

ORDER OF THE POSTMASTER GENERAL

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS Conditional Acceptance of Publications as Second-Class Matter

ORDER No. 21515; DATED June 4, 1943.

Paragraph 1, section 530, Postal Laws and Regulations, is amended to read as follows:

530. When an application has been made as provided in section 529 for entry of a publication as second-class matter, the postmaster shall, **except as hereinafter provided**, issue to the publisher, on Form 3503, a permit conditionally accepting the publication, pending its classification, for mailing in the manner in which second-class matter is mailed (see sec. 560), and require a deposit of money sufficient to cover postage at the regular third-class rate, or the rate for books, whichever is applicable, according to the physical characteristics of the publication, computed on each separately addressed copy or package of unaddressed copies offered for mailing pending consideration of the application. Such deposit shall **not** be taken up in the quarterly postal account nor in the quarterly statement of pound-rate postage rendered to the Third Assistant Postmaster General, but shall be held in trust until the postmaster is advised as to its disposition. If the publication is admitted as second-class matter, the excess of the deposits over the second-class rates of postage shall be refunded. If postage is prepaid on copies by stamps affixed, or in money under the permit system, or copies mailed at the bulk third-class rate under the provisions of section 562, while the application is pending, no refund of any portion of the postage so prepaid shall be made when admission of the publication as second-class matter is authorized. If the publication is not admitted, the entire deposit shall be converted into ordinary postage stamps, affixed to a sheet or sheets of paper, canceled, and sent by registered mail to the Third Assistant Postmaster General. Stamps of the highest available denominations shall be used for this purpose. The stamps so used shall be accounted for at presidential offices as sold and at fourth-class offices as canceled. **Provided, that when an application for the entry of a publication as second-class matter is made after its second-class mailing privileges under a previous entry as such were revoked upon citation and a hearing held pursuant to the provisions of section 536, Postal Laws and Regulations, no conditional permit shall be issued to the publisher, and on all mailings pending consideration of the application postage shall be prepaid at the regular rates and in the regular manner according to the character and weight of the copies with the understanding that if and when entry as second-class matter is granted there will be no refund of the excess of the postage so paid over that chargeable at the second-class rates, and the latter rates shall be accepted only on mailings presented on and after the receipt by the postmaster of the notice of entry of the publication as second-class matter.**

AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS COMPENSATION AND ALLOWANCES First, Second and Third Class Postmasters

ORDER No. 21656: DATED JUNE 24, 1943.

Paragraph 1 (b), section 424, Postal Laws and Regulations of 1940, is amended by striking out "July 1, 1943" from line 3 and inserting in lieu thereof "July 1, 1945". (Public No. 77, 78th Cong., approved June 17, 1943.)

Commissions of Postmasters of Fourth Class

Paragraph 1 (c) of section 426, Postal Laws and Regulations of 1940, is amended by striking out "July 1, 1943" from line 6 and inserting in lieu thereof "July 1, 1945". (Public, No. 77, 78th Cong., approved June 17, 1943.)

Modification of Postage Rates Authorized

Section 504, Postal Laws and Regulations of 1940, is amended to read as follows:

"504. The President is authorized during the period ending June 30, 1945, to proclaim such modifications of postage rates on mail matter (except that in the case of first-class matter the rate shall not be reduced to less than 2 cents an ounce or fraction thereof) as, after a survey by him, he may deem advisable by reason of increase in business, the interests of the public, or the needs of the Postal Service, and such modifications shall be in effect on and after such date as he shall proclaim and until July 1, 1945. In case a modification of the rate of postage on first-class matter is proclaimed, the President shall also make a corresponding modification in the percentages of gross postal receipts specified in section 1001 (c) of the Revenue Act of 1932 as amended by this act, which percentages shall be in effect during the period such modification of the rate of postage on first-class matter is in effect. Nothing in this section shall be construed as giving the President authority to change the rate fixed by law on first-class matter mailed for local delivery, postal cards, and private mailing or post cards." (Public, No. 77, 78th Cong., approved June 17, 1943.)

Continuation of 3-Cent Letter Rate

Paragraph 1, section 509, Postal Laws and Regulations of 1940, is amended to read as follows:

"509. * * * until July 1, 1945, the rate of postage on all mail matter of the first class (except postal cards and private mailing or post cards, and except other first-class matter on which the rate of postage under existing law is 1 cent for each ounce or fraction thereof) shall be 1 cent for each ounce or fraction thereof in addition to the rate provided by existing law: *Provided*, That such additional rate shall not apply to first-class matter mailed for local delivery or for delivery wholly within a county, the population of which exceeds one million, provided said county is entirely within a corporate city." (Public, No. 77, 78th Cong., approved June 17, 1943.)

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

INTERNATIONAL MAILS PRISONERS OF WAR—CIVILIAN INTERNEES

Correspondence With Prisoners of War and Civilian Internees Outside the United States

(a) Letters mailed by or addressed to prisoners of war and detained or interned civilians are exempt from all postal charges and are acceptable for mailing even though the regular mail service to the country of destination may be suspended. The same is true of correspondence concerning prisoners of war mailed by or addressed to Prisoners of War Information Offices which may be established in belligerent or neutral countries. Belligerents received and interned in a neutral country are assimilated to prisoners of war properly so called insofar as the application of the free postage provisions is concerned. Articles free from postage are not entitled to registration or air mail service. If available air mail service is desired, appropriate postage must be prepaid.

(b) All prisoner of war communications are subject to censorship. It is, therefore, suggested that all such communications deal only with personal matters. Communications should be typewritten if possible. To facilitate clearance in the Far East, communications should be either typed or hand-printed in capital letters.

(c) Letters should not be mailed to a prisoner of war or civilian internee until the individual's name is officially released. When the name of an American prisoner of war or civilian internee is released the next of kin will receive instructions from the Office of the Provost Marshal General, War Department, as to how to address the prisoner or internee. Friends and relatives wishing to write must follow those instructions.

(d) The addresses on letters for prisoners of war or civilian internees should be typewritten if possible or hand-printed. In the upper left corner of the envelope should be shown the words "Prisoner of War" or "Civilian Internee" and in the upper right corner, the words "Postage Free." In those cases where air mail postage is prepaid the postage stamps will be placed in the upper right corner of the envelope instead of the words "Postage Free." The sender's name and address should always be placed on the back of the envelope. In addressing, sufficient space should be left on the envelope for the inclusion of any necessary forwarding address. All

prisoners of war and internee mail originating in the United States is routed via New York, N. Y., for censoring. The words "Via New York, N. Y." must always form a part of the address of such matter.

(e) The addresses on letters for prisoners of war and civilian internees, generally, should contain (1) rank (in the case of a prisoner from the armed forces) and name, (2) prisoner of war or internee number (if known), (3) name of the armed forces with which a military individual was serving or nationality of a civilian internee, (4) designation of prison camp, (5) country in which camp is located, and (6) the words "Via New York, N. Y."

(f) The following are sample addresses for United States prisoners of war and civilian internees held in enemy-occupied territories. The names shown are, of course, imaginary, and when actually addressing mail senders will use the information supplied by the Office of the Provost Marshal General:

(1) Sample address for United States prisoner of war held by Japan (prison camp reported) :

From Mrs. John Roe
Blanksville, Iowa, U. S. A.

Prisoner of WarPostage Free

Lt. John Roe, U. S. M. C.
Interned by Japan at Zentsuji
Shikoku Island, Japan
Via New York, N. Y.

(2) Sample address for United States prisoner of war held by Japan (officially listed but prison camp not reported)

From Mrs. E. F. Dee
Pointsville, N. Y., U. S. A.

Prisoner of WarPostage Free

Commander James Dee, U. S. N.
Interned by Japan in (country or location)
% Japanese Red Cross, Tokyo, Japan
Via New York, N. Y.

(3) Sample address for United States internee held by Japan (prison camp reported) :

From Miss Clara Roe
Canby, Ga., U. S. A.

Civilian InterneePostage Free

Mr. John Roe
American Civilian Internee Held by Japan
Field Post Office Box 106, China
Via New York, N. Y.

(4) Sample address for United States internee held by Japan (officially listed but prison camp not reported) :

From Miss Clara Roe
Canby, Ga., U. S. A.

Civilian InterneePostage Free

Mr. John Roe
American Civilian Internee Held by Japan
in (country or location)
% Japanese Red Cross, Tokyo, Japan
Via New York, N. Y.

(5) Sample address for United States prisoner of war held by Germany (prison camp reported) *

From Mrs. Katie Gates
Coming, Conn., U. S. A.

Prisoner of WarPostage Free

Private James Jones, Jr., U. S. A.
Prisoner Number 000
Stalag Luft III, Germany
Via New York, N. Y.

(6) Sample address for United States civilian internee held by Germany (prison camp reported) *

From Mrs. A. A. Adams
2710 25th St. North
Philadelphia 17, Pa., U. S. A.

Civilian InterneePostage Free

Mr. A. A. Adams
U. S. Civilian Internee No. 0000
Ilag VIII, Germany
Via New York, N. Y.

(7) Sample address for United States prisoner of war held by Italy (prison camp reported)*

From Miss J. Finch 2 Sunset Blvd. Beverly Hills, Calif., U. S. A.	
Prisoner of War	Postage Free
Ensign J. G. Jensen, U. S. N. Campo P. G. 35, P. M., 3400, Italy Via New York, N. Y.	

(8) Sample address for United States civilian internee held by Italy (prison camp reported)**

From Mr. J. G. Jones Hotel Mayflower Washington 6, D. C., U. S. A.	
Civilian Internee	Postage Free
Mr. Andy Gates U. S. Civilian Internee Monte Chiarugolo, Italy Via New York, N. Y.	

*No mail should be sent to prisoners and internees in Germany and German-occupied territory until the camp and prisoner's number are known.

**No mail should be sent to prisoners and internees in Italy until the camp number is known for prisoners of war or the camp name for internees. (It is understood no prisoner or internee numbers have been reported officially by Italy. When such numbers are reported, they should be added as shown in German examples above.)

(g) Letters for enemy prisoners of war or civilian internees in Canada should contain, in addition to the prisoner's or internee's name, identification number, and internment camp, the following:

Base Post Office,
Ottawa, Ontario, Canada,
Via New York, N. Y.

Letters so addressed are to be dispatched to New York for censorship examination.

(h) Letters for foreign destinations mailed in the United States by prisoners of war or interned or detained civilians should bear the sender's name and address on the back of the envelope. In the upper left corner of the envelope should be shown the words "Prisoner of War," "Civilian Internee" or "Civilian Detainee," and in the upper right corner, the words "Postage Free." The words "Via New York, N. Y." must form a part of the address on the letters.

(i) The German authorities have restricted correspondence that may be received in Germany by French, Belgian, Yugoslav, Greek, and Polish prisoners of war to letters or cards from persons who receive the required forms from the prisoners of war addressed. Such restrictions are not applied to correspondence addressed to American or British prisoners of war in Germany.

Books for Prisoners of War and Civilian Internees Confined in Enemy Occupied Countries

Packages of books may be sent free of postage to officially identified prisoners of war and interned civilians in the hands of the enemy under the following conditions:

- (1) Only new books may be sent. No used books are acceptable.
- (2) Individuals desiring to send new books must place their order with a book seller or publisher. The book seller or publisher must mail the books to the prisoner indicated by the purchaser.
- (3) Books must be placed in the mail by the book seller or publisher from whom purchased. In no case will the purchaser wrap or mail the books.
- (4) The purchaser's name and address may appear on the shipping label, but no writing, markings, or extraneous matter will be permitted inside the covering wrapper.
- (5) One package of books weighing not more than five (5) pounds, and measuring not more than 18 inches in length and 42 inches in length and girth combined will be permitted to go forward to identified prisoners of war or civilian internees in enemy or enemy-occupied countries every 30 days. This restriction is necessary due to the limited amount of shipping space available.
- (6) No magazines or newspapers, regardless of the date of publication, can be sent.
- (7) No books containing any of the following materials may be sent:
 - (a) Navigational charts, plans, wharf and code maps or parts thereof.
 - (b) Meteorological charts.
 - (c) Charts of currents.
 - (d) Navigational reference books, including sailing instructions.
 - (e) Lists of lights.
 - (f) Lists of wireless signals.
 - (g) Tide tables.
 - (h) Distance tables.
 - (i) Nautical and air almanacs, directories and calendars, etc., and supplements thereto.
 - (j) Information of any nature relative to ports, harbors, anchorages and inland waterways.
 - (k) Military, naval, or air force subjects.
 - (l) Chemistry.
 - (m) Espionage.
 - (n) Explosives.
 - (o) Geography and map making.
 - (p) Lithography.
 - (q) Politics.
 - (r) Weapons and armaments.
 - (s) Wireless and radio.
 - (t) Enemy propaganda.
 - (u) Any subject which may be considered doubtful or of a technical or scientific nature, including patents, inventions, and discoveries.
- (8) Under restrictions applied by Germany, books written by or including material of Jewish authors, emigres from enemy or enemy-occupied countries and certain other authors are not permitted to enter Germany or German-controlled camps, either directly or indirectly. Therefore, the shipment of books falling within this category will not be permitted.
- (9) No next-of-kin label or customs declaration tag (Form 2966) is required to accompany the package.
- (10) Packages of books must be addressed with the usual complete address of the prisoner or internee involved, followed by the words "General License 'G-PW-2,' Via New York, N. Y." The sender's name and address and the words "Prisoner of War" or "Civilian Internee" and "Postage Free" must also be indicated on the address side of the package.
- (11) Books may not be sent to prisoners of war and interned civilians in Japan or Japanese-occupied territory until such time as more satisfactory transportation facilities are available.
- (12) Books may not be accepted for mailing to enemy prisoners of war or civilian internees or to libraries in prisoner of war camps in other United Nations countries, whether offered for mailing by individuals, publishers or book sellers.

Parcels for Prisoners of War and Civilian Internees Confined in Enemy-Occupied Countries

Gift parcels may be sent free of postage to officially identified prisoners of war and civilian internees in enemy and enemy-occupied countries under the following conditions:

A. GENERAL INSTRUCTIONS.—(1) No parcel shall exceed 11 pounds in weight or measure more than 18 inches in length or 42 inches in length and girth combined.

(2) The parcels shall not be sealed and shall be wrapped in a manner which will facilitate opening for inspection.

(3) The contents of all individually prepared gift parcels shall be listed on a customs declaration tag (Form 2966) which shall be affixed to the outside of the parcel. No other postal forms are required to accompany such parcels.

(4) Parcels shall not contain any of the following:

- (a) Written or printed matter of any kind.
- (b) Articles in glass containers.

(c) Articles in hermetically, vacuum, or soldered sealed tins.

(d) Articles in collapsible tin tubes such as shaving cream or tooth paste.

(5) All parcels must bear the general license number "G-PW-2" which has been issued by the Office of Exports, Board of Economic Warfare, authorizing the exportation, by mail only, of gift parcels addressed to prisoners of war or interned civilians in enemy or enemy occupied countries. The parcels shall be dispatched to New York, N. Y., for censorship examination.

(6) The provisions of general license G-PW-2 do not apply to gift parcels for enemy prisoners of war or interned civilians who are nationals of enemy countries. The Board of Economic Warfare has ruled that no individual export license will be issued for parcels intended for individual members of Axis Forces or Axis Nationals held outside the United States by the United Nations. Therefore, postmasters are directed not to accept for mailing any parcel addressed to an enemy prisoner or internee confined in a camp outside the limits of the United States and its possessions. Such parcels may not be accepted even though postage charges are prepaid.

(7) Properly prepared prisoner of war parcels are acceptable for mailing even though the regular parcel post service to the country of destination may be suspended.

B. AMERICAN PRISONERS OF WAR AND CIVILIAN INTERNEES.

—(1) **In the Far East:** Arrangements have not been completed for the sending of parcels to prisoners and internees in the Far East. When facilities are available to transport packages to Japan and Japanese controlled territory, labels which are necessary for the sending of packages to American prisoners and internees will be issued to the next of kin or designated beneficiary, without request, by the Office of the Provost Marshal General, War Department.

(2) **In territory occupied by Germany and Italy:** (a) Parcels may be sent to members of the armed forces of the United States who are prisoners of war or to nationals of the United States who are interned in German or Italian held territory on condition that such parcels bear an official label issued by the Office of the Provost Marshal General, War Department. These labels are issued, without request, to the next of kin or beneficiary of the prisoner or internee. They contain the name and address of the prisoner or internee and of the next of kin or beneficiary, and state the calendar 60-day period in which the labels are valid for use. The next of kin or beneficiary may transfer the labels to another person for use, but the name of the actual sender of the parcel must be written in ink on the labels in the space provided.

(b) Two types of labels are issued by the Office of the Provost Marshal General, namely, next-of-kin labels for individual gift parcels and next-of-kin labels for tobacco parcels. In each instance the labels are accompanied with instructions from the Office of the Provost Marshal General showing how they may be used and what articles may be included in the individually prepared gift parcels. The tobacco parcels are not prepared by the next of kin or beneficiary, but are ordered from one of the tobacco companies named in the instructions received by the next of kin from the Provost Marshal General's Office. The tobacco parcels are mailed directly from the tobacco company and no customs declaration tag, or other postal form, is required to accompany such tobacco parcels. Two tobacco labels are issued to each next of kin and may both be used at the same time or at any time between the dates shown on the respective labels.

C. BRITISH AND DOMINION PRISONERS OF WAR.—In order to conform to the regulations whereby parcels to United States prisoners of war in enemy-controlled territory are regulated and restricted, it is only possible to send parcels from the United States to British and Dominion prisoners of war as indicated below. All parcels must have affixed a next-of-kin label.

(1) **British prisoners of war.**—Lists of captured British personnel whose next of kin reside in the United States will be sent to the Prisoner of War Information Bureau in the Office of the Provost Marshal General, War Department, by the British Red Cross, which is the label-issuing authority in Great Britain. On the basis of these lists, labels will be prepared and sent at 60-day intervals by the Office of the Provost Marshal General to the next of kin, who may send a gift parcel under the same conditions as are prescribed in paragraph B for American prisoners and internees.

(2) **Canadian prisoners of war.**—(a) Labels are issued automatically every 3 months by the Department of National War Services, Ottawa, Canada, to the next of kin of Canadian prisoners of war in the hands of the enemy. If the next of kin of a Canadian prisoner resides in the United States the Canadian parcel label referred to will be sent to the Office of the Provost Marshal General, War Department, Washington, D. C., who will transmit the label to the next of kin in the United States, together with instructions showing what articles may be included in the individually prepared gift parcel. Parcels mailed in this country and addressed to Canadian prisoners in the hands of the enemy must have one of the above mentioned next-of-kin labels affixed to the outside of the packages.

(b) If the next of kin so desires the Canadian parcel label may be given

to another person who may send the gift parcel, but the name of the sender and of the addressee, as shown on the label, must not be changed.

(c) The sender must write in ink under the address on the parcel label the following:

General license "G-PW-2"

VIA NEW YORK, N. Y.

(d) The Office of the Provost Marshal General will prepare and send to the persons named as sender on the Canadian next-of-kin labels its buff-colored tobacco labels, together with instructions as to the manner in which the tobacco labels may be used.

(3) **New Zealand, Australian and South African prisoners of war.**—Arrangements have not been completed for the sending of packages from the United States to prisoners of war from the armed forces of the above mentioned countries.

D. UNITED NATIONS PRISONERS OR INTERNEES (EXCEPT UNITED STATES AND BRITISH EMPIRE) IN GERMANY OR ITALY.

(1) Individually prepared gift parcels may not be sent directly by the next of kin or beneficiary (including relief societies acting as beneficiaries) to prisoners of war or interned nationals of United Nations (except the United States and British Empire) held in Germany or Italian controlled territory. However, the facilities of the American Red Cross are available for the sending of standard Red Cross food packages (priced at \$3.50) to identified United Nations prisoners and internees, other than United States and British Empire, held in Germany or Italy. Orders are acceptable only from persons who can establish by legal or practical proof that he or she is more nearly related than first cousin to the prisoner or internee involved. The orders may be placed with any American Red Cross Chapter, and are filled through the facilities of the International Red Cross Committee in Geneva, Switzerland. Further information may be obtained by interested persons from the American Red Cross.

(2) In the case of French, Belgian, Yugoslav, and Polish prisoners in Germany the order for a standard Red Cross food package must be accompanied with the blue package label issued by the German authorities to the prisoner and sent by the latter to his relative in the United States.

NOTE. The above instructions supersede those regarding mails and parcels for prisoners of war and for detained or interned civilians published in the *Postal Bulletins of May 6 and November 13, 1942. Section 32, paragraph (g), on page 20, and Section 71, paragraph (b), on page 55, of Part II of the Postal Guide for July 1941, are further modified accordingly.*

Postmasters are directed to post a copy of the above instructions in the lobbies of their offices for the information of the public, and to endeavor to have local newspapers give the matter as much publicity as possible without expense to the Department.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

CHRISTMAS MAIL FOR MEMBERS OF ARMED FORCES OVERSEAS

To Be Mailed Between September 15 and October 15 for Army Personnel, and Up To November 1, 1943, for Naval Personnel

In order that Christmas parcels may reach the addressees on time and in good condition, arrangements have been made by the Post Office Department in cooperation with the War and Navy Departments (the latter including the marines and Coast Guard) for the acceptance of such parcels for members of our armed forces serving outside the continental United States. Postmasters are requested to bring the following requirements to the attention of mailers.

TERM OVERSEAS: The term "armed forces overseas" is regarded as covering the personnel of our armed forces who receive their mail through an A. P. O. or fleet post office in care of the postmaster at New York, N. Y., San Francisco, Calif., New Orleans, La., Miami, Fla., Presque Isle, Maine, or Seattle, Wash., or through a naval installation or station in care of the postmaster of Seattle.

TIME OF MAILING: Christmas parcels and Christmas cards for the Army personnel overseas must be mailed during the period beginning September 15, 1943, and ending October 15, 1943, the earlier the better while parcels and Christmas cards for members of the naval forces may be mailed as late as November 1. No requests from the addressees are required in connection with Christmas parcels mailed to Army personnel during this period only. Patrons should be encouraged to endorse each gift parcel "Christmas parcel." Special effort will be made to effect delivery of all Christmas parcels mailed during that period in time for Christmas.

SIZE AND WEIGHT: In view of the urgent need for shipping space to transport materials directly essential to the war effort, Christmas parcels

shall not exceed the present limits of 5 pounds in weight or 15 inches in length or 36 inches in length and girth combined. These Departments have pointed out also that members of the armed forces are amply provided with food and clothing, and the public is urged not to include such matter in gift parcels. However, not more than one Christmas parcel or package shall be accepted for mailing in any one week when sent by or on behalf of the same person or concern to or for the same addressee.

PREPARATION: Owing to the great distance this mail must be transported and the handling and any storage it must undergo, it is absolutely necessary that all articles be packed in metal, wooden, or solid fiberboard, or strong *doublefaced corrugated fiberboard or strong fully telescoping cardboard* boxes. The fiberboard or cardboard boxes must be securely wrapped in strong paper and tied with twine. Furthermore, as each parcel is subject to censorship, delay in handling may be minimized by securing the covering of the parcel so as to permit ready inspection of the contents.

Many combination packages will probably be made up, including miscellaneous toilet articles, hard candies, soaps, etc. The contents of such packages should be tightly packed, in order that the several articles may not be loosened in transit, damaging the contents of the parcel itself or causing damage to the covering of the parcel. Christmas boxes should be inclosed in substantial containers. Candies in thin pasteboard boxes should be inclosed in wood, metal, or corrugated pasteboard. Sealed packages of candy, cigars, tobacco, and toilet articles in simplest mercantile form may be placed in parcels without affecting the parcel post classification of such packages. Sharp-pointed or sharp-edged instruments, such as razors, knives, etc., must have their points or edges protected so they cannot cut through their coverings and damage other mail or injure postal employees.

PERISHABLE MATTER: Perishable matter will not be accepted.

PROHIBITED ARTICLES: Intoxicants, inflammable materials (including matches of all kinds and lighter fluids), and poisons, or compositions which may kill or injure another, or damage the mails, are unmailable.

HOW TO ADDRESS PARCELS: Addresses must be legible. Parcels addressed to overseas Army personnel should show, in addition to the name and address of the sender, the name, rank, Army serial number, branch of service, organization, A. P. O. number of the addressee, and the post office through which the parcels are to be routed, as, for instance:

From : John R. Doe,
205 West State St.
Boston 8, Mass.

To : Private William D. Roe (Army Serial No.),
Company F, 167th Infantry,
APO 810, % Postmaster,
New York, N. Y.

Parcels for naval personnel, including the Marine Corps and Coast Guard, should show, in addition to the name and address of the sender, the name, rank, or rating of the addressee and the naval unit to which he is assigned with the Navy number assigned thereto, or name of the ship and fleet post office through which the parcels are to be routed, as for instance:

From : John Roger Smith,
205 West State St.,
Boston 8, Mass.

To : John M. Jones, Seaman First Class, U. S. Navy
Naval Air Station,
Navy 199 (One Nine Nine),
% Fleet Post Office,
San Francisco, Calif.

From : James Oscar Smith,
1100 Pine St.,
San Pedro, Calif.

To : Lieutenant Roger W. Doe, U. S. Navy,
U. S. S. MINNESOTA,
% Fleet Post Office,
New York, N. Y.

From : John R. Doe,
315 University Ave.,
Saint Louis 9, Mo.

To : Corporal John Henry Smith, U. S. M. C.,
Co. "A", Seventh Marines,
% Fleet Post Office,
San Francisco, Calif.

Mail for Coast Guard personnel is addressed the same as for Naval personnel except that the words "U. S. Coast Guard" shall be used in place of "U. S. Navy" after the man's name.

POSTAGE: Postage must be fully prepaid, the rate of parcels of fourth-class matter (that is, parcels exceeding 8 ounces) being the zone rate applicable from the post office where mailed to the post office in care of which the parcels are addressed. The third-class rate of 1½ cents for each 2 ounces applies to packages not exceeding 8 ounces, except in the case of books, on which the rate is 1 cent for each 2 ounces. The third-class rate of 1½ cents for each 2 ounces or fraction thereof is also applicable to unsealed greeting cards, provided they bear no unpermissible written additions. It is suggested, however, that they be mailed as first-class matter since in that event they will be returned, if undeliverable, provided they bear a return card. Parcels containing only books conforming to the requirements prescribed therefor are acceptable at the special rate of 3 cents a pound.

PERMISSIBLE ADDITIONS: In addition to the name and address of the sender, which is required, inscriptions such as "Merry Christmas," "Please do not open until Christmas," "Happy New Year," "With best wishes," and the like, may be placed on the covering of the parcel in such manner as not to interfere with the address, or on a card inclosed therewith. Books may bear simple dedicatory inscriptions not of a nature of personal correspondence. Stickers or labels resembling postage stamps are not permissible on the outside of parcels.

INSURANCE AND REGISTRY SERVICE: Order No. 19687 of the Postmaster General, effective January 15, 1943, provided that no matter addressed to members of the Army or other persons receiving mail through A. P. O.'s overseas shall be accepted as insured or C. O. D. mail; that letters or packages containing money or other articles of value shall be refused registration but that letters containing valuable or important papers may be registered; that the restrictions of the order do not apply to official shipments, shipments to military agencies overseas, or to any mail from A. P. O.'s outside the continental United States to points in the United States.

Mail for personnel of the Navy, Marine Corps, or Coast Guard may be accepted for registration or insurance if it conforms to existing requirements as to weight, size, and other prescribed conditions, and mailers should be advised to register or insure Christmas gifts of more than ordinary value addressed to personnel of the Navy, Marine Corps, or Coast Guard.

USE OF MONEY ORDERS: Postmasters should recommend to the public the use of postal money orders to transmit gifts of money to members of the armed forces outside the continental United States. With regard to cash remittances, patrons should be informed that at many places where such forces are stationed there is a local prohibition against the importation of United States money, and it could not be used if received. However, domestic postal money orders can be cashed at A. P. O.'s wherever they are located, and they are paid in local foreign currency at the rate of exchange in effect on the date the orders are presented.

PUBLICITY: Postmasters should give wide publicity to the foregoing through newspapers, radio, etc.