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WAR DEPARTMENT

ADJUTANT GENERAL'S  
FIELD MANUAL



THE ARMY POSTAL SERVICE

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# ADJUTANT GENERAL'S FIELD MANUAL

## THE ARMY POSTAL SERVICE

CHANGES }  
No. 2 }

WAR DEPARTMENT,  
WASHINGTON, January 16, 1942.

FM 12-105, November 12, 1940, is changed as follows:

20. SERVICE AT POSTS, CAMPS, AND STATIONS.—a. (1) *Delivery*.—Except as prescribed in (3) below, the local agency of the Post Office Department segregates all classes of incoming mail by regiment or separate unit if possible and delivers it to personnel designated by commanding officers for distribution to troops.

\* \* \* \* \*

[A. G. 062.11 (6-2-41).] (C 2, Jan. 16, 1942.)

BY ORDER OF THE SECRETARY OF WAR:

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

OFFICIAL:

E. S. ADAMS,  
*Major General,*  
*The Adjutant General.*

\*These changes supersede section II, Training Circular No. 41, War Department, 1941.

**FM 12-105**

**ADJUTANT GENERAL'S  
FIELD MANUAL**



**THE ARMY POSTAL SERVICE**

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**Prepared under direction of  
The Adjutant General**



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WAR DEPARTMENT,  
WASHINGTON, *November 12, 1940.*

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

[A. G. 062.11 (9-9-40).]

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# ADJUTANT GENERAL'S FIELD MANUAL

## THE ARMY POSTAL SERVICE

### SECTION I

#### GENERAL PROVISIONS

##### ■ 1. DEFINITIONS.

*Army post office or A.P.O.*—A military station set up in the field at or near the headquarters or military unit it serves. These will be designated by numbers (see par. 25*d*).

*Base post office.*—A military station set up at a convenient point in the communication zone or at a port, at which to separate and route the bulk mail for troops in a certain area.

*Combat zone.*—That part of a theater of operations required for the active operations and immediate administration of the troops therein. It is divided into army, corps, and division areas, each comprising the zone of operations of the unit to which it pertains.

*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.

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

*Postal concentration center.*—A post office or agency of the Post Office Department, established near the rear boundary of a theater, at which all mail originating in the zone of the interior for troops in the theater of operations is brought together for sorting.

*Postal officer.*—An officer on the division and 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.

*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.

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

*Regimental (organizational) postal personnel.*—Personnel (including also company, troop, and battery mail orderlies) detailed by regimental commanders to operate the regimental mail service. Instructions for this personnel apply with equal force to separate battalions and analogous organizations.

*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.

*Theater directory service.*—A service furnished in the theater of operations by the adjutant general of general headquarters, and of each theater having a separate headquarters, for supplying correct addresses for mail which cannot be delivered by Army post offices.

*Theater of operations.*—Areas of land and sea it is desired to invade or defend, including what is necessary for administrative establishments and agencies pertaining to the forces in the theater. There may be one, two, or several theaters of operation.

*Theater of war.*—Comprises those areas of land and sea which are or may become directly involved in the operations of war.

*Unit mail orderly.*—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. Mail orderlies ordinarily operate under the supervision of the regimental (or similar organization) postal officer.

*Zone of the interior.*—That part of the national territory not included in theaters of operations.

■ 2. RESPONSIBILITY FOR POSTAL SERVICE.—*a. Zone of the interior.*—Postal service in the zone of the interior is a function of the Post Office Department.



*b. Theater of operations.*—Except under the conditions referred to in paragraph 50a and b, the Army Postal Service is responsible for the postal service in theaters of operations.

■ 3. MISSION OF THE ARMY POSTAL SERVICE.—Upon mobilization, the Army Postal Service, operating as an activity of the Adjutant General's Department, provides postal service for the Army of the United States. This will be accomplished as follows:

*a. In the zone of the interior.*—By assisting the Post Office Department to the extent agreed upon with that agency of the government.

*b. In a theater of operations.*—By establishing and operating 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 a theater of operations.

■ 4. IMPORTANCE OF RESPONSIBILITY.—As a factor in the maintenance of the morale of an Army, the importance of an efficient postal service cannot be overestimated. All commanders, from the highest to the lowest, are responsible for the efficiency of the postal service within their commands.

■ 5. CENSORSHIP.—See FM 30-25.

■ 6. CORRECT METHOD OF ADDRESSING MAIL FOR THE ARMY IN THE THEATER OF OPERATIONS.—*a.* Mail addressed to members of the Army in the theater of operations should clearly show the—

(1) Grade, first name in full, middle name in full, and last name of the person addressed, followed by his Army serial number, if known.

(2) Letter or number of the company or other similar organization of which the soldier is a member.

(3) Designation of the regiment or separate battalion, if any, to which the company belongs.

(4) Army post office number, if known.

(5) Name and address of the sender, in the upper left corner.

*b.* There should be sufficient space to the left of the address to allow for indorsements by forwarding agencies (see

par. 46d), should it not be possible to deliver the piece of mail at the address given.

c. Under no circumstances will the location of the organization be given.

d. The following is an example of a correctly addressed envelope:

From Richard R. Roe, 165 E. ----- St., Kokomo, Ind.	(STAMP)
Private John Robbins Doe (Army serial No.) Company F, 167th Infantry, APO. -----	

■ 7. SOLDIER'S MAIL.—*a. Ordinary mail.*—(1) Contingent upon appropriate legislation and subject to such additional rules and regulations as may be prescribed by the Postmaster General upon the outbreak of an emergency, letters and postal cards from officers and enlisted men of the Army, Navy, or Marine Corps, mailed in a United States or Army post office will be accepted and transmitted in the mails, free of postage, to all points in the United States, provided the grade and name of the sender, together with the words "U. S. Army," "U. S. Navy," or "U. S. Marine Corps," are written in the upper left corner of the face of the envelope or postal card, e. g.:

Pvt. John R. Doe, Co. F, 167 Inf. APO —, U. S. Army.	Mr. Richard R. Roe, 165 E. ----- St., Kokomo, Indiana.
--	---

(2) The notation "soldier's mail" is neither necessary nor desirable.

*b. Registered matter.*—(1) *Letters.*—Letters addressed to points in the United States or its possessions will be registered upon payment of the registry fee prescribed by the Post Office Department; stamps of the required amount to be affixed to the letter.

(2) *Parcels.*—Parcels will be registered upon payment of *first class* postage in addition to the registry fee. The weight limit of parcels will be governed by regulations of the Post Office Department and any special restrictions prescribed by the War Department.

(3) *Currency.*—Neither coin nor paper money should be transferred from the theater of operations by registered mail, but United States Treasury checks issued by disbursing officers without charge in exchange for cash may be sent by registered mail. Sale of money orders by an Army Post Office is not contemplated. (See par. 26a(3).)

(4) *Special delivery.*—No special-delivery service will be given mail addressed to troops in a theater of operations.

■ 8. REGISTERED OFFICIAL MAIL.—*a. For zone of the interior or United States possessions.*—Official mail matter, either letters or parcels, for the zone of the interior or possessions of the United States will be registered only upon payment of the registry fee prescribed by the Post Office Department; stamps of the required amount to be affixed to the article.

*b. Within theater of operations.*—Official mail from one Army post office to another, both within the theater of operations, may be registered without payment of any registry fee.

## SECTION II

### ORGANIZATION

■ 9. GENERAL.—*a. Branch of the Adjutant General's Department.*—The Army Postal Service is an activity of the Adjutant General's Department.

*b. Applicable laws and regulations.*—These regulations supplemented by the Postal Laws and Regulations and the practice of the Post Office Department, modified to meet the needs

of the Army in time of war, govern the organization and operation of the Army Postal Service.

■ 10. IN PEACE.—In time of peace, the Army Postal Service consists of—

- a. Such officers as may be assigned to postal duty.
- b. Such postal units as may be organized.

■ 11. UPON MOBILIZATION.—*a. At Washington, D. C.*—The Adjutant General will establish in Washington, D. C., the necessary facilities for supervising the operation of the Army Postal Service and to maintain liaison with the Post Office Department.

*b. At corps area and department headquarters.*—The adjutant general's section of each corps area and department headquarters will maintain liaison with the appropriate local postal authorities on matters pertaining to postal service for troops serving within the corps area or department and to furnish information as to the location of and changes in location of posts, camps, stations, and similar agencies of the War Department in the corps area or 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 (see par. 21e). (The Post Office Department has agreed to designate a representative in each corps area to facilitate the above.)

*c. In the field.*—(1) All units and personnel of the Army Postal Service in the field will be assigned or attached to appropriate commands, and will be directly under the command of the commanders of the organizations to which so assigned or attached. Such supervision, inspection, and technical control of the postal service of lower units as may be exercised by officers of the Army Postal Service, assigned or attached to the headquarters of higher units, will be by authority of the commanders of the organization to which these officers are assigned or attached and under the control of these commanders.

(2) At general headquarters in the field and at the headquarters of each separate theater of operations, if more than one, a postal organization will be included in the adjutant

general's section similar to that in The Adjutant General's Office in Washington, D. C. (See par. 13.)

(3) 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 and collect outgoing mail from subordinate headquarters or such other place as the subordinate commander may designate; distribution and collection within the organization being the responsibility of the commander concerned. (See par. 45.)

■ 12. CHIEF OF THE ARMY POSTAL SERVICE.—*a. Responsibility.*—Under The Adjutant General the Chief of the Army Postal Service is charged with the immediate supervision of the Army Postal Service.

*b. Duties.*—Subject to the provisions of paragraph 11c(1), his duties will include—

(1) Supervision of the organization, training, and operation of the Army Postal Service.

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

(3) 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.

■ 13. SECTIONS OF THE POSTAL DIVISION.—The Postal Division of The Adjutant General's Office will be organized in five sections as follows:

Administration and personnel section.

Inspection and training section.

Post office section.

Transportation section.

Supply section.

■ 14. ADMINISTRATION AND PERSONNEL SECTION.—This section supervises and coordinates the work of the Postal Division and keeps the personnel records of the civilian members thereof.

■ 15. INSPECTION AND TRAINING SECTION.—*a. Inspection group.*—(1) Receives all reports of irregularities and complaints made to the War Department by military authorities

with reference to the mail service rendered by agencies of the Post Office Department at posts, camps, and stations of the Army.

(2) Forwards to the Post Office Department, accompanied by appropriate corrective recommendations, reports of such of these irregularities and complaints as cannot be remedied by the corps area commander concerned and the representative of the United States Post Office Department at corps area headquarters. (See par. 11b.)

(3) Recommends appropriate action on complaints made by the Post Office Department against the military authorities at posts, camps, and stations of the Army.

(4) Recommends appropriate action on any irregularities reported or complaints received concerning the Army Postal Service in the theater of operations.

*b. Training group.*—(1) Supervises, under War Department policies, the training and instruction of—

(a) The Army Postal Service.

(b) Personnel of regiments and companies and analogous organizations detailed by commanding officers for postal duty. (See par. 44.)

(2) Arranges with the United States Post Office Department for the practical training of personnel and units of the Army Postal Service, while still in the zone of the interior, by assisting local postal authorities in the handling of mail. Members of the Army Postal Service will not, however, be used as mail orderlies.

(3) Organizes and operates such Army Postal Service schools as may be established.

■ 16. POST OFFICE SECTION.—*a.* This section is charged with general supervision over the mobilization and equipping of Army post offices.

*b.* In the zone of the interior this section cooperates with and assists the Post Office Department as necessary. It keeps the Post Office Department informed of all corps area troop movements and of troop movements to and from the theaters of operations. Through troop location groups maintained at postal concentration centers this section also furnishes the Post Office Department such information as may be necessary

to enable such centers to forward mail to the proper destination in the theaters of operations.

■ 17. **TRANSPORTATION SECTION.**—*a.* This section is charged with general supervision over the transportation of mail to and from the theaters of operations.

*b.* In the zone of the interior this section assists the Post Office Department, when so requested, by arranging at military posts, camps, and stations 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 camp, post, or station post office.

■ 18. **SUPPLY SECTION.**—This section is charged with the procurement and issue of all postal supplies required by the Army Postal Service, such as postal forms and blanks, stationery, typewriters, office supplies and furniture, safes, and other similar articles. Supplies of a strictly postal nature which are used by the Post Office Department are procured from that department, under an agreement between it and the War Department. All other supplies are secured through requisition to the proper supply services.

### SECTION III

#### POSTAL SERVICE IN THE ZONE OF THE INTERIOR

■ 19. **THE POST OFFICE DEPARTMENT.**—Upon notice from the War Department, the Post Office Department expands its service to meet the added requirements of troops at mobilization points.

■ 20. **SERVICE AT POSTS, CAMPS, AND STATIONS.**—*a.* (1) *Delivery.*—Except as prescribed in (3) below, the local agency of the Post Office Department segregates all classes of incoming mail by companies if possible and delivers it to personnel designated by commanding officers, for distribution to troops.

(2) *Collection.*—All outgoing mail is collected from the troops by personnel designated by commanding officers and delivered to the local agency of the Post Office Department for dispatch.

(3) *C.O.D. mail.*—No C.O.D. mail will be turned over to the military personnel for delivery.

(4) *Registered or insured mail.*—Receipts will be taken by the agency of the Post Office Department for all registered or insured mail turned over to personnel designated by commanding officers, for delivery to troops. Likewise, the agency of the Post Office Department will furnish the personnel designated by commanding officers with receipts for all registered mail delivered to such agency for dispatch.

*b. Maneuvers.*—Postal service during large scale maneuvers will be the subject of special instruction.

■ 21. **POSTAL CONCENTRATION CENTERS.**—*a. Location; how determined.*—The location of postal concentration centers in the zone of the interior, usually near the rear boundary of the theater of operations, is determined by agreement between the Post Office Department and the War Department.

*b. Organization, equipment, and operation.*—Postal concentration centers are organized, equipped, and operated by the Post Office Department.

*c. Mail for theater of operations.*—Mail destined for the theater of operations is shipped by the Post Office Department to postal concentration centers in the zone of the interior, where it is disposed of as follows:

(1) *Segregation.*—Mail is segregated by—

(a) Divisions (down to regiments, and, if possible, smaller units).

(b) Corps (nondivisional, corps troops, only).

(c) Armies (troops exclusive of corps and divisions).

(d) Theaters of operations (exclusive of (a) to (c) above).

(2) *Undeliverable mail.*—Undeliverable mail is intercepted and returned directly to the writer, if known, for correct addressing. When no return address is given, it is disposed of by the Post Office Department in accordance with postal regulations.

(3) *Deliverable mail.*—Deliverable mail is sorted and tagged by personnel of the Post Office Department, in accordance with lists furnished by the troop location group (see par. 16*b* and *e* below) of the Army Postal Service on duty at each postal concentration center.



(4) *Shipment to theater of operations.*—The mail is then dispatched (see *e*(3) below) by the Post Office Department to the designated base post office or regulating station in the theater of operations for delivery by the Army Postal Service to the troops.

(5) *Receipts.*—Receipts showing the total number of pouches or sacks of ordinary and registered mail dispatched to the theater of operations, prepared at the postal concentration center, will be signed by the transport quartermaster or officer in charge of a shipment by rail or other method of transportation, who will retain one copy of the receipt. This officer will prepare a similar receipt and have it signed at the base post office or regulating station at which he delivers the mail in the theater of operations.

*d. Mail from theater of operations.*—Mail from the theater of operations addressed to points in the zone of the interior is shipped by the military authorities, generally from base post offices or regulating stations in the theater of operations, to designated postal concentration centers, from which it is dispatched to destination. Receipts will be prepared and signed as prescribed in *c*(5) above.

*e. Troop location group.*—At each postal concentration center the Post Office Department will furnish the amount of floor space and office equipment necessary for operation for a small troop location group to be maintained at each such center by the Postal Division of The Adjutant's Office. These groups are charged with the following duties:

(1) Obtaining and furnishing to the United States postal authorities at the center accurate and timely information as to the base post office or regulating station to which mail for troops in the theater of operations should be dispatched.

(2) Obtaining and furnishing the proper United States postal authorities at the center accurate and timely information as to locations and movements of troops in or to the zone of the interior.

(3) Assisting the United States postal authorities at the center by furnishing timely information as to the expected arrival and departure of means of transportation from and to the theater of operations. This includes, in the case of departure, the amount of space thereon available for mail

destined for the theater of operations, and in the case of arrivals the amount of mail due from the theater of operations.

■ 22. MISCELLANEOUS.—*a. Shelter for United States postal agency.*—(1) When posts, camps, cantonments, and similar agencies of the War Department are located in or near towns or cities, the Post Office Department will provide such additional shelter as may be required by its agencies for the service of the troops at such mobilization points.

(2) When mobilization points are not so located, suitable shelter 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 cantonment, suitable sleeping accommodations and subsistence will be furnished them under the direction of the commanding officer. Subsistence will be paid for by the Post Office Department, or the personnel subsisted.

*c. Transportation for mail.*—Transportation for the transfer of both incoming and outgoing mail between post, camp, and station post offices and the railroad station or other source of supply will be furnished by the commanding officers of posts, camps, and stations when so requested by the Post Office Department.

*d. Directory services.*—(1) A directory service for mail will be established at every post, camp, or station under the direction of the adjutant general or adjutant, as the case may be.

(2) All incoming mail insufficiently addressed, usually because of lack of designation of company and regiment, is turned over by the United States Post Office authorities to the directory service to supply the missing parts of the address and return to the post office for distribution. Each piece of mail found to be undeliverable will be marked to show that the Army has given it directory service, that it is undeliverable and the reason therefor, and returned to the United States Post Office from which it was received.

*e. Investigations of postal irregularities.*—In the case of lost, stolen, or damaged mail, or other postal irregularities, military personnel, under the direction of the commanding

officer, will cooperate fully with the Post Office Department personnel in any investigation they may desire to make.

*f. Prisoner mail.*—Mail addressed to enemy prisoners and to personnel of the Army of the United States captured by the enemy, and held as prisoners of war, shall be disposed of under such rules and regulations as the War Department may prescribe.

#### SECTION IV

### POSTAL SERVICE IN THE THEATER OF OPERATIONS

■ 23. **ARMY POSTAL AGENCIES.**—*a. Primary agencies.*—The agencies of the Army Postal Service in the theater of operations are—

(1) The Postal Division of the adjutant general's section at general headquarters in the field and at headquarters of each theater of operations, if more than one, and at each communications zone.

(2) Postal officers at the headquarters of armies, corps, and divisions.

(3) The Army post offices.

(4) The postal regulating sections.

(5) The mail transportation services.

(6) The motor dispatch service and the Army courier service, if placed under the Army Postal Service.

*b. Supplementary agencies.*—The agencies enumerated in *a* above are supplemented by the regimental (organizational) postal personnel.

*c. Establishment of postal facilities.*—Immediately upon arrival in the theater of operations the commander of a division or higher tactical unit establishes postal facilities for his command. The postal officer, as necessary, secures the needed fixtures and supplies, arranges for suitable shelter for his Army post office, and without delay arranges with the appropriate higher postal officer for mail service for the command. Commanders of organizations arriving in the theater of operations not assigned or attached to a division or higher tactical unit will apply to the next higher headquarters for attachment to an Army post office for mail service. (See par. 24*d*.) Upon notice of such attachment the unit commander

will furnish the Army post office concerned a locator card for each member of his organization showing the name, grade, organization, and home address of each member. Thereafter, for the period of attachment, all gains and losses will be similarly recorded without delay.

■ 24. FIELD POSTAL OFFICERS.—*a. GHQ.*—(1) *When there are several theaters of operations.*—The postal officer, under the GHQ adjutant general, exercises general supervision over the Army Postal Service in the several theaters of operations, his functions being limited to general policies and inspections and, where necessary, to the establishment of priority for personnel and supplies for the Army Postal Service. (See par. 11c(2) reference office organization.)

(2) *In a single theater of operations.*—The postal officer—

(a) Is responsible under the theater adjutant general for the efficient organization of the Army Postal Service in the theater of operations and exercises general supervision and technical control over its agencies therein.

(b) Makes recommendations through channels for the betterment of the postal service between the theater of operations and the zone of the interior.

(c) Makes requisitions, through channels, on The Adjutant General for personnel and supplies which he is unable to procure in the theater of operations.

*b. Army headquarters.*—(1) Under the Army adjutant general the postal officer exercises general supervision and control over the postal service of the Army.

(2) Agencies of the Army Postal Service operating in the army's zone requisition on the postal officer for postal supplies and inform him *daily* of any changes in the location of the units served which necessitates a rerouting of mail to such units.

(3) The Army postal officer reports immediately to the postal regulator of the regulating section changes in the location of Army post offices as well as any changes in the "mail" assignment or attachment of units of the Army. (See *d* below.)

*c. Headquarters of the communications zone.*—(1) Under the communications zone adjutant general, the postal officer is responsible for the efficient organization and operation of such Army postal activities as are under the zone commander.

(2) He arranges for the transportation of mail by the branches of the army concerned, and for the necessary postal guards (convoys) to accompany valuable mail. (See par. 31c.)

(3) When directed, he organizes and operates a motor dispatch service (see par. 37). Necessary transportation for this service will be provided by the communications zone commander.

(4) He establishes the necessary postal supply depots for the agencies of the Army Postal Service in the theater of operations.

*d. Assignments for mail service.*—(1) *Units and installations.*—The postal officer of a theater, army, or communications zone, as the case may be, will assign to an Army post office for mail service all organizations or installations serving under the jurisdiction of the theater, army, or zone not already provided for. Telegraphic notice of all such assignments will be sent the base post office and postal regulating section routing mail to the Army post office concerned.

(2) *Individuals.*—General delivery of mail to individuals, as practiced by civil post offices, is impracticable and, for military reasons, inadvisable in a theater of operations. Delivery of mail to the individual will therefore be made by unit or installation mail personnel (see par. 44). 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.

■ 25. ARMY POST OFFICES.—*a. Classification.* (See Definitions.)

*b. Branch post offices* may be established when operation will be facilitated thereby.

*c. Priority in handling mail.*

(1) Official mail will be given priority over all other mail.

(2) Of the several classes of mail matter, first-class matter is given priority in sorting and shipment and is normally dispatched by express trains or fast trucks. Second-class matter is dispatched by express trains when practicable, but normally is shipped by freight trains or trucks.

*d. System for numbering Army Post Offices.—(1) General.*

Unit	Block of numbers assigned	Method of numbering
Infantry divisions.....	1-200.....	The number of the division. Example, the APO for the 5th Division would be No. 5.
Cavalry divisions.....	201-250.....	200 plus the number of the division. Example, the APO for the 1st Cavalry Division would be No. 201.
Armored divisions.....	251-300.....	250 plus the number of the division. Example, the APO for the 1st Armored Division would be No. 251.
Corps.....	301-350.....	300 plus the number of the corps. Example, the APO for the I Corps would be No. 301.
Armored corps.....	351-400.....	350 plus the number of the corps. Example, the APO for the I Armored Corps would be No. 351.
Field armies.....	401-500.....	400 plus the number of the Army. Example, the APO for the First Army would be No. 401.
General Headquarters.....	501.....	Reserved for GHQ APO.
Lines of communication.....	501-800.....	Example, in a communications zone the APO's would be numbered No. 502, 503, and 504, etc.
Reserved for special assignment.	801 up.....	

(2) *During maneuvers.*—During maneuvers for assignment to provisional units not covered above, numbers are allotted as follows:

*First Army:*

First Corps Area 801, 811, 821, 831, etc.

Second Corps Area 802, 812, 832, 842, etc.

Third Corps Area 803, 813, 823, 833, etc.

*Second Army:*

Fifth Corps Area 805, 815, 825, 835, etc.

Sixth Corps Area 806, 816, 826, 836, etc.

*Third Army:*

Fourth Corps Area 804, 814, 824, 834, etc.

Eighth Corps Area 808, 818, 828, 838, etc.

*Fourth Army:*

Seventh Corps Area 807, 817, 827, 837, etc.

Ninth Corps Area 809, 819, 829, 839, etc.

■ 26. TYPICAL ORGANIZATION.—The post office organization illustrated below typifies that which is normal for a postal organization furnishing mail service to troops in the field. Variations necessary for base post offices and for others furnishing specialized service are discussed below.

*a. Registry and stamp section.*—(1) *Functions.*—This section is established in all Army post offices for the convenience of the troops in the handling of registered mail and the purchase of stamps.

(a) The rules, regulations, and practice of the Post Office Department govern in the handling of registered mail.

(b) A receipt is given for every piece of registered mail received and a receipt is required of the addressee or mail orderly for every piece delivered.

(2) *Stamps and stamped paper.*—(a) The chief finance officer, communications zone, supplies disbursing officers in the field, on requisition, with stamps and stamped paper (envelopes, postal cards, etc.), which are purchased for cash or equivalent by the Chief of Finance from the Post Office Department. They are invoiced to the chief finance officer, communications zone, who, in turn, invoices them to the requisitioning disbursing officers in the field.

(b) Stamps and stamped paper will be obtained from the nearest disbursing officer by an officer of the Army Postal Service, who will account for them as an agent officer of the disbursing officer, and will be sold to the troops by the Army Postal Service.

(c) Unsold or damaged stamps and stamped paper in the possession of the Army Postal Service will be turned back to the Finance Department for redemption or replacement by the Post Office Department, provided the number and denomination can be determined accurately.

(3) *Money orders.*—(a) In lieu of money orders, the Finance Department will issue, in exchange for cash, to officers, enlisted men, and civilians having a status recognized by the War Department, checks negotiable only in the United States, as authorized by AR 35-540. There will be no charge or fee for this service.

(b) Upon full and complete identification, the Finance Department will cash domestic money orders issued by the Post Office Department in the United States and drawn to the order of officers, enlisted men, and civilians, attached to the military forces of the United States, in time of war, in the theater of operations.

(c) The Finance Department arranges for payment or redemption of these money orders by the Post Office Department in accordance with the following paragraph of a general agreement between the Post Office Department and the War Department: (For full text of agreement, see Appendix.)

## II. The United States Post Office Department agrees—

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

\* \* \* \* \*

(M) To pay in time of war at the U. S. Post Office (to be designated by the Post Office Department) domestic post office money orders issued at post offices within the United States payable at the designated post office referred to, payment to be made after such orders have been cashed by finance officers of the U. S. Army, in a Theater of Operations and transmitted to such designated post office, properly endorsed. It is expressly understood that the U. S. Post Office Department assumes no liability for money orders improperly cashed by Finance Officers.

\* \* \* \* \*

(4) *Courier mail* (see par. 38b(2)).—Courier mail will be forwarded to its destination by special messenger to be secured from the division or analogous headquarters.

*b. Incoming and outgoing mail section.*—(1) *Incoming.*—

(a) All incoming mail is received in this section where the



pouches containing letters are first separated from those containing printed matter and parcels.

(b) The pouches containing first-class (letter) mail are then sent to the distributing tables, where, after the labels are examined, they are opened and the contents distributed to the various organizational bags or pigeonholes according to the scheme of distribution. To make a thorough distribution there should be a distribution case or bag stand with a sufficient number of pigeonholes or bags to receive mail for each regiment or similar organization service by that post office.

(c) In order to afford a constant and complete check upon everything coming into the office there will be maintained a standard pouch record (see form below) in which the clerk opening the pouch immediately enters the pouch number, by whom sent, the date and hour of receipt, any irregularities or errors noted, and affixes his initials. This record will be collected daily by the officer in charge of the post office for examination, preparation of necessary reports, and file.

**ARMY POSTAL SERVICE**  
**STANDARD POUCH RECORD**

Report of pouches received and opened at APO No. ....

Date .....

Pouch No.	Received from—	Date re- ceived	Time re- ceived	Errors or irregu- larities noted	Initials of clerk

**INSTRUCTIONS**

This form will be prepared at all APO's at time of opening pouches and collected daily by the officer in charge of the post office for examination, preparation of necessary reports and file.

WD AGO Form No. ....

(2) *Outgoing*.—This section segregates and dispatches all outgoing mail for the theater of operations and for the zone of the interior maintaining daily record of pouches dispatched (see form below). Mail for the zone of the interior

will be segregated by States, where practicable, tied in packages, pouched, sealed, and forwarded to such establishments as may be designated by the Post Office Department. Suitable pigeonhole cases properly labeled will facilitate this segregation.

## ARMY POSTAL SERVICE

## STANDARD POUCH RECORD

Report of pouches dispatched by APO No. ....

Date .....

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

## INSTRUCTIONS

This form will be prepared at all APO's at time of dispatch of pouches and collected daily by the officer in charge of the post office for examination, preparation of necessary reports, and file.

WD AGO Form No. ....

271749°—40—4

21

*c. Directory section.*—(1) *Communications zone installations.*—(a) This section maintains a card index of the name, organization, grade, and home address of every individual being served, or who has ever been served, by the post office. (See par. 23c, and prescribed form in appendix.)

(b) It is very important that this card index is kept complete and up to date.

(c) When an individual changes station, his card is promptly changed to show his new address.

(d) All mail which is incorrectly or insufficiently addressed, or is otherwise undeliverable is handled by this section which furnishes directory service therefor from the card-index file.

(2) *Tactical organizations.*—The directory section of post offices assigned to and serving divisions, corps, and armies will utilize the personnel records (locator cards) of the adjutant general's office of the organization to which assigned rather than maintain the card index directed in (1) (a) above. In other respects it functions as does the directory section of post offices serving the communications zone.

APO .....				
LOCATOR CARD*				
Name .....				
(First name)	(Middle name)	(Last name)		
Grade: ..... Co.: ..... Regt.: ..... Date: .....				
CHANGES OF ADDRESS				
Date .....	Grade .....	Co. ....	Regt. ....	APO .....
Date .....	Grade .....	Co. ....	Regt. ....	APO .....
Date .....	Grade .....	Co. ....	Regt. ....	APO .....

\*Dimensions—3 by 5 inches.

#### INSTRUCTIONS

1. Locator files using this form will be maintained only by communications zone APO's which do not have access to the personnel records of the adjutant general's section of a division, corps, army, or higher headquarters.

2. A separate card will be made and kept in a card index for every individual being served or who has ever been served by the post office concerned.

3. When an individual changes station, the date thereof, his grade, new company, regiment, and APO will be entered promptly on the first line provided for changes of addresses; subsequent changes will be entered similarly on the other lines provided therefor.

■ 27. **BASE POST OFFICE.**—*a. Function.*—(1) A base post office receives from the Post Office Department, generally from postal concentration centers in the zone of the interior, mail in bulk destined for the theater of operations and, after checking, receipting, retagging, and sorting, dispatches it to destination by railroad or other available means of transportation.

(2) A base post office also receives mail destined for the zone of the interior and, after making the necessary distribution, dispatches such mail to the designated agency of the Post Office Department.

(3) To receive, hold, and later dispatch mail intended for organizations en route to the theater of operations whose location after arrival has not been determined or supplied to the base post office.

*b. Number required, when not established.*—There may be one or more base post offices in a theater of operations, depending upon its extent and organization. Where the theater of operations is narrow in depth or adjacent to continental United States territory, it may not be necessary to establish base post offices, in which case mail is shipped from the postal concentration centers in the zone of the interior directly to regulating stations.

*c. Location.*—The location of base post offices is determined by the Commanding General, GHQ; their locations being so fixed as to conform to the general supply scheme of the theaters of operations.

*d. Transportation.*—The necessary labor and transportation for handling mail at base post offices will be furnished by the commanding officer of the base of which the post office is a part.

*e. Organization.*—In view of their function (see *a*(1) above), base post offices have only an incoming and outgoing mail section, with the former having a primary and final distribution.

(1) *Primary distribution.*—All letters for distribution, except packages of letters already sorted when received, will first be sent to sorting tables where packages are cut and an initial separation made according to the arms and services, such as infantry, field artillery, cavalry, etc. Pigeon-hole

cases are suggested to facilitate this segregation, the number and size being determined by the volume of mail handled.

(2) *Final distribution.*—After primary distribution, a final distribution is made during which the mail is further segregated by headquarters of armies, army corps, and divisions, numbered units of the arms and services, and miscellaneous units. This is the more important of the two operations of distribution and requires personnel having accurate knowledge of the Army organizations being supplied through the base post office concerned. Again the size and number of letter cases required will be governed by the volume of mail handled and the number of units in the area. Each letter case will be provided with a "sheet scheme" showing the locations of all units of (see above reference segregation by arm or service) the arms and services arranged so as to afford ready reference. In addition to the "sheet schemes" there will be a "mailing scheme" containing a printed index of all units in the theater of operations with the number of the Army post office to which the mail for each should be dispatched. The "mailing scheme" will be corrected daily from bulletins furnished by the theater or other proper postal officer. Mail arriving at a base post office addressed to a unit not shown on the mailing scheme will be dispatched if the exact location of the unit is known or can be readily ascertained. In addition, the next higher headquarters—ordinarily the communications zone commander—will be notified by telegram of the action taken and requested to furnish the number of the Army post office through which the unit thereafter is to receive mail.

(3) Mail originating in the theater of operations and intended for some other point in the theater will be handled as is miscellaneous mail received from the zone of the interior.

■ 28. THEATER DIRECTORY SERVICE.—*a. Duties.*—(1) In each theater having a separate headquarters and at GHQ, a "Mail Directory Service" will be established as a part of the adjutant general's section. The duty of this service will be to furnish directory service for insufficiently or incorrectly addressed mail received in the theater from postal concentration center or from subordinate organizations which have been unable to supply the correct address.

(2) Mail will not be sent to a higher headquarters for this purpose until every local resource has been exhausted. (See par. 43.)

*b. Locator cards.*—The theater or GHQ adjutant general keeps a file of locator cards for all personnel in their respective commands which will be used as the basis of the directory service.

■ 29. ARMY POST OFFICES AT HOSPITAL CENTERS.—*a. When attached.*—A communications zone commander may attach an Army post office to any hospital center whose size justifies such action.

*b. Operation of Army post offices attached to hospital centers* will, under the direction of the commanding officer, be operated by the Army Postal Service with final distribution to individuals and collections of mail made by mail orderlies of the Medical Department.

*c. Directory service.*—Directory service in hospital centers will use hospital personnel records, and such service will be greatly facilitated if the card index for patient personnel is maintained separately from those of the permanent personnel.

*d. Notices of arrival, discharge, and transfer of patients.*—Immediately upon the arrival of a patient at a hospital center the commanding officer will have prepared and sent to the theater adjutant general and to the last organization of the person concerned a notice of the arrival of the patient concerned. Similarly, a notice of the discharge or transfer of a patient will be sent to the same two places.

■ 30. POSTAL REGULATING SECTIONS.—*a. Location.*—Postal regulating sections are established at Army regulating stations, are under the orders of the commanding officers thereof, and form a part of their commands.

*b. Functions.*—(1) To receive, sort, tag (when necessary), and dispatch mail in bulk received for troops in that part of the theater of operations served by the regulating station.

(2) To dispatch mail received from troops in the theater of operations. This includes mail for the zone of the interior and mail from one point to another in the theater of operations.

(3) To combine into packages, tag, and dispatch mail received in small lots in mixed pouches. (In postal language this is termed "closing" mail which is "massed" on the regulating station.)

(4) When there is no base post office the postal regulating section may, in addition, have all or part of the functions of a base post office.

(5) In order to perform its functions the postal regulating section must maintain up-to-date lists showing the locations of all troops and installations being supplied by the regulating station of which it is a part.

*c. Facilities required.*—(1) Space and shelter for handling large quantities of mail in bulk.

(2) If also functioning as a base post office, the requisite office fixtures and supplies.

*d. Personnel.*—As prompt movement of mail depends largely upon the efficiency of the service at these sections, it is essential that the personnel be carefully selected. They should, if possible, be experienced former railway postal clerks of the Post Office Department and must appreciate the importance of keeping secret the information intrusted to them.

■ 31. TRANSPORTATION OF THE MAIL.—*a. General.*—(1) Normally, mail routes follow supply routes and mail is dispatched to units with their supplies. For priority in transporting mail, see paragraph 25c.

(2) The Army Postal Service must be quick to anticipate changes in the military situation and be prepared to take advantage of every practicable means for forwarding mail to destination. Above all, the method of transporting mail must be sufficiently flexible to meet the varying conditions of war.

*b. Transportation section.*—(1) *Function.*—(a) The postal officer of a general headquarters in the field, of a separate theater of operations, if more than one, and of the communications zone will establish, under the direction of his commanding general, a transportation section whose function is to assure the safe and speedy transportation of mail.

(b) Prompt advice as to all changes in locations of troops is an essential element of any scheme for the efficient and accurate dispatch of mail and the transportation section must, therefore, keep in very close touch with all troop movements.



(2) *General headquarters in the field.*—In conformity with the orders and plans of the commanding general, the transportation section at general headquarters—

(a) Arranges for the transportation of the mail by railroad or other available means.

(b) Assures the prompt handling of mail to and from the theaters of operations.

(c) Operates the motor dispatch service, if established.

(3) *Separate theater of operations.*—Same as (2) above, insofar as applicable.

(4) *Army headquarters.*—(a) In conformity with the orders and plans of the army commander and subject to the technical control and general supervision of the postal officer at general headquarters or the theater of operations, as the case may be, the army postal officer organizes the mail service in the army area. He must be on the alert at all times to note promptly any change in the general situation which may affect the mail service in the army area.

(b) Changes in the location of troops will be reported without delay to the regulating station through which the army is supplied.

*c. Convoys.*—(1) When guards are necessary for mail, they will be furnished as follows:

(a) Between postal concentration centers and base post offices—as arranged between the Postal Division, The Adjutant General's Office, and the transporting service.

(b) Between base post offices and postal regulating sections—by base post offices concerned.

(c) Between postal regulating sections and railheads—by postal regulating sections concerned.

(2) It is the primary duty of convoys to protect the mail. In the case of registered matter they will secure receipts from persons authorized to receive it. If relieved or transferred to other duty, all records and receipts in their custody will be turned over to the officer under whom the service was performed.

■ 32. SERVICE BY RAIL.—*a. Railway mail service.*—No railway mail service is contemplated except as an incident to mail service for the civilian population of United States territory. (See sec. VI.)

*b. Priority in transporting mail.*—See paragraph 25c.

*c. Daily trains.*—After handling by a regulating section, mail is usually forwarded to its destination on the "daily" trains.

*d. Local mail.*—Mail for Army post offices in the communications zone is delivered en route.

■ 33. **MOTOR TRUCK LINES.**—When deemed necessary by the commander concerned to provide additional or more extensive mail service, railway lines may be supplemented by motor truck lines, organized and operated on fixed routes and regular schedules.

■ 34. **BOAT LINES.**—Transportation on inland waterways being comparatively slow, it is resorted to only when quicker means are not available.

■ 35. **ANIMAL-DRAWN VEHICLES.**—Transportation by this means is resorted to only when other means are not available or practicable.

■ 36. **AIR MAIL ROUTES.**—When authorized, these routes are established and operated by the Air Corps, under agreement with the Army Postal Service, for the transportation of important official mail on regular schedules between the War Department and GHQ in the field and between the latter and such important headquarters in the theater of operations as may be designated by the commanding general.

■ 37. **MOTOR DISPATCH SERVICE.**—*a. Function.*—The function of this service is to supplement the service by rail and to afford rapid and frequent communications between GHQ in the field and the headquarters of groups of armies, armies, corps, and divisions, the communications zone, and important depots and stations in the theater of operations.

*b. Coordination with Army courier service.*—It is coordinated with the Army courier service, if established, to afford a means whereby couriers may travel between points in the theater of operations.

*c. Personnel and matter transported.*—It transports not only couriers and their dispatches but also important first-class mail in bulk and other important mail whenever capacity permits.

*d. Time schedule.*—A time schedule for each route covered will be prepared and furnished all post offices and headquarters concerned.

*e. Transportation employed.*—The means of transportation employed are automobiles, motorcycles, and light trucks, which are made available to this service for such duty.

■ 38. ARMY COURIER SERVICE.—*a. Function.*—The function of this service is the speedy and safe transmission by special courier of important official communications.

*b. System defined.*—(1) The system consists of maintaining a chain of receipt for the communication from the time it is placed in the custody of the courier service until it is delivered to the addressee, thus combining the features of both the registry and special delivery systems of the Post Office Department. Courier mail is, therefore, faster than registered mail.

(2) Courier mail is handled by the registry section of post offices to which it is directed or through which it passes. This section receipts for and dispatches outgoing courier mail and also makes prompt delivery of, and obtains receipts for, incoming courier mail.

*c. Limits of operation.*—This service is established between the War Department and general headquarters in the field, and between the latter and the headquarters of separate theaters of operations, groups of armies, armies, corps, and divisions, the communications zone, and other important headquarters or points.

*d. How couriers travel.*—Couriers always travel by the quickest and most reliable means of transportation. (See par. 26a(4).)

*e. Travel to be facilitated.*—Officers in charge of agencies of the Army Postal Service which are concerned in the dispatch of courier mail will take every practicable measure to facilitate the movements of couriers, arranging for their transportation and, when necessary, for their meals and sleeping accommodations.

*f. Time schedule.*—Same as paragraph 37d.

*g. Selection of personnel.*—Only officers and enlisted men who are trustworthy, conscientious, and alert will be selected for this work and they should be impressed with the im-

portance of safeguarding at all times and in every way the communications entrusted to their care.

*h. Arming and training of couriers.*—Couriers will be armed with the pistol and trained in its use.

■ 39. **POSTAL SUPPLIES AND SUPPLY DEPOTS.**—*a.* (1) The system of requisition, procurement, issue, and accountability is, in general, that prescribed for Class IV supplies.

(2) Army post offices in the combat zone requisition directly on their army headquarters for postal supplies, while those in the communications zone submit their requisitions to the headquarters of the communications zone.

*b. Postal supplies.*—When an Army post office is established, it will be furnished, without requisition, with an initial stock of postal supplies consisting of forms, blanks, postal records, registry records, twine, office stationery, hand stamps, rubber mats, seal presses, lead seals, postal scales, rubber stamps, stamp pads, typewriters, bag racks, letter cases, and office fixtures. This supply is estimated as sufficient for 30 days; thereafter, requisitions for postal supplies will be based on the requirements of the post office for three months.

*c. Postal supply depots,* if found necessary, will be established in the communications zone.

*d. Messing.*—Postal personnel of armies, corps, and divisions are a part of the headquarters companies of such units and mess with the organization of which they are a part. Other postal units in the theater of operation are of such limited strength that the maintenance of a separate mess for their use is seldom justified. Accordingly, the commander of an organization or installation to which an Army postal unit is assigned or attached will attach the personnel thereof to a convenient organization for rations.

*e. Sleeping accommodations and subsistence for employees of U. S. Post Office Department.*—Commanding officers will furnish, when necessary, sleeping accommodations and subsistence, the same as furnished officers of the Army, for personnel of the Post Office Department employed in the theaters of operations; the subsistence to be paid for by the Post Office Department at costs not in excess of that charged officers of the Army.

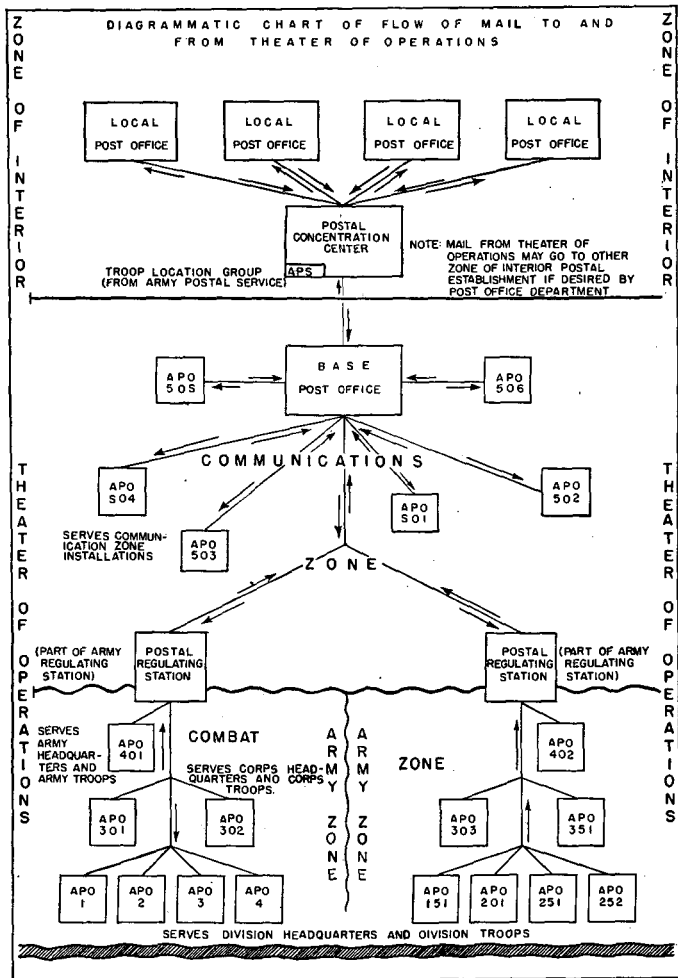


FIGURE 1.

## SECTION V

POSTAL SERVICE OF A DIVISION, CORPS, AND ARMY  
IN THE THEATER OF OPERATIONS

■ 40. GENERAL.—The postal service of a division consists of the following:

Division postal officer.

Division headquarters branch post office.

Division main post office.

Regimental mail service.

■ 41. DIVISIONAL POSTAL OFFICER.—*a. Responsibility and duties.*—The division postal officer, under the division adjutant general, supervises and directs the postal service of the division and is responsible for its efficiency.

b. (1) He is directly in charge of the division headquarters branch post office and the division main post office.

(2) He prepares the necessary schedules for the receipt, distribution, and dispatch of the mail.

(3) He assigns each nonregimental unit of the division to a regiment, to the headquarters branch, or to the main post office for mail service.

(4) He makes such inspections as may be necessary of all postal agencies of the division, including regimental mail service and records pertaining thereto.

■ 42. DIVISION MAIN POST OFFICE.—*a. Location and organization.*—This office is the principal postal agency of the division and will usually be at or near the division distributing point for Class I supplies.

*b. Functions.*—Its functions are to—

(1) Receive, separate, and dispatch in bulk all incoming mail for units of the division.

(2) Receive, sort, and dispatch all outgoing mail from units of the division.

(3) Furnish direct postal service to all organizations located near the distributing point or those which can be more conveniently served by this office than by any other.

*c. Directory service.*—Mail requiring directory service will be sent to the division headquarters.

*d. Records.*—A record (see prescribed forms, pages 20 and 21)—by pouch, origin, and destination—will be kept of all ordinary mail received and dispatched. Each piece of registered and insured mail will be recorded and the required receipts therefor taken.

*e. Transportation.*—(1) *Assignment and use.*—The necessary transportation of mail to and from divisional units and to and from the headquarters branch post office will be provided from transportation available to the division. A motorcycle with side car or pick-up truck will be made available to the division post office for the transportation of mail requiring such handling, and for transportation of the postal officer in connection with official business of the divisional postal service.

(2) *Guards.*—Mail being sent by truck will be accompanied by a member of the—

(a) Divisional postal service when transported by transportation furnished from divisional trains, or

(b) Regimental postal service when transportation is from regimental trains.

(3) *Receipt for mail.*—The guard accompanying trucks transporting mail records by package or pouch and all mail received and delivered gives and takes receipts for it.

■ 43. DIVISION HEADQUARTERS BRANCH POST OFFICE.—*a. Location and general functions.*—This establishment is a branch of the Army post office assigned to the division, is located at the rear echelon of the division headquarters, and serves the division headquarters and nearby organizations.

*b. Directory service.*—The directory section is located at the division headquarters and furnishes directory service for all insufficiently or incorrectly addressed mail received at the main post office which organizations are unable to handle properly. In furnishing this directory service the directory section utilizes the records of the division adjutant general.

*c. Undeliverable mail.*—Mail given directory service in the division and for which a correct address cannot be supplied will be sent to the appropriate headquarters for disposition (see par. 28).

■ 44. REGIMENTAL MAIL SERVICE.—Regimental mail service consists of—

a. The regimental postal officer (usually an assistant adjutant in addition to his other duties).

b. One noncommissioned officer, grade 4 or higher, and sufficient enlisted clerks detailed by the regimental commander to handle headquarters mail and furnish postal service not otherwise provided for.

c. The regimental post office (a section of the adjutant's office).

d. Unit mail orderlies.

■ 45. REGIMENTAL MAIL PERSONNEL.—*a. General.*—This personnel operates under the regimental postal officer and in the theater of operations is the means of contact between the individuals of the command and the Army Postal Service.

*b. Detailed functions.*—(1) They serve their own regiment and in addition any nonregimental organization attached for mail service. (See par. 41b(3).)

(2) They receive, distribute, and deliver incoming mail from the division main or branch post office, direct or through unit mail orderlies to the individual personnel of their organizations.

(3) They collect outgoing mail, prepare it for dispatch, and deliver it to the main or branch post office of the division as directed by the division postal officer.

*c. Directory service.*—They furnish directory service for all mail received by organizations of the regiment which is insufficiently or incorrectly addressed. Mail for which they cannot furnish directory service is sent to the division headquarters for directory service.

■ 46. UNIT MAIL ORDERLIES.—*a. Importance.*—The efficiency of troop mail service largely depends upon the efficiency of the mail service in the company, which is the final agency in the distribution of the mail. Mail orderlies are detailed from the company or detachment they serve.

*b. Excused from other duties.*—Mail orderlies are selected from personnel whose duties will permit regular, efficient functioning of the mail service within the company or other unit.



c. *Qualifications and general duties.*—(1) The unit mail orderly is the postmaster of his organization and, to perform his duties properly, should be intelligent and trustworthy, have some clerical ability, and, if possible, have had some previous postal experience.

(2) He receives the incoming mail from the regimental post office and distributes it to members of his organization. He also collects the outgoing mail, which he delivers to the regimental post office for forwarding, *after he has examined it and assured himself that it is properly prepared for mailing and is correctly and sufficiently addressed.*

(3) He also furnishes directory service, whenever possible, for all undeliverable mail received by him. (See *d* below.)

d. *Directory service.*—(1) *General.*—In time of war, due to casualties in action, transfers, and other causes, the personnel of organizations changes frequently and one of the most important duties of the mail orderly is to correctly readdress and forward mail received for personnel no longer with the organization.

(2) *Undeliverable mail.*—The mail orderly will dispose of undeliverable mail as follows:

(a) *Missent mail.*—Individual pieces of mail received by the mail orderly clearly addressed to a member of some other organization will be returned to the regimental post office with no other action by the mail orderly except to draw a line under the address for emphasis. Where a package of mail is similarly missent, the mail orderly will write on the package slip the words "Missent to Company ———", note the date thereon, and return the package to the regimental post office.

(b) *When forwarding address is known.*—Undeliverable mail not missent as above will be readdressed and forwarded through the regimental post office to the addressee unless he is a patient in a division or evacuation hospital (see (*k*) below for such cases).

(c) *When forwarding address is not known.*—Except as directed in (*h*) to (*j*) below, when the forwarding address of the addressee is not known the mail will be immediately returned to the regimental post office with a line through the

address and the indorsement "present address unknown," followed by the company and regiment, the date and the initials of the mail orderly noted thereon. (See example under (g) below.) Whenever practicable, sufficient space will be left for subsequent indorsements of regimental and divisional postal agencies.

(d) Mail indorsed pursuant to (c) above will be returned to the regimental post office, where it will be readdressed if a forwarding address can be found at regimental headquarters. If no forwarding address is found, it will be indorsed as above to the division headquarters post office, where similar action will be taken. If no forwarding address is of record in the division, it will be forwarded to the appropriate headquarters for disposition as provided in paragraph 43c.

(e) If space permits, the regimental and divisional indorsements will be placed in turn below that of the company mail orderly. (See example in (i) below.) If not, the word "over" will be written under or alongside of the company or regimental indorsement, as the case may be, and the next one written near the top on the reverse side of the piece of mail. When an indorsement is placed on the reverse side it will be preceded by the words "present address unknown."

(f) *Indorsements; how prepared.*

1. When there is sufficient space begin the first indorsement about  $1\frac{1}{2}$  inches above lower edge of the envelope.
2. Write an indorsement once only.
3. Write plainly and do not use more space than necessary.
4. Do not write, mark, or stamp over the name of the addressee.
5. Draw a light line, in ink, through the incorrect address.
6. If there is not sufficient space on the face of letter for the indorsement, write the word "over" on the face and place the indorsement on the back.
7. Appropriate rubber stamps or colored gummed pasters, if available, will be used for indorsements.

(g) The following is an example of a complete indorsement:

From Richard R. Roe	
165 E. ——— St.	(STAMP)
Kokomo, Ind.	
Private John Robbins Doe (Army serial No.)	
Present address unknown	
Co. A, 167th Inf. 2-/2-CJO.	Company A,
167th Inf. 2/13-ETM.	167th Infantry,
4th Div. 2/15-RS.	APO No. 710.

(h) *Sick or wounded.*—If the records show that the addressee left his organization, “sick” or “wounded” and his present address is unknown, the appropriate word will be added to the indorsement of the mail orderly, immediately after the words “present address unknown.”

(i) *Missing.*—When mail is received for an individual who is accounted for as “dead,” “killed in action,” “missing in action,” or “prisoner of war,” the mail orderly will draw a line through the address and turn it over to the company commander, or any officer of the company having knowledge of the facts for indorsement as follows:

<b>DEAD</b>
(or “killed in action,” “missing in action,” “prisoner of war,” as the case may be).
(Signed) John Doe,
Captain, 167th Infantry,
2/12.

Mail of this character must be indorsed by an officer, preferably the company commander, and is returned through the usual channels to the division headquarters post office for verification of the indorsement and forwarding to the central post office, if one has been established; or, if not, directly to The Adjutant General, for return to the addressor after *final* verification of the indorsement.

(j) *Erroneous address.*—Mail addressed to an individual who has never been assigned or attached to the organization will be indorsed by the mail orderly with the words "no record" followed by his company and regiment, the date, and his initials, and returned through the usual channels.

(k) *Patients in division or evacuation hospitals.*—Usually patients do not remain long enough in division or evacuation hospitals to receive mail and it will not be forwarded to them there unless specifically requested. If the patient is to be held in such a hospital for ten days or longer, the hospital mail orderly, or other suitable person, under the direction of the commanding officer of the hospital, will assist the patient to prepare notification cards giving the patient's address, and requesting that mail be forwarded. These cards will be sent to his former immediate commander, and the central post office, if one has been established. (See (3) (e) below.)

(3) *Rosters.*—(a) To enable him to furnish the required directory service, the mail orderly will keep an up-to-date roster of all members of his organization, past and present.

(b) This roster will be kept in a book, preferably loose-leaf, alphabetically tabbed, with the names arranged in alphabetical order on the left-hand pages only; the right-hand pages being reserved for the forwarding addresses of absentees. An authorized alternate method is to keep the roster on 3 by 5-inch cards.

(c) The names of officers will be kept in a separate list from those of enlisted men. Space for additional names will be left between each alphabetical block.

(d) The mail orderly *must enter, or make changes in*, the forwarding address of members of his organization at the time they occur. The mail roster will be frequently inspected—once every ten days—by the regimental postal officer and semiweekly by a company officer. A record of such inspections, the date inspected, and the initials of the inspecting officer will be recorded and kept in or with the roster.

(e) Prior to departure therefrom, every member of a company or detachment will, if practicable, furnish the unit mail orderly with his new address unless he desires his mail held pending his return. Should the absence be unforeseen, the

individual concerned will, at the first opportunity, furnish his new address to his last immediate commander, who will notify the unit mail orderly concerned.

(f) When a new member joins the company he will be required by the company commander to notify the commander of his old company and his correspondents, especially his relatives, of his new address. This will be done regardless of any statement that may be made by the new member as to his already having done so. The postal card form for notification of change of address shown below will be used for this purpose; the company or similar organization commander verifying the data thereon prior to dispatch:

Date: -----
My address is:
Private John R. Doe (Army serial No-----),
Co. F, 167th Infantry,
APO-----
I am ("well," "sick," "in hospital," "slightly wounded," etc.).
Signature: John R. Doe.
Verified: -----,
(Name) (Grade)
Commanding Co. F, 167th Inf.

(4) *Registered mail.*—(a) Every piece of registered mail will, at the time received by the mail orderly, be recorded in a book (referred to as the "Registered Mail Book") by registry number, place of origin, if known, and the name of the addressee. The signature of the person to whom delivered and the date thereof will be entered in the "Registered Mail Book" at time of delivery, e. g.:

No.	From	Addressed to—	Delivered to (signature)—	Date of delivery
183	Smithfield, Mich.....	Pvt. John R. Doe....	John R. Doe...	2-12-28

The "Registered Mail Book" will be kept as a part of the permanent records of the company.

(b) Registered mail which cannot be delivered will be indorsed the same as ordinary mail, returned through regimental headquarters to the division headquarters post office, and a receipt therefor obtained in the "Registered Mail Book."

(c) Mail orderlies are accountable for all registered mail for which they have receipted and for which they cannot show a proper receipt, and are subject to disciplinary action for loss of, or damage to, registered mail through their negligence.

(5) *Records.*—The records to be kept by the mail orderly consist of—

(a) The roster required by (3) above.

(b) The registry book required by (4) above.

(c) A copy of this manual or such extracts thereof as pertain to his duties with changes issued from time to time.

(6) *Empty mail bags.*—(a) "Whoever shall steal, purloin, or embezzle any mail bag or other property in use or belonging to the Post Office Department, or shall appropriate any such property to his own or other than its proper use, or shall convey away any such property to the hindrance or detriment of the public service, shall be fined not more than two hundred dollars or imprisoned not more than three years, or both." (35 Stat. 1124, Section 1698, United States Postal Laws and Regulations.)

(b) Any empty mail bags will be returned by the mail orderly each day to the regimental post office or to the post office from which received.

■ 47. **CORPS POSTAL SERVICE.**—*a. Organizations served.*—Postal service for the corps is substantially the same as that for the division except that the Army post office of the corps serves corps headquarters and such corps troops as are not attached or assigned to division post offices for mail service.

*b. Corps postal officer.*—Except as provided in *c* below, the corps postal officer in addition to his duties as such is immediately in charge of the Army post office attached to the corps headquarters.

*c. Postal officer of independent corps.*—The postal officer of an independent corps functions as does an army postal officer. (See par. 24b.)

■ 48. **ARMY POSTAL SERVICE.**—The Army Postal Service consists of—

*a. Army postal officer* (see par. 24b for duties).

*b. Army post office* to furnish mail service to army headquarters and army troops not assigned or attached to corps or division post offices for mail service.

*c. Army post offices* of the corps and divisions of the army.

*d. Other army postal activities* located in the army area not under the jurisdiction of the communications zone.

## SECTION VI

### CIVILIAN POPULATION IN THE THEATER OF OPERATIONS

■ 49. **GENERAL.**—Postal service for the civilian population in the theater of operations is subject to such control and restriction as may be directed by the commanding general.

■ 50. **IN UNITED STATES TERRITORY.**—*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, insofar as the military situation permits.

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

*c. Limits of responsibility.*—When so 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 of the civil population.

■ 51. IN OCCUPIED ENEMY TERRITORY.—When directed by the commanding general, the Army Postal Service organizes and operates the postal service for the civilian population, utilizing as a basis therefor the enemy postal service existing at the time of occupation, including those officials and employees thereof who are willing to serve.



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

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

A *Communications Zone* is that part of a Theatre 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 theatre.

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

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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 Theatre 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 Theatre of Operations showing to what Army Base Post Office or Army Regulating Station in the Theatre 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

## ARMY POSTAL SERVICE

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

(g) In a Theatre of Operations, in lieu of money order facilities furnished by the Post Office Department, to issue official checks in exchange for cash, to officers, enlisted men and civilians having a status recognized by the War Department and authorized to accompany the military forces of the United States in time of war.

(h) To cash domestic post office money orders drawn to the order of officers, enlisted men, and civilians, attached to the military forces of the United States, in time of war, in a Theatre of Operations, these orders cashed by the Army to be redeemed or paid at a designated post office. The Army accepts full responsibility for improper payment and subsequent investigation, and necessary collection and reimbursement to the true payee.

(i) In a Theatre 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 theatres transportation to the point of dispatch from such theatre.

(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 Theatre 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.

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(m) To furnish, in a Theatre 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 theatre.

(n) In that part of the continental United States included in a Theatre 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 employes 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 employes 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 Theatre or Theatres of Operations.

## ARMY POSTAL SERVICE

(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 transportation between the Postal Concentration Center and the depot or wharf.

(f) To receive outgoing mail from Theatres 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 Theatre 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 Theatre Commander.

(j) To give publicity through its agencies in the United States, as to the 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 Corps Area Commander for the pur-

pose 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) To pay in time of war, at the U. S. Post Office (to be designated by the Post Office Department) domestic post office money orders issued at post offices within the United States payable at the designated post office referred to, payment to be made after such orders have been cashed by finance officers of the U. S. Army, in a Theatre of Operations and transmitted to such designated post office properly endorsed. It is expressly understood that the U. S. Post Office Department assumes no liability for money orders improperly cashed by Finance Officers.

(n) To furnish, in a Theatre 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.*

ARMY POSTAL SERVICE

SUPPLEMENTAL AGREEMENT

MARCH 29, 1940.

MAJOR GENERAL EMORY S. ADAMS,  
*The Adjutant General, U. S. Army,*  
*Washington, D. C.*

MY DEAR GENERAL ADAMS:

In connection with an agreement between the Post Office and the War Departments, dated March 19, 1940, concerning Army Postal Service, it is the desire of this Department to recommend suitable personnel to the War Department for appointment as Reserve officers in the Army Postal Service as contemplated by Section I, paragraph 2. It is understood that such personnel must meet the physical and other requirements set up by the War Department for such appointment.

It is requested that this letter be filed with the agreement as indicating the desire of this Department.

Sincerely yours,

K. P. ALDRICH,  
*Chief Inspector.*





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ADJUTANT GENERAL'S FIELD MANUAL  
THE ARMY POSTAL SERVICE

CHANGES }  
No. 1 }

WAR DEPARTMENT,  
WASHINGTON, December 20, 1940.

FM 12-105, November 12, 1940, is changed as follows:

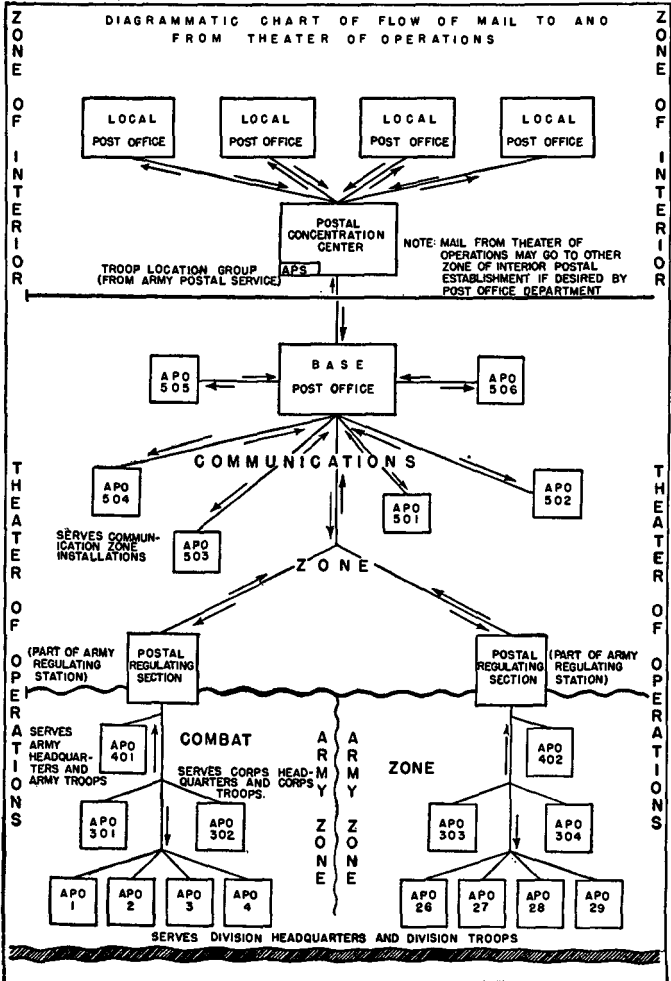


FIGURE 1.

BY ORDER OF THE SECRETARY OF WAR:

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

OFFICIAL:

E. S. ADAMS,  
*Major General,*  
*The Adjutant General.*