as “killed in action,” “accidentally killed,” “died in hospital,” “dead,” “missing,” “missing in action,” “captured by the enemy,” or “prisoner of war,” a line will be drawn through the address and the mail delivered to the company commander, or to an officer who has been designated to certify to the status of the addressee.

(b) When the addressee is accounted for as “killed in action,” “accidentally killed,” “died in hospital,” or “dead,” the company commander or officer designated to certify to the status of the addressee will enter the following notation on the envelope or wrapper, certifying to the entry thereon by his signature or initials:

Deceased

John Doe

Captain, Infantry

(c) When the addressee is accounted for as “missing,” “missing in action,” “captured by the enemy,” or “prisoner of war,” the certifying officer will enter the following notation on the envelope or wrapper, certifying to the entry thereon by his signature or initials:

Missing

John Doe

Captain, Infantry

(d) 1. When parcel mail is involved, the following additional entry will be made on the wrapper so as to permit return to sender without additional postage:

“Return to sender without charge by authority of the Third Assistant Postmaster General.”

2. Mail of the second class, such as newspapers and periodicals, *will be returned to the APO serving the unit.*

This mail matter, except that which bears return postage guarantee, *will not be returned to sender*, but will be disposed of by the APO serving the unit in such manner as directed by the theater, area, base or defense commander concerned. Publishers of undeliverable newspapers and periodicals entered as second class matter will be notified by APOs of the nondelivery of their publications on P. O. D. Form No. 3578-P, showing “unclaimed” as the reason therefor.

(e) 1. After the above certification has been placed thereon, the mail will be dispatched to the appropriate theater or similar headquarters responsible for the checking and transmission of casualty reports to The Adjutant General. After verification of the notation entered on the mail *and verification of the fact that the casualty has already been reported to The Adjutant General*, the officer responsible for forwarding such reports will stamp on the mail “Verified—Return to Sender,” and forward it to the nearest Army post office where it will be dispatched through normal postal channels direct to the sender. Mail which does not bear a return address will be sent to the Dead Letter Branch of the Post Office in the United States to which the Army post office is attached.

2. Any mail received by Army postal authorities, indorsed as specified in (b), (c), and (d) above, that has not been stamped “Verified—Return to Sender” will be dispatched to the headquarters responsible for the checking and forwarding of casualty reports to The Adjutant General for verification and final disposition as prescribed in 1 above.

(f) When mail is received for a former member of an organization who was dropped as “missing in action,” or “deceased” while the unit was serving in a previous theater of operations, the company commander or officer designated to certify to the status of the addressee will process the envelope or wrapper as required by (b) and (c) above. Such mail will then be for-

warded under penalty label direct to the Casualty Branch, Adjutant General's Office, Washington 25, D. C., for verification and disposition.

(2) *Action by organization commander in United States.*—Mail addressed to deceased personnel who were stationed within the continental United States at the time they were accounted for as deceased will be processed as prescribed in (1) (b) and (d) above, and forwarded to the commanding officer of the post, camp, or station responsible for forwarding notification of death to The Adjutant General. After verification of the death and that notification has been made to The Adjutant General, the officer responsible for forwarding such notification will stamp on the mail, "Verified—Return to Sender," and will return it through regular postal channels direct to the sender.

■ 73. REGISTERED AND INSURED MAIL.—*a. Outside Continental United States* (as changed by C2).—(1) The United States Post Office * * * unit mail clerks. However, there is no objection to bonded Army mail clerks in charge of Army post offices taking receipt on Post Office Department Forms Nos. 3849 and 3849-b for registered and insured mail delivered by them directly to the addressee, without listing the articles on firm delivery bills (Post Office Department Forms Nos. 3883 and 3883-A), or W. D., A. G. O. Form No. 922. Forms Nos. 3849 and 3849-B indicating direct delivery of registered and insured mail to addressees will be filed in the APO by the last two digits of the registry or insurance number listed thereon.

* * * * *

d. Responsibility.

(2) The regimental or separate unit postal officer will see that the receipts secured by regimental or unit mail clerks for delivered registered and insured articles are checked against the copy of the firm delivery bills, Form No. 3883 or 3883-A, and that a check mark is made on the delivery bill indicating appropriate disposition of each article listed. Copies of delivery * * * by the officer.

(3) (Superseded.) (a) Each regimental or separate unit postal officer, or other commissioned officer designated by the

commanding officer, will be charged with the responsibility of balancing the mail on hand at the beginning of the day, plus mail received, against the total of mail delivered and on hand at the close of the day, to see that all mail is accounted for.

(b) Immediately after delivery or disposition of all articles listed thereon, a copy of the receipts for registered and insured articles (W. D., A. G. O. Form No. 922 or P. O. D. Forms No. 3883 or 3883-A) will be forwarded through regimental headquarters to the post postal officer, who will file them chronologically and keep them as a permanent record. In the case of divisions, the receipts will be forwarded through regimental headquarters to the division postal officer for filing. At installations where delivery of mail is made directly to addressees by military personnel from a central delivery point and receipts therefor are taken on P. O. D. Forms Nos. 3849 and 3849b, these receipts will be forwarded daily to the post postal officer for filing or other disposition as directed by the postmaster concerned.

* * * * *

■ 88. (Superseded.) FIXED TEXTS AUTHORIZED FOR EXPEDITIONARY FORCE MESSAGES.—Current lists of texts for Expeditionary Force Messages are published in War Department Circulars.

■ 100. INQUIRIES (As added by C 2).

* * * * *

c. (Superseded.) Inquiries concerning registered, insured, or COD mail originating at APOs outside continental United States.—(1) APOs outside the continental United States will not institute inquiry for registered, insured, or COD articles mailed at such APOs prior to 1 month from the date of mailing if the articles are addressed to APOs in the same theater, or 4 months from date of mailing for articles addressed to APOs in other theaters, or to post offices in the United States. However, when it is definitely known that registered mail was lost or damaged through ship sinkings, airplane accidents or other casualty, inquiries constituting claims for indemnity may be accepted immediately. In such instances the P. O. D. forms used will be accompanied with a statement of the Army post office accepting the inquiry to the effect that the inquiry constituting

a claim was accepted prior to the expiration of the usual period because information had been received definitely establishing loss or damage of the article.

(2) (a) After lapse of the above stated periods, Army post offices outside the continental United States are authorized to use P. O. D. Form No. 1510 (or P. O. D. Form No. 565, if on hand) in instituting inquiries for registered mail, and P. O. D. Form No. 3812 in instituting inquiries for insured or C. O. D. mail, originating at such APOs.

(b) When P. O. D. Form No. 1510 is used for inquiry for registered mail, there should be added thereto in addition to the other particulars required thereon, the amount of postage paid, the registry fee, the declared value, the amount of registry surcharge, if any, paid, and the complete contents and separate value of each article inclosed, reasonable allowance being made for depreciation in value due to age or use if the articles were not new. The sender will be required to make a signed statement on P. O. D. Form No. 1510, or to embody a statement in a separate communication attached to the form, as to the amount of indemnity he desires to collect should it develop that the article involved has been lost or received by the addressee with all or a portion of the contents damaged or missing, and to whom he desires indemnity paid.

(3) P. O. D. Form No. 3812, after having been properly completed by the APO of mailing and the sender, will be transmitted by the APO through such channels as the theater commander may direct to the postmaster at the U. S. post office to which the article was addressed or to the postal officer at the APO of address. Similar disposition will be made of completed P. O. D. Form No. 565 or 1510 for registered mail, except that these forms will be transmitted through such channels as will permit details of the final dispatch of the articles from the theater to be placed on the forms or attached thereto. If P. O. D. Form No. 1510 is used, the details of final dispatch from the theater will be shown in the blank space immediately under Item III, page 2.

(4) Upon receipt of such inquiries, the Post Office Department has directed that postmasters and postal officers properly complete P. O. D. Forms Nos. 565 (page 4), 1510 (Item III, page 2), and 3812 (page 2, including the declaration of addressee, if obtainable), and dispose of them in the following manner:

(a) If the article was received in good condition by the addressee or his authorized agent, the inquiry will be appropriately indorsed and returned to the postal officer at the APO where the mail originated in order that the sender may be advised.

(b) If the article was not received by the addressee or his authorized agent, or was delivered to an unauthorized person, or the addressee claims that the article was received by him with all or a portion of the contents damaged or missing and it appears that such loss or damage occurred while the article was in the custody of the U. S. Post Office Department (which includes custody in the APO prior to delivery to authorized military personnel), P. O. D. Form No. 565 or 1510 in the case of registered mail will be transmitted to the post office inspector in charge of the division in which the post office of address is located for appropriate attention. Under the same conditions, P. O. D. Form No. 3812, in the case of insured or C. O. D. mail, will be transmitted to and adjusted by the central accounting post office for the post office to which the APO of mailing is attached. In each such instance the postal officer of the APO of mailing will be notified of the disposition made of P. O. D. Form No. 565, 1510 or 3812. The "reply" portion of Item I, P. O. D. Form No. 3819, appropriately revised, may be used for this purpose.

(5) When the inquiry involves an article addressed to an APO outside the continental United States and it is disclosed the article was lost or received with all or a portion of the contents damaged or missing after proper delivery by the APO in good condition to authorized military personnel, the postal officer at the APO of delivery will turn the inquiry over to the commanding officer of the military organization involved, for proper attention by the claims officer thereof. The postal officer at the APO of delivery will advise the postal officer at the APO where the inquiry originated as to the disposition made of the inquiry, also as the address of the claims officer to whom the sender may direct any further inquiry.

■ 101. SYSTEM OF RECORDING REPORTED LOSSES AND RIFLING OF MAIL MATTER (As added by C3).—a. Postal officers of all posts,

ADJUTANT GENERAL'S FIELD MANUAL

camps, stations, and divisions in the continental United States, and postal offices of theaters and base commands outside the continental United States will establish a system for recording and charting all complaints received on lost or rifled mail matter.

* * * * *

[AG 300.7 (13 Jul 44).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

DISTRIBUTION:

As prescribed in paragraph 9a, FM 21-6 except Sv C (100), Depts (100), D (5), Posts, Camps and Sta (5); B (5); R (5); Bn (2); C (2); Air Bases (5); Air Forces (5); PE (25); APO (2); BPO (10); Postal Regulating Sta (5); T of Opns (100).

For explanation of symbols, see FM 21-6.