

POST CARDS.—The use of post cards may or may not be authorized. Find out first, and then be sure that the picture or printed part of the card does not violate censorship regulations.

Letter addresses

ADDRESS.—Always leave room for a forwarding address to be written in.

On mail to civilians.—Use normal address and form.

On mail to military personnel.—Give name, grade (rank), Army serial number (if known), unit and organization, and location if in United States. If addressee is also overseas use his APO number c/o Postmaster _____. If in the same general locality as the sender see Army Postal Service for authorized address.

On mail to prisoners of war held by enemy.—Obtain full information from local Army Postal Service.

RETURN ADDRESS.—Every letter or post card must have a return address. Place it in the upper left-hand corner, leaving a margin of $\frac{1}{2}$ inch for resealing in case of censorship beyond the unit censor. The $\frac{1}{2}$ -inch margin rule applies equally to mail from officers and from enlisted men. Both are subject to examination by base censorship detachments.

Sgt. John Smith, 6749318,
Co. C, 299 Inf., A. P. O. 1005,
c/o Postmaster, New York City, N. Y.

Free

Mrs. John Smith,
123 First Avenue,
New York City, N. Y.

The return address must include (1) full name, including grade (rank), (2) Army serial number, (3) unit (company, battery, etc.), (4) organization (regiment, etc.), (5) APO number, (6) c/o Postmaster (city assigned).

Return addresses on mail written to prisoners of war are subject to specific regulations. Obtain information locally.

No geographical location of sender may be shown on an envelope or other outside cover.

Official military mail

Special regulations are provided for official military mail. They are not covered herein.

Mailing your letter

Reread your letter to be sure you have complied with all regulations. This will protect you and assure the most expeditious delivery of your letter. Five minutes now will save later delay and prevent possible suppression of the letter. It will protect you from punishment for unintentional violations.

ENLISTED MEN.—Place your letter unsealed in your organization mail box, never in any civil post office box. *You are required to use the Army Postal Service, and the Army Postal Service only.*

OFFICERS.—Seal the envelope, sign your name without comment in the lower left-hand corner to indicate your compliance with censorship regulations (your letter is subject to further censorship examination by base censorship detachments), and deposit in the organization mail box. *Use only the Army Postal Service.*

V-mail

This is an expeditious mail program which provides for quick mail service to and from soldiers overseas. A special form is used which permits the letter to be photographed on microfilm, the small film transported, and then reproduced and delivered. Use of V-MAIL is urged because it greatly furthers the war effort by saving shipping and airplane space.

Censorship rules apply to V-mail with such adjustments as are necessary due to the form used and special processing features.

Blue envelopes

Enlisted men who wish to write of private or family matters and who feel that censorship of a specific letter by their unit censor would cause embarrassment may be authorized to use a blue envelope which will allow censorship action to be taken by the base censor rather than the unit censor.

Blue envelopes should be obtained from your organization and must be addressed to the final intended recipient. Only one letter may be placed in each envelope and the envelope should be sealed prior to mailing.

Censorship regulations apply to blue envelopes as well as to all other communications.

Warning

Written communications may be sent only through the facilities of the Army Postal Service. Any attempt to avoid this restriction by mailing letters in civil postal systems or by having travelers transport communications will result in severe disciplinary action against both the sender and the intermediary.

Cables; radiograms

Every cable message goes through the hands of at least 12 people. Radiogram messages are available to all who wish to "tune in," including the enemy!

Constant effort is being made to provide you with approved, rapid, cheap electrical communication.

Under no circumstances can cables be sent over commercial or foreign outlets until their use is authorized by proper military authority. "Safe Arrival" messages, identifiable as such, are prohibited at any time. There are two types of electrical messages generally available: Senders' Composition Messages (SCM's), which are like the cablegrams and radiograms you know at home, and Expeditionary Force Messages (EFM's) which are fixed text messages sent at a very low rate, much like Christmas and birthday telegraph messages in use in the United States, but with set messages composed to meet your normal requirement.

As soon as safety allows you will be assigned an APO cable address. Until it is assigned only serious, emergency messages may be sent, and then only if first approved in writing by the theater or area commander or his authorized representative. The Red Cross can handle certain extremely urgent personal matters by cable.

Ask your unit censor how to send messages, either SCM's or EFM's. Under no circumstances may you mention your unit or organization, or any military establishment; nor may you mention in the text any APO number other than your own.