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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 (Superseded.)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

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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

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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 oversea theaters and commands; maintain locator card files showing location of units, and addresses of individuals not moving as members of units, embarking for oversea 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 casualties, fillers, and replacements who depart for oversea stations; maintains central locator file showing location of units returned to the United States and names and addresses of sick and wounded personnel re-

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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.

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*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

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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

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which cannot be delivered or forwarded will be dispatched to the postal concentration center for return to senders. (See pars. 30b and 59.)

b. (Superseded.) *Maintenance of locator cards for units and sick and wounded personnel returned from overseas.*—(1) Port transportation officers will furnish the port postal officer with the name and destination in the United States of all units returning to the United States from overseas. The port postal officer will merge this information with his troop locator files and forward mail returned from APOs for units accordingly.

(2) (a) *Preparation and disposition of locator cards.*—Port postal officers will maintain liaison with the local port surgeons and machine records units, and obtain the names of sick and wounded personnel returned from overseas for hospitalization through the respective ports, together with the names and addresses of the general hospitals to which such personnel are sent. Locator cards bearing this information, and those received from aerial ports of embarkation (see (c) below), will be filed in the directory section of the embarkation Army post office. Cards for individuals returning to the United States, other than sick or wounded, will not be maintained by embarkation Army post offices.

(b) *Central locator card files.*—Copies of the locator cards or lists referred to in (1) and (a) above, will also be sent to the port of embarkation Army post offices at New York and San Francisco for central locator files, which will be maintained at those ports containing information on such units and personnel returned from overseas through all United States ports.

(c) *Action at aerial ports of embarkation.*—Commanding officers at aerial ports of embarkation and other air fields used as ports of entry will obtain complete lists of sick or wounded personnel arriving at their stations en route from overseas for hospitalization. Copies of these lists or locator cards showing the general hospitals to which individuals are sent will be forwarded to the port of embarkation Army post offices at New York and San Francisco. Commanding officers of air fields in the vicinity of Miami, Florida, will also forward copies of the lists or locator cards to the embarkation Army post office at that point.

(d) *Action at general hospitals in United States.*—Commanding officers of all general hospitals located in the United

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States will prepare daily admission and disposition reports of personnel received from overseas, showing name, grade, and Army serial number of each patient admitted; and name, grade, Army serial number, and forwarding address of each patient discharged. Copies of the admission and disposition reports will be forwarded to the port of embarkation Army post offices at New York and San Francisco. At these points, locator cards will be prepared for all names appearing on the admission and disposition reports which do not appear in the central directory files. Cards for names appearing in the files will be checked and suitably corrected.

*c. Mail forwarded from overseas (added).*—Undelivered mail for sick or wounded personnel returned from overseas to embarkation Army post offices located at Atlantic Coast and Gulf of Mexico ports will be given directory service at point of receipt. If a forwarding address cannot be supplied, the mail will be forwarded to the port of embarkation Army post office at New York for further directory service. If a forwarding address cannot be supplied at the New York Port, the mail will be indorsed for return to sender and turned over to the United States post office for proper disposition. Such mail returned to Pacific Coast embarkation Army post offices and the Embarkation Army Post Office, Minneapolis, Minnesota, which cannot be supplied with forwarding addresses, will be sent to the Port of Embarkation Army Post Office at San Francisco for further directory service and similar disposition.

### ■ 65. FORWARDING MILITARY MAIL.

\* \* \* \* \*

*b. When volume is small (As changed by C 3).*

\* \* \* \* \*

(2) (Superseded.) (a) Personnel returning to the United States from overseas as individuals, except sick and wounded and those returning for short periods only, will be required to furnish the unit mail clerk serving them abroad a forwarding address in the United States, other than the zone of interior port of embarkation through which they are returning. Forwarding addresses for personnel who are availing themselves of leave of absence or furlough immediately upon arrival in the United States will be limited to home or other nonmilitary ad-



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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

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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-

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

*l. 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.*

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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-

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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

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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

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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:

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(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,



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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.

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## THE ARMY POSTAL SERVICE

CHANGES }  
No. 3 }

WAR DEPARTMENT,  
WASHINGTON 25, D. C., 12 April 1944.

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

### ■ 14. POSTAL OFFICERS FOR POSTS, CAMPS, STATIONS, AND AIR BASES.

\* \* \* \* \*

#### *c. Duties.*

\* \* \* \* \*

#### (6) Rescinded.

\* \* \* \* \*

#### *d. Investigations of complaints.*—Rescinded.

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

\* \* \* \* \*

(3) (Added) *Transfer from one organization or APO address to another organization or APO address outside continental United States.*—(a) When a soldier is transferred from one organization or APO address to another organization or APO address outside the continental United States, he will be instructed to furnish his complete new address, as soon as known, to—

1. Correspondents and publishers.
2. Theater or command central directory.
3. Commanding officer, old organization.
4. Postal officers, old and new APO (if change in APO address is involved).

(b) W. D., A. G. O. Form No. 971 (V-mail Change of Address Notice), W. D., A. G. O. Form No. 204 (Notice of Change of Ad-

dress), or appropriate notification cards approved by the theater, area, base, or defense commander may be used for this purpose.

\* \* \* \* \*

■ 28. **FUNCTIONS (Superseded).**—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 oversea theaters and commands; maintain a locator card file showing location of units, and addresses of individuals not moving as members of units, who embark for oversea stations and who return therefrom; and furnish appropriate directory service for insufficiently and incorrectly addressed mail.

■ 30. **ORGANIZATION.**—Embarkation Army post offices \* \* \* the postal officer:

*a. Troop location group section (Superseded).*—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 oversea destinations; disseminates to the postal concentration center information needed in the distribution of Army mail; secures from oversea commands information regarding activation, inactivation, and changes in location of APOs and of all changes in location of organizations assigned thereto.

*b. Locator file section (Superseded).*—Maintains central locator file showing location of units and names and addresses of personnel moving as casuals, fillers, and replacements who depart for oversea stations; maintains central locator file showing location of units and names and addresses of personnel returning as individuals to the United States from oversea stations; 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 endorsed as to reason therefor.

*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

## THE ARMY POSTAL SERVICE

all personnel have been furnished correct mail address; determines that V-mail change of address forms (W. D., A. G. O. Form No. 971) 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.

\* \* \* \* \*

*g. Expeditionary force messages section.*—Receives outbound messages (EFM and SCM) from the cable censor, deletes routing words, substitutes geographic destination, and returns messages to censor. (See sec. XI for instructions concerning Expeditionary Force Messages and Sender's Composition Messages.)

### ■ 31. MAIL-HANDLING SYSTEM.

\* \* \* \* \*

*b. Registered mail* (Superseded).—Postal concentration centers will distribute registered mail to APOs or organizations and make up direct rotary lock pouches, sack jackets, and paper jackets where quantity of mail is sufficient to warrant use of such equipment. Registers which are not included in direct pouches, sacks, or jackets due to insufficient quantity will be placed in rotary lock pouches labeled to embarkation Army post-offices. Exchange of registered mail between postal concentration centers and the embarkation Army post offices will be made at least once daily. Direct rotary lock pouches, sack jackets, and paper jackets will be rebilled by embarkation Army post offices and dispatched to the APO of address, when transportation becomes available. The contents of registered pouches received at embarkation Army post offices will be consolidated, as far as practicable, in order that direct bags may be made up for APOs or units of address. This mail will be dispatched along with direct registered bags made up by postal concentration centers. 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.

\* \* \* \* \*

d. *Undelivered mail.*—Rescinded.

■ 35. UNDELIVERABLE MAIL RETURNED FROM OVERSEAS.—Rescinded.

■ 41. BASE POST OFFICE.

\* \* \* \* \*

b. *Functions.*

\* \* \* \* \*

(2) *Outgoing mail.*—(a) *Ordinary mail* (Superseded).—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 individual States and cities will be made when the amount of mail warrants. When direct pouches for individual States and cities are not warranted but a considerable number of State and city packages are prepared for dispatch, the State packages and the city packages will be placed in separate pouches. Pouches will be labeled to the postmaster at the postal concentration center in the United States. Pouches will identify, in addition, the character of the mail inclosed as indicated by the following examples:

1. Pouches containing State packages for various States:

Postmaster, New York, N. Y.  
States  
From APO 860

2. Pouches containing mail for one State:

Postmaster, New York, N. Y.  
Virginia  
From APO 860

THE ARMY POSTAL SERVICE

3. Pouches containing city packages for various cities:

Postmaster, New York, N. Y.  
Directs  
From APO 860

4. Pouches containing mail for one city:

Postmaster, New York, N. Y.  
Chicago Directs  
From APO 860

5. Pouches containing letter packages and mails of various types:

Postmaster, New York, N. Y.  
Mixed  
From APO 860

6. Whenever pouches contain air mail appropriate notation to that effect will also appear on the label. None of the foregoing instructions applies to V-mail, dispatch of which is governed by special instructions issued from time to time by the Army Postal Service.

\* \* \* \* \*

■ 42. POSTAL REGULATING SECTION.

\* \* \* \* \*

g. (Added.) Outgoing mail.—When outgoing mail is dispatched direct to the United States without further processing in a base post office, the provisions of paragraph 41b(2) (as changed by these changes) will apply.

■ 45. POSTAL SERVICE AT HOSPITAL CENTERS.

\* \* \* \* \*

d. (As changed by C2.) *Patients in hospitals.*—Delivery of mail \* \* \* rapidly as possible.

(1) *Oversea hospitals* (Superseded).—Locator cards will be prepared promptly upon arrival of patients at oversea hospitals.

## ADJUTANT GENERAL'S FIELD MANUAL

In addition to the one for the hospital file, cards will be prepared and dispatched to the following:

- (a) Unit to which patient was assigned.
- (b) Central locator file of theater or command.
- (c) The hospital, if any, from which the patient was transferred.

\* \* \* \* \*

■ 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), except that where APOs dispatch letter pouches direct to the United States the provisions of paragraph 41b(2) will apply.

■ 50. **MONEY ORDER SERVICE.**

\* \* \* \* \*

b. *Disposition of funds* (Superseded).—(1) 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 had been previously fixed and promulgated by proper authority as the prevailing rate of exchange currently to be used by disbursing officers in the area concerned. The check will accompany the daily money order report.

(2) Any excess funds accumulated as the result of the operation of the money order business, including overages or excess incident to conversion of the foreign funds or changes in the rate of such conversion, will be included in the daily money order remittance to the postmaster at the post office to which the APO is attached. Notation will be made on the daily money order report involved as to the source of such overages or excess.

\* \* \* \* \*

## THE ARMY POSTAL SERVICE

*d. (Added.) Consolidated reports of money order business.—*

(1) When no money order business is transacted at an APO on consecutive days, consolidated "No Business" reports may be submitted in lieu of the present method of submitting such reports daily.

(2) The appropriate date and a notation of "No Business" will be entered on the form used for money order business reports. The same notation may be made for each succeeding day on the same form. However, consolidated reports of "No Business" will not cover a period of more than 1 week or extend beyond the end of a month.

### ■ 65. FORWARDING MILITARY MAIL (As changed by C 2).

\* \* \* \* \*

*b. When volume is small (Superseded).—*(1) When the volume of mail to be forwarded is insufficient to make up a direct pouch or sack for the unit or organization concerned, each piece will be individually readdressed and dispatched through regular channels. Furthermore, when any organization smaller than a regiment or comparable organization leaves as a separate unit for an APO destination, each piece will be individually readdressed and dispatched through regular channels.

(2) (a) 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 or Army post offices located outside the continental United States for personnel who have returned to the United States and whose mail address (organization and APO, post, camp, or station) 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.

(b) Forwarding addresses will not be placed on such mail for personnel returned to the United States for hospitalization. All mail of this character will be indorsed as outlined in (a) above and returned through postal channels to the port of embarkation Army post office.



c. *When volume is large.*

\* \* \* \* \*

(2) (Superseded.) These letter packages will be inclosed in a direct pouch labeled to 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 as follows:

(a) For organizations transferred to points outside the continental United States, the outer pouch will be addressed to the embarkation Army post office at the city in which the postmaster of address is located, or to the base post office currently serving the unit or APO concerned.

(b) For organizations transferred within the continental United States, the outer pouch will be addressed to the postmaster currently serving the unit or APO concerned.

(3) (Superseded.) Care will be taken to forward air mail and first class mail through the proper channels.

(4) Rescinded.

*d. Second, third, and fourth class mail* (Superseded).—(1) Printed circular matter of the third class will not be forwarded. Such matter will be disposed of as waste, except such articles as bear indication that return postage is guaranteed or request some form of notification to the sender will be returned to the postal concentration center, or APO, as the case may be, for appropriate action.

(2) When 50 or more pieces of second or third class mail matter (newspapers, magazines, and parcels weighing less than 8 ounces), or when 5 or more pieces of fourth class mail matter (parcels weighing more than 8 ounces) are to be forwarded to members of the same organization, they will be placed in a sack, with the address label showing the organization and its new address. Attached to this sack will be a card label marked: "Military Mail for Unit of Address. Do Not Open in Transit." This sack will be inclosed in another sack addressed as follows:

(a) For organizations transferred to points outside the continental United States, the outer sack will be addressed to the embarkation Army post office at the city in which the postmaster

## THE ARMY POSTAL SERVICE

of address is located, or to the base post office currently serving the unit or APO concerned.

(b) For organizations transferred within the continental United States, the outer sack will be addressed to the postmaster currently serving the unit or APO concerned.

(3) All newspapers and magazines received for military personnel who have been transferred under the circumstances hereinafter stated will be disposed of as indicated in (a) and (b) below.

(a)

1. Newspapers and magazines received at units stationed outside the continental United States for personnel who have returned to the United States will be returned to the Army post office serving the unit. This mail matter, except that which bears return postage guarantee, will not be forwarded but will be disposed of by the Army post office serving the unit in such manner as directed by the theater, area, base, or defense commander concerned. Post Office Department Form 3578-P will not be sent to publishers of newspapers and magazines disposed of under this authority.
2. When newspapers and magazines continue to be received more than 60 days after the departure of an addressee returned to the United States, postal officers will complete W. D., A. G. O. Form 971-1 and dispatch it to the publishers concerned.

(b) Newspapers and magazines received at posts, camps, and stations within the continental United States, for personnel who have been transferred to another station within the United States and which require directory service will be stamped or indorsed "Notify correspondents and publishers of new address on W. D., A. G. O. Form No. 204". Newspapers and magazines entered as second class matter will be turned over to local postmasters for dispatch of Post Office Department Form No. 3578 to publishers, only when the complete address, including organization, of personnel transferred is known.

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(4) (a) At Army post offices outside the continental United States POD Form 3578-P will be prepared covering only such copies of publications as are found to be undeliverable at such APOs and for which no forwarding addresses can be furnished. These forms will be prepared in accordance with Section 808, Postal Laws and Regulations of 1940; and paragraphs 16 to 19, inclusive, page 46, U. S. Official Postal Guide, Part I, July 1943. The notices will be mailed direct to publishers.

(b) POD Forms No. 3578-P will not be prepared for publications forwarded from one oversea organization or APO to another oversea organization or APO.

(c) Copies of undeliverable publications of the second class, except those which bear return postage guarantee, will not be returned to publishers from APOs outside the continental United States but will be disposed of in such manner as the theater, area, or defense commander may direct.

(d) Commanding officers will require personnel receiving publications which have been readdressed to their present stations outside the continental United States to notify publishers direct of their correct address, using W. D., A. G. O. Forms Nos. 971 or 204.

(e) When delivery cannot be effected because the addressee is "deceased" or "missing," the reason for nondelivery will be shown on Form No. 3578-P as "unclaimed".

\* \* \* \* \*

i. (Added.) *Mailing instructions in orders returning personnel to United States.*—Mailing instructions in orders issued overseas covering personnel returned to the United States will include instructions to such personnel to notify next of kin, all correspondents, and publishers to discontinue mailing letters and publications to them until further advised as to new address. W. D., A. G. O. Form No. 971-1 (V-mail Notice to Correspondents and Publishers) may be used for this purpose.

### ■ 73. REGISTERED AND INSURED MAIL (As changed by C 2).

\* \* \* \* \*

#### d. *Responsibility.*

\* \* \* \* \*

## THE ARMY POSTAL SERVICE

(4) (a) (Superseded).—As a war measure to permit the proper handling of inquiries and claims, no pertinent records of registered, insured, and C. O. D. matter, whether inscribed on Post Office Department or War Department forms, should be destroyed, unless specific authority is obtained in each instance from the Post Office Department or The Adjutant General, as the case may be. The maintenance of all Post Office Department records and files is governed by section 21 of the booklet, "The Army Mail Service."

\* \* \* \* \*

(d) (Added).—Commanding officers of units and organizations about to be inactivated in the United States and of installations about to be discontinued in the United States will notify the postmaster from whom mail service has been received, of the headquarters or other organization to which registered and insured mail records of the inactivated organization or discontinued installation are forwarded. This will permit prompt disposition by postmasters of inquiries received concerning registered and insured mail delivered to such organizations or installations.

\* \* \* \* \*

■ 90. CABLE ADDRESS ON EMBARKATION CARDS.—Rescinded.

■ 99. ARMY POSTAL BULLETIN (Superseded).—A series of numbered Army Postal Bulletins, containing general information and technical instructions pertaining to the Army Postal Service are issued monthly. Distribution A&E as provided for Army Regulations AR 310-200 will be made. Army Postal Bulletins will be brought to the attention of all personnel who are engaged in mail handling operations.

■ 101. (Added.) SYSTEM OF RECORDING REPORTED LOSSES AND RIFLING OF MAIL MATTER. a. Postal officers at all posts, camps, and stations within the continental limits of the United States, postal officers of divisions, and commanding officers of oversea APO's will establish a system for recording all complaints received on lost or rifled mail matter.

b. (1) Post Office Department Form No. 022 is completed by the postmaster concerned when complaint is made of the loss,

## ADJUTANT GENERAL'S FIELD MANUAL

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.

(2) As soon as information is received from any source regarding a loss or rifling, the postal officer will record the information on 3- by 5-inch cards in the following manner, and will endeavor to learn the reason for such losses and make proper report for corrective action:

Special Delivery, Air Mail, V-Mail Insured, Registered, or Ordinary		
Sender	Addressee	
Where mailed	Date	
Lost or rifled		
Contents		
Complainant	Date of complaint	Acknowledged

(3) A chart will also be kept showing by months the number of losses and riflings bearing on the regiment, company, or similar unit. The entry will be made under the month in which the article was mailed. See sample below.

Fort ——— or APO ———					
Unit	June	July	August	Sep- tember	Octo- ber
7th Regiment	1111	<del>1111</del> 1			
Co. A	1111	1111			
Co. B		1			
Co. C		1			

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(4) Each additional report of loss or rifling will be indicated on the chart by additional check marks against both the regiment and the company. An accumulation of such reports against a particular unit will be brought to the attention of the commanding officer, who will report the circumstances, through channels, to The Adjutant General's Office, Army Postal Service, for attention by an Army postal inspector.

c. The two records prescribed in *b* above will be accessible at all times for review by Army postal inspectors.

[A. G. 300.7 (31 Mar 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); Posts, Camps and Stations (5); Air Bases (5); Air Forces (5); PE (25); APO's (2); BPO's (10); Postal Regulating Stations (5).

For explanation of symbols, see FM 21-6

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## THE ARMY POSTAL SERVICE

CHANGES }  
No. 2 }

WAR DEPARTMENT,  
WASHINGTON 25, D. C., 17 January 1944.

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

■ 16. ARMY MAIL CLERKS AND ASSISTANT ARMY MAIL CLERKS (Superseded).—*a. Function.*—(1) Army mail clerks and assistant Army mail clerks are authorized to provide money order and stamp service and to handle registered, insured, and C. O. D. mail for Army personnel outside the continental United States and at points in the United States where such service cannot be provided by civilian United States post offices.

(2) One Army mail clerk and at least one assistant Army mail clerk will be designated at each postal unit handling money orders, stamps, and/or registered, insured and C. O. D. mail on behalf of the Post Office Department, and at each Army post office. Additional assistant Army mail clerks will be designated only as the need for their services in handling money orders, registered, insured, and C. O. D. mail arises. Army mail clerks and assistant Army mail clerks will not be authorized solely for mail handling activities, except for handling registered, insured, and C. O. D. mail on behalf of the Post Office Department.

(3) In the performance of their specific postal duties Army mail clerks and assistant Army mail clerks will be guided by the provisions of the booklet "The Army Mail Service".

*b. Grades.*—For all Army post offices outside the continental United States, and for postal sections of divisions and armies, grades are provided in appropriate Tables of Organization. At domestic posts, camps, and stations, appropriate grades will be provided from the station complement allotment.

*c. Designation.*—(1) Army mail clerks and assistant Army mail clerks will be designated from enlisted men of the Army of the United States in conformity with sections 10 and 11 of the booklet "The Army Mail Service", second edition, 1942.

(2) Commanding officers at posts, camps, and stations within the continental United States will not designate Army mail clerks or assistant Army mail clerks, except replacements, until authority for this action is received from The Adjutant General. Commanding officers who desire that postal financial services be performed by Army mail clerks will submit request for this service and statement of need therefor through channels to The Adjutant General.

(3) An enlisted man selected for the position of Army mail clerk or assistant Army mail clerk will be nominated by the immediate commanding officer and the nomination forwarded through channels to The Adjutant General on W. D., A. G. O.

\*This change printed as a pamphlet to conserve paper and printing and to expedite delivery to the field.

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Form No. 951 (Nomination for Appointment as Army Mail Clerk or Assistant Army Mail Clerk) in quadruplicate.

(4) The designation of an enlisted man whose nomination on W. D., A. G. O. Form No. 951 (Nomination for Appointment as Army Mail Clerk or Assistant Army Mail Clerk) has been forwarded to The Adjutant General will be considered authorized as of the effective date of designation unless the commanding officer is otherwise notified.

*d. Bonding.*—(1) Before entering upon postal duties, Army mail clerks and assistant Army mail clerks shall give bond to the United States for the faithful performance of their duties. Unless unusual circumstances exist, Army mail clerks shall be bonded for \$5,000 and assistant Army mail clerks for \$2,000. Assistant Army mail clerks in charge of money order units will be bonded for \$2,000.

(2) The nominee designated may furnish either personal or corporate surety. In either event, Post Office Department Form No. 1117-A (Bond of Army mail clerk and assistant Army mail clerk) shall be used. If corporate surety is selected, the bond form signed by the nominee in the presence of two witnesses, the nominee's application for bond, and the premium will be forwarded to the surety company or its representative with instructions as to the postmaster to whom the completed bond should be delivered. If personal sureties are selected, all pertinent data will be indicated on the bond form, after which the nominee and his sureties will affix their signatures in the presence of witnesses. The bond will then be delivered to the postmaster of the United States post office of which the Army post office is a branch.

(3) If bond with corporate surety is furnished, the annual premium may be paid from unit or similar funds.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

■ 18. (Superseded.) **NECESSARY ELEMENTS OF ADDRESS.**—The following items are necessary on envelopes of all official and personal military mail:

*a.* Sender's name in case of individuals, or unit designation in case of organization, and address in upper left corner.

*b.* Official title of person addressed, or grade, first name in full, middle initial, and last name of person addressed, followed by the Army serial number, if known.

*c.* Letter or number of the company, squadron, or similar unit, if any, to which the addressee is assigned or attached.

*d.* Designation of the regiment, group, or other next higher element to which the company or other similar unit is attached or assigned, or to which the addressee is assigned or attached.

*e.* Sufficient space at the left of the address to permit the addition of possible forwarding addresses.

■ 19. (Superseded.) **ADDRESSING OFFICIAL MAIL.**—*a. Official mail within continental United States.*—Mail addressed to points within the continental United States, except to organizations or



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personnel at staging areas en route to oversea destinations (see par. 21a(2)) will show the post office address of the post, camp, station, or maneuver area, preceded by the APO number, if assigned.

(1) Example when mail is received through an APO:

Commanding General,  
11th Armored Division,  
APO 251,  
Camp Claiborne, La.

(2) Example when mail is not received through an APO:

Commanding Officer, 955th F. A. Bn., Fort Lewis, Wash.	Captain John H. Roe, #O-320,000, Company A, 185th Infantry, Fort Benning, Ga.
--	---

*b. Official mail to points outside the continental United States.*—(1) *Unclassified headquarters.*—When the location of a headquarters of a theater, department, defense or base command outside the continental limits of the United States is no longer classified, the name of the headquarters will be used, together with the official APO number for that headquarters. Current lists of unclassified headquarters and their official APO numbers are published by the War Department. In using this form of addressing official mail originating within the continental United States to points outside, care will be taken that the designated postmaster and *not* a specific geographical location within the theater is used, for example, London, England. Official mail originating *outside* the continental United States will show the specific geographical location of the unclassified headquarters. The APO number used in conjunction with the name of an unclassified headquarters is not authorized for use when addressing official mail to a unit or organization other than an unclassified headquarters organization.

(a) Example of address for official mail originating within the continental United States:

Commanding General,  
Caribbean Defense Command,  
APO 834, % Postmaster,  
New Orleans, La.

(b) Example of address for official mail originating outside the continental United States:

Commanding General,  
European Theater of Operations,  
APO 887,  
London, England.

(2) *Units and classified headquarters.*—The geographical location will not be shown under any circumstances when—

## ADJUTANT GENERAL'S FIELD MANUAL

(a) Mail is addressed to commanders of bases not generally known to be occupied by United States Army troops. Such mail will be addressed to the APO in care of the postmaster of the city assigned by the Army Postal Service as a mail address, as follows:

Commanding Officer,  
United States Army Forces,  
APO 800, % Postmaster,  
New York, N. Y.

(b) Mail is addressed to the commanders of numbered or lettered units outside the continental limits of the United States. Such mail will be addressed to the APO in care of the postmaster of the city assigned by the Army Postal Service as a mail address, as follows:

Commanding Officer,  
751st Tank Battalion,  
APO 810, % Postmaster,  
New York, N. Y.

Commanding General,  
First Armored Division,  
APO 251, % Postmaster,  
New York, N. Y.

Commanding General,  
Seventh Air Force,  
APO 953, % Postmaster,  
San Francisco, Calif.

(3) No reference will be made in addresses, letterheads, indorsement headings, or in the body of unclassified official correspondence which in itself, or coupled with other information within the correspondence or on the envelope, discloses the specific geographical location of an APO outside the continental United States, except as authorized in (1) above.

(4) Code names, shipping designators, shipment numbers, and staging areas for oversea locations will not be used on mail.

*c. Official return addresses.*—Return address on official mail will appear in the upper left corner and will conform to the forms and conditions prescribed for addressing official mail in *a* and *b* above.

*d. Courier mail.*—Official secret and confidential material submitted for transmission by means of the Army Courier Service may contain in the address either the permanent APO number and designated postmaster, or the specific geographical location. Both elements, however, will never be included in the same address.

■ 20. (Superseded.) ADDRESSING PERSONAL MAIL.—*a. Mail within continental United States.*—Mail addressed to personnel serving within the continental United States, except personnel located at staging areas en route to oversea destination (see par. 21a (2)) should show post office address of the post, camp, station, or maneuver area preceded by the APO number, if assigned.

## THE ARMY POSTAL SERVICE

### (1) Example when mail is received through an APO:

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

Pvt. Willard J. Roe, #32,000,000,  
Company F,  
167th Infantry.  
APO 304,  
Fort Bragg, N. C.

### (2) Example when mail is not received through an APO:

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

Pvt. Willard J. Roe, #32,000,000,  
Battery A,  
38th F. A. Bn.,  
Fort Lewis, Wash.

*b. Mail to points outside continental United States.*—Mail addressed to personnel outside the continental United States, except when located at unclassified headquarters, should show the APO number, care of the postmaster of the city assigned by the Army Postal Service as a mail address. Examples of address to personnel outside the continental United States:

From: James D. Roe,  
1103 29th Avenue, S.W.,  
Portland, Oreg.

Pvt. Harold R. Roe, #32,000,000,  
2nd Bomb Squadron,  
104 Bomb Group,  
APO 801, c/o Postmaster,  
San Francisco, Calif.

From: Mrs. A. H. Pierce,  
840 Main Street,  
Worcester, Mass.

Mr. A. H. Pierce,  
American Red Cross,  
APO 810, c/o Postmaster,  
New York, N. Y.

*c. Mail for headquarters personnel.*—(1) *Unclassified headquarters.*—If assigned or attached to a well-known (unclassified) headquarters outside the continental United States, the provisions of paragraph 19b(1) are applicable to personal mail. The following are examples for addressing mail destined for personnel assigned or attached to an unclassified oversea headquarters:

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(a) *Mail originating in continental United States.*

Pvt. Willard J. Roe, #32,000,000,  
Adjutant General's Section,  
Headquarters, U. S. Forces, North African Theater of  
Operations,  
APO 534, c/o Postmaster,  
New York, N. Y.

Wright Aeronautical Technical Representative,  
Headquarters, U. S. Army Forces, European Theater of  
Operations,  
APO 887, c/o Postmaster,  
New York, N. Y.

Col. Edward H. Roe, #0-320,000,  
Assistant Chief of Staff, G-2,  
Headquarters, U. S. Army Forces in the Middle East,  
APO 787, c/o Postmaster,  
New York, N. Y.

Mr. L. H. Woods,  
Douglas Aircraft Corporation Technical Representative,  
Headquarters, U. S. Army Forces in the Middle East,  
APO 787, c/o Postmaster,  
New York, N. Y.

(b) *Mail originating outside continental United States.*

Pvt. Willard J. Roe, #32,000,000,  
Adjutant General's Section,  
Headquarters, U. S. Forces, North African Theater of  
Operations,  
APO 534,  
Algiers, Algeria.

Wright Aeronautical Technical Representative,  
Headquarters, U. S. Army Forces, European Theater of  
Operations,  
APO 887,  
London, England.

Col. Edward H. Roe, #0-320,000,  
Assistant Chief of Staff, G-2,  
Headquarters, U. S. Army Forces in the Middle East,  
APO 787,  
Cairo, Egypt.

(2) *Classified headquarters.*—If assigned or attached to a classified headquarters of a theater, department, defense, or base command outside the continental limits of the United States, the official APO number and designated postmaster will be used. Example for addressing personal mail to personnel at classified headquarters:

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Lt. Col. Peter M. Roe, #O-320,001,  
Special Services Officer,  
APO 810, % Postmaster,  
New York, N. Y.

*d. Return addresses on personal mail.*—Return addresses on personal mail from military personnel and from civilians receiving mail service through an APO will appear in the upper left corner of the envelope and will conform to the forms and conditions prescribed for addressing personal mail outlined in *a*, *b*, and *c* above.

■ 21. (Superseded.) MISCELLANEOUS PROVISIONS.—*a. Changes in personal addresses.*—(1) *Transfer to station within continental United States.*—(a) 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 and publishers.
2. Postal officer, old station.
3. Postal officer, new station.

(b) When a soldier is transferred to a new station, and again transferred to another station within 30 days, he will be instructed to furnish his complete new address to the persons stated in (a) above, and also to furnish his complete new address to the postal officer at all stations to which assigned during the preceding 30 days.

(c) When entire organizations are transferred to a permanent new station within continental United States, the commanding officer will notify the postal officer at all stations at which the organization was located during the preceding 12 months of the new address.

(d) W. D., A. G. O. Form No. 204 (Notice of Change of Address) may be used for notification purposes.

(e) When an entire organization is transferred to a permanent new station within the continental United States, an adequate supply of Form No. 204 will be provided all personnel. Personnel will address these forms to all their correspondents and publishers and turn them over to the postal officer of the organization. The postal officer of the organization will complete the forms and mail them at least 3 days prior to departure of the organization from its station.

(2) *Transfer to station outside continental United States.*—All movement orders covering transfer of troops to staging areas prior to departure for points outside the continental United States contain instructions as to the proper addressing of mail. All mail addressed to troops in staging areas en route to oversea

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locations will show the assigned APO number in care of the appropriate postmaster. The soldier will be required to notify his correspondents and publishers to address mail to him in accordance with the instructions in the movement orders. The instructions involved are not subject to modification by subordinate authority without prior approval of the War Department.

(a) Code names, shipping designators, shipment numbers, and staging areas for oversea locations will not be used on mail.

(b) Geographical locations outside the continental United States will not be shown on envelopes except as provided in paragraphs 19b(1) and 20c(1).

*b. Intratheater and intertheater mail.*—(1) *Personal mail.*—Unless a contrary system is authorized by competent authority, the address on personal mail from one APO within a theater to another APO in the same theater or to an APO in an adjoining theater to which there is a means of direct dispatch will be prepared as follows:

(a) When addressed to all personnel and organizations except personnel assigned or attached to an unclassified theater headquarters:

From: Pvt. John K. Roe,  
#32,000,000,  
Company F,  
167th Infantry.  
APO 309,  
U. S. Army.

Pvt. Harold F. Roe,  
#32,000,001,  
2nd Bomb Squadron,  
104 Bomb Group,  
APO 236,  
U. S. Army.

(b) When addressed to an unclassified theater headquarters or to personnel assigned or attached thereto:

From: Pvt. John K. Doe,  
#32,000,000,  
Company F,  
167th Infantry.  
APO 309,  
U. S. Army.

Pvt. Willard J. Roe,  
#32,000,002,  
Adjutant General's Section,  
Hq. U. S. Forces, North  
African Theater of  
Operations,  
APO 534,  
Algiers, Algeria.

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(2) *Official mail.*—Unless a contrary system is authorized by competent authority, official intratheater mail or intertheater mail which would be expedited by direct dispatch will be addressed as stated in paragraph 19b(1)(b) and (2). When mail is addressed in accordance with paragraph 19b(2), the words "U. S. Army" will be substituted for "c/o Postmaster, —."

(3) The address "U. S. Army" instead of "c/o Postmaster, —," will indicate to Army postal personnel that the APO address is in the theater of mailing or an adjoining theater. Unless the Army post office of mailing is in possession of sufficient information as to geographical location of the APO address to permit direct dispatch thereof, all mail addressed "U. S. Army" will be forwarded to the base post office or other Army postal organization performing base postal functions in the theater of mailing.

*c. 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 will be taken to verify the organization and company or squadron address, and the inquirer should be fully informed as to all essential parts of the address.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

### ■ 44. POSTAL SERVICE FOR DIVISION.

\* \* \* \* \*  
*e. Patients in hospitals* (see par. 8g, TM 12-275).—(1) Patients do not usually remain long enough in field hospitals to receive mail, and it will not be forwarded to them unless the hospital mail clerk so advises the patient's unit.

(2) If a soldier is to be held in a hospital, 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 the Division postal officer and request the forwarding of his mail.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)





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### ■ 45. POSTAL SERVICE AT HOSPITAL CENTERS.

\* \* \* \* \*

*d.* (Superseded.) *Patients in hospitals.*—Delivery of mail to patients is a matter of prime morale importance, and every effort will be made to deliver this mail as rapidly as possible.

(1) *Oversea hospitals.*—(a) Postal personnel of evacuation or general hospitals in oversea theaters will prepare three locator cards upon the arrival of each casualty; one card will be placed in the files of the hospitals, one will be forwarded to the unit to which the casualty was assigned, and one will be forwarded to the theater locator file.

(b) When a casualty is transferred from an evacuation or general hospital to a base hospital in an oversea theater, the base hospital postal personnel will prepare four locator cards; one card will be forwarded to the evacuation or general hospital from which the patient is received, one will be forwarded to the unit to which the patient was assigned, and one will be forwarded to the theater locator file.

(c) Postal personnel at field hospitals will perform these same functions whenever patients are to be retained in the hospital for more than 48 hours.

(2) *Hospitals in continental United States.*—Postal personnel will promptly advise unit mail clerks whenever patients are retained for 48 hours or longer. Unit mail clerks will promptly forward all mail for such personnel to the hospitals through regular postal channels.

*e. Notices of arrival, discharge, and transfer of patients* (Superseded).—(1) *Arrival.*—As soon as the daily list of personnel changes at the hospital center is furnished the postal officer, he will send notices to all organizations indicated in *d* above.

(2) *Discharge and transfer.*—When a patient is discharged or transferred from the hospital center, notices will be prepared and sent as required by *d* above.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

■ 48. (Superseded.) **INSPECTION OF APOs OUTSIDE CONTINENTAL UNITED STATES.**—*a. Quarterly inspection.*—Once every 8 months, and more often if deemed necessary, the responsible commander will designate a commissioned officer qualified for such work to make a surprise inspection of Army post offices, and any money order units thereof. The quarterly inspections may be made by or under the direction of the postal officer of the theater, area, base or defense command, or at the order of the commanding officer of the installation at which the Army post office is located. Since the postal officer at each Army post office under the revised system of postal finances will be accountable for the stamps and stamp funds involved, the officer designated to make the surprise inspection will be an officer

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other than the postal officer having such accountable items in his possession. This inspection will include a thorough audit by actual count, of the postal and money order funds, blank money order forms, stamps, and stamped paper. It will include these items in the custody of the postal officer and such accountable postal paper and funds as he may have advanced to the Army mail clerk and assistant Army mail clerks of the Army post office for the daily transaction of postal business. When money order units are involved, the inspection of the parent Army post office will require extreme care to determine that there has been proper accounting for business of the money order units.

*b. Discrepancies.*—Any discrepancies noted will be reported immediately to the commanding officer who will take the necessary corrective action and in the event of serious irregularities will—

(1) Displace the Army mail clerk if circumstances warrant and place a suitable person in charge of the post office, or take other action as contemplated under the instructions contained in sections 13 and 32, "The Army Mail Service," 1942.

(2) If deemed necessary, request that an Army postal inspector or post office inspector be assigned to the case.

*c. Reports.*—Report of the inspection of Army post offices will be prepared in quadruplicate on Post Office Department Form No. 1945 (Inspection of Army Post Office, revised December 1942). The original of the report will be forwarded promptly to the commanding general of the theater, through the commanding officer of the installation to which the Army post 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; the triplicate forwarded through channels to The Adjutant General's Office, Army Postal Service, Washington, D. C., and the quadruplicate to the inspected Army post office. If irregularities or deficiencies are noted in the report, the commanding officer of the installation to which the Army post office is assigned will indicate on the papers the corrective action taken.

*d. Verification of remittances and reserve supply of money order blanks.*—(1) In completing item "V" (Details of Remittance for Stamp Stock Not Yet Received), Form No. 1945, the inspecting officer will indicate the APO or other address of the postal finance officer to whom the remittance was made. Upon receipt of the duplicate Form No. 1945, the commanding officer of the theater, area, base or defense command will require the postal officer of his command to verify item "V" with the postal finance officer of the command. The command postal officer will make an appropriate note in the margin of the duplicate form as to the verification of this item, and also note the serial numbers of blank money order forms held in reserve for the APO by the postal finance officer. In all instances the command postal officer

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will verify the completeness of the entries on the forms and take action to effect the correction of such irregularities as may be disclosed.

(2) If the postal finance officer is stationed at a port of embarkation or at a point other than at command headquarters, the command postal officer will verify the completeness of entries on the forms, take necessary corrective action and forward the duplicate form to the postal finance officer for verification of item "V" and notation as to the serial numbers of blank money order forms held in reserve by him. The postal finance officer will advise the command postal officer of any irregularities and forward the duplicate form to the appropriate postmaster.

*e. Semiannual financial inspection.*—A semiannual financial inspection of Army post offices will be made by Army postal inspectors. These inspections will include the audit of the stamps and stamp funds purchased by War Department working funds in the custody of the postal officer. Theater commanders will render necessary assistance to Army postal inspectors in the verification of items on Form No. 1945. Special instructions will be issued as to disposition to be made of Form No. 1945, when inspections are made by Army postal inspectors.

*f. Inspection by post office inspectors.*—Surprise inspections of Army post offices including audit of the money order account will also be made by civilian post office inspectors at such times as the Post Office Department may direct. On such occasions, full cooperation will be given the post office inspectors by the command officer concerned. Civilian post office inspectors will be permitted to make such audit of the stamps, stamped paper, and stamp funds in the hands of Army mail clerks and assistant Army mail clerks as the inspectors deem necessary in their determination of whether the money order funds are intact.

*g. 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 Form No. 1945—APO and disposed of as directed by The Adjutant General.

*h. Change of Army mail clerks.*—When a change of Army mail clerks takes place, the inspection required by *a* and *c* above will be made and copies of Form No. 1945 disposed of as required by section 32, "The Army Mail Service," 1942.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

### ■ 51. POSTAL SUPPLY DEPOTS AND POSTAL SUPPLIES.—*a. Postal supply depots.*

\* \* \* \* \*

(4) *Postal finance officer.*

\* \* \* \* \*

## ADJUTANT GENERAL'S FIELD MANUAL

(e) (Added.) The Army postal inspection service is authorized to make semiannual inspections and audits of accounts of Army postal finance officers. These semiannual inspections and audits will be supplemental to, and will not replace inspections by inspectors general as provided in AR 20-10. The report of the inspection will be prepared in quadruplicate. The inspection and report will include an inventory of the blank money order forms, L. A. and rotary lock mail keys, and other accountable Post Office Department property. The original of the report will be forwarded promptly to the commanding general of the theater, through the commanding officer of the installation to which the postal finance officer is assigned. The duplicate and triplicate copies of the report will be forwarded through channels to Army Postal Service, The Adjutant General's Office, Washington, D. C., and the quadruplicate to the inspected Army postal finance officer. If irregularities or deficiencies are noted in the report, the commanding officer of the installation to which the postal finance officer is assigned will indicate on the papers the corrective action taken.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

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■ 58. ORGANIZATIONS REQUIRED TO MAINTAIN DIRECTORY SERVICE.—Organizations of the \* \* \* camp, or station. The new addresses of personnel departing from the post as members of separate battalions or larger organizations need not be shown on individual locator cards, provided the organization shown on the individual cards in the file is the same as the name of the departing organization. Mail subsequently received for members of such organizations may be forwarded upon the basis of an organizational locator file.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

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

\* \* \* \* \*

b. *Directory service.*

\* \* \* \* \*

(2) Mail for which addresses are supplied will be stamped with stamp No. 1 and delivered. This stamp and any additional rubber stamp statement indicating directory service was given at a certain point will be placed on the reverse side of the letter envelope. Only authorized indorsements, including stamp No. 2, or forwarding addresses will be placed on the face of envelopes. Mail which cannot \* \* \* more than 30 days.

\* \* \* \* \*

c. *Active and inactive files of locator cards.*—At smaller post \* \* \* have been made. Whenever a locator card is transferred from the active to the inactive file, the date of transfer will be stamped on the card. Cards will be retained in the inactive file for 1 year, after which period they will be destroyed. A periodic check will be made of the inactive file in order to select the cards to be destroyed. Before unidentified mail is returned, it should be checked against the inactive file.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

■ 61. DIRECTORY SERVICE IN APO'S, REGIMENTS, COMPANIES, OR SIMILAR ORGANIZATIONS.—a. *APO's and regiments.*

\* \* \* \* \*

(2) *Directory service.*—Mail which is \* \* \* for the theater. Mail for which a correct address is supplied will have the rubber stamp statement indicating directory service was given at a certain APO or organization placed on the reverse side of the envelope. (See par. 64.)

\* \* \* \* \*

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)



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■ 62. DIRECTORY SERVICE AT PORTS OF EMBARKATION (Superseded).—*a. Maintenance of locator cards for casuals.*—The port central directory service will obtain a daily roster of casuals 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.)

*b. Maintenance of locator cards for personnel returned to United States.*—(1) Central locator card files will be maintained for all personnel returned to the United States from overseas stations at both New York and San Francisco ports of embarkation Army post offices for the purpose of handling undelivered mail returned by overseas APO's.

(2) Commanders of ports of embarkation will obtain a passenger list of persons debarking at his port or at a subport under his jurisdiction. The machine records unit serving the port will prepare locator cards from this list. The same commander will maintain liaison with port surgeon and obtain the name and address of the general hospital to which personnel returned from overseas for hospitalization are assigned. The cards will be sent to the embarkation Army post office upon completion and merged with locator files of the directory section.

(3) All embarkation Army post offices at Atlantic, Pacific, and Gulf ports will maintain locator card files for personnel returning through their respective ports and will transmit copies of passenger lists, showing destination of individuals, to the port of embarkation Army post office at both New York and San Francisco, in order that locator cards may be prepared and merged with central files. Copies of lists for personnel returning through New York and San Francisco will be exchanged between the two embarkation Army post offices at these ports.

(4) Commanding officers of aerial ports of embarkation and other air fields used as ports of entry will obtain complete lists of all Army personnel arriving from overseas stations. Copies of these lists, showing destinations of all individuals concerned, will be forwarded to the commanding generals, New York and San Francisco ports of embarkation. An additional copy of these lists for airfields in the vicinity of Miami, Florida, will be forwarded to the embarkation Army post office at that point. Port postal officers receiving lists of debarkees will have locator cards prepared therefrom and these will be merged with locator files in the directory sections.

(5) *Action of installation commander.*—Commanding officers of posts, camps, and stations, including hospitals, will require personnel returning from overseas stations to complete W. D.,

A. G. O. Form No. 204 immediately upon arrival at the new station. In the event the individual is unable to do so because of illness or other disability, commanding officers will arrange for the completion of the forms. Use of the card in notifying relatives and other correspondents of the new address will be encouraged.

(6) *Action at general hospitals in United States.*—Commanding officers of all general hospitals located in the United States will prepare daily admission and disposition reports of personnel received from overseas, showing name, grade, and Army serial number of each patient admitted; and name, grade, Army serial number, and forwarding address of each patient discharged. Copies of the admission and disposition reports will be forwarded to embarkation Army post offices at both New York and San Francisco. At these points, locator cards will be prepared for all names which do not appear in central directory files. Cards for patients listed as discharged will be checked and corrected accordingly.

(7) *Directory service.*—(a) Mail obviously returned from overseas received at posts, camps, and stations, including hospitals in the continental United States, will receive directory service at such stations. If found 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 returned to the United States post office serving the station for proper disposition. If undeliverable, and it does not bear indorsement showing that directory service has been given at either the New York or San Francisco port of embarkation, the mail will be forwarded to the nearest of these ports for further directory service and disposition.

(b) Undelivered mail, except that which is indorsed "Killed in action," "Accidentally killed," "Died in hospital," "Dead," "Missing," "Missing in action," "Captured by the enemy," or "Prisoner of war," returned to embarkation Army post offices located at Atlantic and Gulf of Mexico ports will be given directory service at the port first receiving it. If the address cannot be supplied, the mail will be forwarded to the New York port for further directory service and disposition at that point. If not identified at the New York port, the mail will be returned to the United States post office for proper disposition. Mail returned to the Seattle embarkation Army post office will be treated in the same manner except that it will be sent to the embarkation Army post office at San Francisco for further directory service and disposition.

(8) *Required notifications.*—(a) Referring to (2) above, the machine records unit serving the port will prepare a report of change card (W. D., A. G. O. Form No. 314 to be superseded by Form No. 302) showing disposition of each individual with



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sufficient copies (normally by machine reproduction) to effect the following distribution:

1. One copy will be sent to Machine Records Branch, A. G. O., Washington 25, D. C.
2. Duplicate copy of the card showing evacuees hospitalized overseas or in the United States will be sent to the Casualty Branch, A. G. O., Washington 25, D. C.

(b) Commanding officers of aerial ports of embarkation and other fields used as ports of entry will be responsible for adopting and putting into effect a procedure which will similarly notify the Casualty Branch, A. G. O., Washington 25, D. C., and the Machine Records Branch, Washington 25, D. C., of the arrival and disposition of all Army personnel arriving from overseas at their respective stations.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

■ 63. DIRECTORY SERVICE FOR STAGING AREA.—Upon arrival of casuals 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.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)



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■ 64. CENTRAL DIRECTORY SERVICE FOR THE THEATER OF OPERATIONS.—*a. Establishment.*—A central directory service will be established for each theater of operations. Operation of this directory service will be a function of the principal base post office or other postal organization performing base postal functions in the theater or command.

\* \* \* \* \*

*c. Source of locator cards.*

\* \* \* \* \*

(4) (Added.) *Casuals.*—Whenever a casual officer or enlisted man arrives in an oversea theater, department, or base command, he will forward to the central directory service of the theater complete information as to his mailing address. W. D., A. G. O. Form No. 204 may be used for this purpose.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)



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■ 65. FORWARDING MILITARY MAIL (Superseded).—*a. Responsibility.*—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, except when the move is to or from a maneuver area from or to a station within the continental United States, and the volume of mail will warrant diversion by the post office of address. In cases where entire units are moved from stations at points within the continental United States where there is no permanent military installation, the postmaster concerned will forward the mail. The commanding officer will furnish the postmaster with the proper forwarding address of the unit. See *f* below for instructions in connection with the forwarding of domestic registered and insured mail and *g* below relative to organizations moving to or from maneuver areas.

*b. When volume is small.*—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 as a separate unit for an APO destination, each piece will be individually readdressed and dispatched through regular channels.

*c. When volume is large.*—In all other cases where the volume of ordinary 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 out in packages, bearing a facing slip showing the organization and the new address to which they are being forwarded.

(2) These letter packages will be inclosed in a direct pouch labeled to 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 one addressed to the postmaster or base post office currently serving 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 to the postmaster whose office currently serves the unit or APO concerned. Outside the continental United States, the pouches will be prepared and dispatched by Army postal personnel.

(4) Care will be taken to forward air mail and first class mail through the proper channels.

*d. Second, third, and fourth class mail.*—(1) When 50 or more pieces of second or third class mail matter (newspapers, magazines, circulars, and parcels weighing less than 8 ounces);

or when five or more pieces of fourth class mail matter (parcels weighing more than 8 ounces) are to be forwarded to members of the same organization, they shall be placed in a sack, with the address label showing the organization and its new address. Attached to this sack will be a card label marked "Military Mail for Unit of Address. Do Not Open in Transit." This sack will be inclosed in another sack addressed to the postmaster or base post office currently serving the unit or APO concerned.

(2) All newspapers and magazines received for military personnel who have been transferred under the circumstances hereinafter stated will be disposed of as indicated in (a) and (b) below.

(a) Those received at APO's outside the continental limits of the United States, for personnel who have been transferred to the United States, will be regarded as undeliverable and will not be forwarded or returned, but will be disposed of locally in such manner as directed by the theater, area, or defense commander concerned.

(b) Those received at posts, camps, and stations within the continental United States, for personnel who have been transferred to another station within the United States, and which require directory service will be stamped or indorsed "Notify correspondents and publishers of new address on W. D., A. G. O. Form No. 204". Newspapers and magazines entered as second class matter will be turned over to local postmasters for dispatch of Post Office Department Form No. 3578 to publishers, only when the complete address, including organization, of personnel transferred is known.

*e. Forwarding addresses.*—The forwarding address for personnel under movement orders for destination outside the continental United States will show the APO number and appropriate post office address assigned in movement orders. In no instance will such mail be addressed or readdressed to show staging area, port of embarkation, shipment number or code designation.

*f. Registered and insured mail.*—Registered and insured mail to be forwarded after proper delivery to the authorized representative of a military organization will be returned to the post office, or post office branch or station, or to an Army mail clerk, and receipt obtained for the registered or insured article.

*g. Organizations moving to or from maneuver areas.*—In order to expedite forwarding and delivery of mail (including domestic registered and insured mail) for organizations moving to or from a maneuver area and to avoid unnecessary handling by military personnel, U. S. post offices at the point of address will divert mail addressed to such organizations to the new address thereof for as long a period as the volume of mail warrants. In all such instances, the postal officer of the post, camp, or station, or of the maneuver area from which the troops are departing, will

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make appropriate arrangements with the postmasters concerned and furnish them with the addresses to be used.

*h. Mail for discontinued military installations.*—(1) when the total strength of the installation does not amount to more than 3,000 for any one of the 30 days preceding discontinuance and no security feature is involved, mail addressed to military personnel of discontinued military installations in the United States will be forwarded by the local postmaster concerned for a period of 60 days following discontinuance, in the event the entire administrative military and War Department civilian postal personnel are moved at the time of discontinuance. The commanding officer of the installation to be discontinued will furnish completed locator card files showing the forwarding address of each officer and enlisted man to the postmaster.

(2) When secrecy is essential, or when the strength of the installation has amounted to more than 3,000 for any of the 30 days preceding discontinuance, the service command or other moving agency will make such arrangements as are necessary to insure prompt forwarding by military personnel of the mail concerned.

(3) Sixty days after the date of discontinuance the postmaster will destroy the locator cards turned over to him. Thereafter mail received by the postmaster will be indorsed "Moved, address not known," and returned to the sender.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

■ 73. (Superseded.) REGISTERED AND INSURED MAIL.—*a. Outside continental United States.*—(1) The U. S. Post Office to which the APO address is attached will separate registered and insured mail to regiments, groups, or separate organizations. Upon receipt of such mail, APO personnel charged with the handling thereof will list it separately on firm delivery bills (P. O. Dept. Form No. 3883 or 3883-A), except articles indorsed "Deliver to Addressee Only", "Deliver to Addressee or Order", or with words of similar purport. These forms will in all cases be numbered consecutively. Separate bills in duplicate (or triplicate or quadruplicate if needed by unit mail clerks) will be made for each regiment, group or organization. Designated regimental, group or separate organization mail clerks will receipt to the APO on one copy of Form No. 3883 or 3883-A and receive the articles together with the remaining copies of the form for delivery or disposition in accordance with the instructions governing unit mail clerks.

(2) Registered and insured mail indorsed "Deliver to Addressee Only", "Deliver to Addressee or Order", or with words of similar purport will not be delivered to any person other than the addressee, or a person designated by his written order, as the indorsement may direct. Such articles will be held at APO's for delivery, and notice on Post Office Department Form

No. 3849 or 3849-b will be issued and delivered by the unit mail clerk requesting the addressee to call at the APO for the article.

*b. Within continental United States.*—(1) When posts, camps, or stations within the continental United States are served through an APO or by a contract station or money order unit of a U. S. Post Office, operated by military personnel, and the handling of registered and insured mail within such APO, contract station or money order unit is limited to bonded Army mail clerks and assistants, registered and insured mail will be handled as stated in *a* above.

(2) (*a*) Where a post, camp, or station does not provide for the handling of registered and insured mail by bonded Army mail clerks and assistant Army mail clerks operating an APO, contract branch or money order unit, the U. S. Post Office will separate registered or insured mail to regiments, groups, or separate organizations and will list it separately on firm delivery bills (P. O. Dept. Form No. 3883 or 3883-A), except articles indorsed, "Deliver to Addressee Only", "Deliver to Addressee or Order", or with words of similar purport. Form No. 3883 or 3883-A will in all cases be numbered consecutively. Separate bills in duplicate (or triplicate or quadruplicate if needed by unit mail clerks) will be made for each regiment, group, or separate organization.

(*b*) At points where distribution of registered and insured mail to regimental or other unit mail clerks is made through unbonded military personnel, the person who is charged with the handling of such mail at the post, camp, or station will call personally at the post office of supply to receive it. He will receipt to the post office on one copy of each Form No. 3883 or 3883-A and receive two or more copies thereof together with the articles listed. Upon return to the post, camp, or station he will obtain the receipt of the regimental or other unit mail clerk on one copy of the delivery bill and turn the registered and insured articles and all other copies of the bill to the mail clerk.

(*c*) At points where regimental or other unit mail personnel call at a U. S. Post Office for mail they (regimental or other unit mail clerks) will receipt to the post office on one copy of each bill and will receive the additional copies of the bill together with the articles listed.

(*d*) Registered and insured mail indorsed "Deliver to Addressee Only", "Deliver to Addressee or Order", or with words of similar purport will not be delivered to any person other than the addressee or a person designated by his written order as the indorsement may direct. Such articles will be held at the U. S. Post Office for delivery, and notice on Form No. 3849 or 3849-b will be issued and delivered by the unit mail clerk requesting the addressee to call at the post office for the article.

*c. Handling by regimental and unit mail clerks.*—Detailed instructions as to handling and delivery of registered and in-



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sured mail by unit mail clerks will be found in TM 12-275. At points where delivery to the addressee by an APO, regimental or similar headquarters mail clerk is more practicable than delivery through the company or similar organization mail clerk, action will be taken to see that an unbroken chain of receipts is maintained through appropriate use of Post Office Department Forms Nos. 3883, 3883-A, 3849, or 3849-b and W. D., A. G. O. Form No. 922.

*d. Responsibility.*—(1) In each command a commissioned officer, normally the postal officer, designated by the commanding officer will be responsible for handling of registered and insured mail and the keeping of records relating thereto.

(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 notation is made on the delivery bill as to the disposition of each article listed by showing the date of delivery or by entering the word "Returned" or "Forwarded", if applicable, and the date of such action. Copies of delivery bills will be kept in an open file until all articles listed thereon are disposed of and will then be filed chronologically in a permanent file. Before being placed in the permanent file, delivery bills will be examined carefully by the officer in charge to see that all articles listed are accounted for. The delivery bills will be initialed by the officer.

(3) The receipts for the delivered articles will be forwarded daily to the post postal officer who will file them chronologically and keep them as a permanent record. The postal officer or other commissioned officer designated by the commanding officer will be charged with the responsibility of balancing the mail 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.

(4) (a) War Department delivery records of registered mail will be retained for 4 years. War Department delivery records of insured mail will be retained for 1 year.

(b) War Department registered and insured mail delivery receipts for the 6 months preceding movement from home station will be retained by an Army organization when departing for oversea station. All other War Department registered and insured mail delivery receipts will be left in the custody of the postal officer at the last home station (not staging area) to which the APO or unit was assigned, except that all War Department records and receipts relating to articles on which inquiries have been received during the preceding 2 years will be retained by the Army postal officer or the Army mail clerk at the time of departure. The postal officer at the last home station will keep the records left with him in accordance with instructions outlined above.

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(c) War Department delivery records of registered and insured mail for discontinued military installations will be forwarded to the headquarters of the appropriate service command or in the case of air force installations, to the next higher headquarters. The postal officer of the service command or of the appropriate air force headquarters will make arrangements with the Archivist of the United States to dispose of these records in accordance with AR 345-10.

*c. Inquiries.*—Commanding officers, upon receipt of inquiries from postmasters as to final disposition made of registered or insured articles, will promptly advise the postmaster concerned as to the disposition made of such matter. A definite statement will be made as to whether the addressee acknowledges or denies receipt.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

■ 100. (Added.) INQUIRIES.—*a. Inquiries concerning registered and insured mail addressed to Army personnel within continental United States.*—(1) In the Postal Bulletin, 9 November 1943, the Post Office Department directed that when a postmaster at an office of delivery within the continental United States receives an inquiry involving a registered or insured article and finds that the article was received and delivered in good condition to the authorized representative of the military organization involved, he will turn the inquiry over to the proper commanding officer. If it develops that the article was not received by the addressee or his authorized agent nor returned to and signed for by the U. S. Post Office Department, the claims officer of the military organization involved will make a prompt investigation and will handle the matter pursuant to AR 25-20 and related Army Regulations. The same action will be taken by the claims officer in instances in which the addressee claims that the article was received by him with all or a portion of the contents damaged or missing and it is apparent that the damage or loss occurred after delivery of the article by the U. S. Post Office Department.

(2) The claims officer will advise the postmaster at the office where the inquiry originated as well as the postmaster at the office of delivery, that the article was properly delivered to an authorized representative of the military organization, but as the article was not subsequently received by the addressee or his authorized agent nor returned to and signed for by the U. S. Post Office Department, the inquiry has been turned over to the military authorities for adjustment and further advice to the sender. The postmaster at the office where the inquiry originated will convey this information to the sender and advise him that should he desire to communicate with the military authorities his communication should be addressed, for example, "Commanding Officer, -----, (name of military or-

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ganization involved), Camp Lee, Petersburg, Va., Attention Claims Officer." The same action will be taken in instances where the article was received by the addressee with all or a portion of the contents damaged or missing after delivery in good condition by the Post Office Department.

(3) If a registered or insured article delivered by the U. S. Post Office Department to an authorized representative of the military organization involved is alleged to have been received by the addressee with contents damaged or a portion or all of the contents missing, and the investigation made by the claims officer leads him to conclude that such damage or loss occurred while the article was in the custody of the U. S. Post Office Department, the inquiry will be returned to the postmaster at the office of delivery accompanied with a brief written statement as to his findings in the case.

*b. Inquiries concerning mail originating in continental United States addressed or forwarded to APO's outside continental United States.—(1) Insured, C. O. D., or ordinary mail.—(a)* In order to facilitate handling of complaints and inquiries received from postmasters and the Post Office Department pertaining to loss, rifling, tampering, or delay to mail matter, except registered matter, the Post Office Department has issued instructions to postmasters to address Post Office Department inquiries and claim forms which must receive attention at APO's outside the continental United States as follows:

Postal Officer,  
THRU: Commanding Officer,  
U. S. Army Forces,  
APO -----, % Postmaster,

Inquiry for: { Insured  
C. O. D. or } mail  
Ordinary

(b) Upon receipt of such forms and inquiries, the postal officer of the APO of address will institute proper inquiry, and complete the forms in the space provided for postmaster at the office of address changing the form to indicate his proper title, or will reply to the inquiries. If the mail was delivered the form will be indorsed by the postal officer to show the complete name of the person to whom delivery was made and the date of delivery. If delivery was made to a person other than the addressee, it will be shown whether he was an authorized representative of the addressee. If the mail was forwarded or returned, the form will be appropriately indorsed and forwarded to the APO or U. S. post office involved for attention. If no record is had of the mail, the form will be completed accordingly.

(c) The postal officer will obtain a signed statement from the addressee in all cases showing whether he received the article and whether the contents were intact. In the case of insured

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or C. O. D. mail, the declaration of the addressee on page 2. Post Office Department Form No. 3812 will be completed by the addressee. If nonreceipt, rifling, damage, or wrong delivery is alleged by the addressee, the statement secured will be sworn to.

(d) If the addressee has been transferred from the military organization served by the APO to which the mail was addressed or forwarded, and there is no record indicating that the article was received by the addressee or his authorized agent, the inquiry will be sent to the APO or U. S. post office serving the addressee for appropriate attention, after being completed to show the particulars of handling so far as the APO of original address is concerned.

(2) *Registered mail.*—(a) Inquiries pertaining to loss, rifling, tampering, or delay to registered mail which must receive attention outside the continental United States will be mailed by postmasters in a penalty envelope indorsed "Inquiry for registered mail", and addressed to the postmaster at the post office in care of which the article was originally addressed for dispatch to its oversea destination. Each such inquiry will be opened at the post office receiving it, and indorsed with the date and manner of dispatch of the article to the port of embarkation Army post office, preferably in the blank space immediately under item 3, page 2, Post Office Department Form No. 1510. The inquiry will then be turned over to the port of embarkation Army post office which will certify as to the particulars of dispatch from that point and transmit the inquiry to the postal officer of the oversea theater, area or defense command concerned for the required attention.

(b) When an inquiry concerning registered mail is received by a postmaster at a post office where a registered article was originally addressed for delivery at a post, camp, or station within the continental United States and the records show that the registered article was forwarded to the addressee at an APO outside the continental United States, the inquiry will be transmitted to the postmaster at the office to which the article was forwarded for dispatch to its oversea destination, for treatment in accordance with (a) above.

(c) Upon receipt of inquiries pertaining to registered mail, the theater postal officer will institute proper inquiry within the theater. Form No. 1510 will be completed in the space provided for postmaster, office of address, changing the form to indicate the proper title. If the article was delivered, the form will be indorsed by the postal officer to show the complete name of the person to whom delivery was made and the date of delivery. If delivery was made to a person other than the addressee, it will be shown whether such person was an authorized representative of the addressee. If the mail was forwarded or returned, Form No. 1510 will be appropriately indorsed and forwarded to the APO or U. S. post office involved

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for attention. If no record is had of the article, the form will be completed accordingly. In all cases, a signed statement will be secured from the addressee showing whether he received the article and whether the contents were intact. This statement will be submitted on a separate sheet and attached to Form No. 1510. If nonreceipt, rifling, damage, or wrong delivery is alleged by the addressee, the statement secured will be sworn to.

(3) (a) When an inquiry has been completed in theater postal headquarters or in an APO as instructed herein, and it develops that a registered or insured article was lost, or all or a portion of the contents damaged or missing prior to delivery by the APO to authorized military personnel, or that a wrong delivery thereof was made by the APO, the inquiry will be transmitted through such channels as the theater commander may direct to the postmaster at the U. S. post office where the inquiry originated accompanied with a statement of the facts in the case.

(b) When the inquiry develops that a registered or insured 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 or the theater postal officer will turn the case over to the commanding officer of the military organization involved for proper attention by the claims officer thereof. In such instances the postal officer will advise the postmaster at the office where the inquiry originated as to disposition made of the inquiry; also the address to which the sender may direct any further inquiry.

*c. Inquiries involving registered or insured mail originating at APO's outside continental United States.*—(1) Army post offices outside the continental United States are authorized to use Post Office Department Forms Nos. 1510 and 3812 in instituting inquiries for registered and insured mail, respectively, originating at such Army post offices. The inquiry form, after having been fully completed, will be transmitted 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 to which the article was addressed.

(2) Upon receipt of such inquiries, the Post Office Department has directed that postmasters and postal officers properly complete Form No. 1510 (item 3, page 2) and Form No. 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.

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(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), Form No. 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, Form No. 3812, in the case of *insured* 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 Form No. 1510 or 3812. The "reply" portion of item 1, Post Office Department Form No. 3819, appropriately revised, may be used for this purpose.

(3) 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 to the address of the claims officer to which the sender may direct any further inquiry.

[A. G. 300.7 (15 Oct 43).] (C 2, 17 Jan 44.)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,  
*Chief of Staff.*

OFFICIAL:

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

FM 12-105

**ADJUTANT GENERAL'S  
FIELD MANUAL**



**THE ARMY POSTAL SERVICE**



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**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:**

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(For explanation of symbols see FM 21-6.)**



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# 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, #20271880,  
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, #20271880,  
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.
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(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 depredation. 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.



## 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 SUBSISTENCE 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. 60*a*.) 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:

<p>Roe, Richard F. Pvt. 363636 Co. B, 16th Inf.,  Date of entry 8/15/42</p>
---

(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. Casualties 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 re-addressed 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-

trol 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.

■ 88. 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.

## ARMY POSTAL SERVICE

### 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

## ARMY POSTAL SERVICE

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-

## ARMY POSTAL SERVICE

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.*

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