

WHEN YOU ARE OVERSEAS THESE FACTS ARE VITAL

Writing Home

THINK! These days the enemy get his information—information that can get you, and has got your comrades, either as an open act, or information that has not gotten out and can have more, make you personally, instantly, perform your duty in **SAFEGUARDING MILITARY INFORMATION.**

CENSORSHIP RULES ARE STRICT, BENEFICIAL.—They are merely concise statements drawn from actual experience lately outlining the types of material which have proved to be disastrous when available to the enemy. A soldier should not hesitate to impose his own additional rules when he is considering writing of a subject not covered by general regulations. He also should guard against repeating rumors or misstatements. It is unnecessary that censoring delays mail for long periods of time. Actually, mail is required to be completely through censoring within 48 hours.

There are few prohibited subjects

1. Don't write military information of Army units—their location, strength, morale, or equipment.

2. Don't write of military installations.

3. Don't write of transportation facilities.

4. Don't write of convoys, their routes, ports (including ports of embarkation and disembarkation), time to route, naval protection, or war systems operating on route.

5. Don't discuss movements of ships, naval or merchant, troops, or aircraft.

6. Don't mention plans and forecasts or orders for future operations, whether known or just your guess.

7. Don't write about the effects of enemy operations.

8. Don't tell of any quantity used released by proper authority (The Adjutant General) and then only by using the full name of the quantity.

9. Don't attempt to abbreviate or use a code system, cipher, or shorthand, or any other means to conceal the true meaning of your letter. Violations of this regulation will result in severe punishment.

10. Don't give your location in any way except as authorized by proper authority. In rare nothing you write about disclose a code specific location than the one authorized.

ENCLOSURES IN LETTERS.—Do not include anything in a letter that would violate any of the foregoing rules.

PHOTOGRAPHS AND FILMS.—Special rules apply to the transmission of photographs and films. Do not read them until you have ascertained what regulations are in effect in your area.

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

Letter addresses

ADDRESSES.—Always leave room for a forwarding address to be written in, on mail to civilians.—On second address and name.

Do mail to military personnel.—Give name, grade (rank), Army serial number (if known), unit and organization, and location (if in United States). If addresses in other countries use the APO number *via Postmaster*. If in the same general locality as the sender use Army Postal Service for substituted address.

Do 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 ½ inch for stamping in case of forwarding beyond the mail center. The ½-inch margin rule applies equally to mail from officers and from enlisted personnel who are subject to examination by base censorship detachments.

1st Lt. John Smith, Captain,
Co. C, 108 Inf., 1. P. C. 1425,
17th Postmaster, New York City, N. Y.

Free

1st Lt. John Smith,
108 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, or 1, 44) organization (engineer, etc.), (5) APO number, (6) *via Postmaster* (only required).

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

No geographical location of sender may be shown on an envelope or other mailed item.

Official military mail

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

Mailing your letter

Forward your letter to be sure you have complied with all regulations. This will insure you will receive the most expeditious delivery of your letter. Your selection here will ensure the most prompt possible transmission of the letter. It will protect you from punishment for unintentional violations.

EXCLUDED ITEMS.—Place your letter enclosed 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, with your name without comment in the lower left-hand corner to indicate your compliance with censoring 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.

F-mail

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

Censorship rules apply to F-mail with such adjustments as are necessary due to the film used and special processing methods.

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 sent to addresses in the United States only. 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.

Warnings

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 agencies or by having friends 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 "wire in," including the enemy!

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

Under no circumstances can cables be sent over commercial or foreign cables and they are not authorized by proper military authority. "Tele-Army" messages, identifiable as such, are prohibited at any time. There are two types of airtel messages presently available: *Senders' Disposition Messages (SDMs)*, which are like the radiograms and radiograms you know at home, and *Expeditious Force Messages (EFMs)* which are fixed 100 message 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 requirements.

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

Use your mail center here to send messages, either SDMs or EFMs. Under no circumstances may you mention post mail or organization, or any military establishment, nor may you mention in the text any APO number other than your own.

Cable addresses

Outbound—First give your cable address; next, the full name, street address, city, and State of the person for whom the message is intended; then the message, and finally sign your full name. Example:

AMTRAG (typical APO cable address)
Mrs. John Smith, 1234 Main St.,
Smith City.
XXXXXX Message XXXXXX
XXXXXXXXXXXXXXXXXXXX
John T. Smith

Note that addresses and signatures do not include Army serial numbers, unit or organization designation, or APO numbers, nor do they show your location in any manner whatsoever.

Inbound—Codes and radiograms should be addressed to you, giving your full name, Army serial number, and cable address, but not your unit or organization.

Talk

SILENCE MEANS SECURITY—In violation of protective measures in service with wireless communications it is dangerous to conversations. Protect your conversation as you do your letters, and be even more careful. A harmful letter can be nullified by secrecy; however, talk is direct delivery to the enemy.

When you come home during war time the most projects needed and your loving hand must be guided by self-imposed secrecy. This helps you. Have you got them or do you want your buddies and your country to pay the price for your showing off? You've faced the battle front; it's little enough to ask you to face this "home front."

Capture

Most enemy intelligence comes from prisoners. If captured, you are required to give only three facts: YOUR NAME, YOUR GRADE, YOUR ARMY SERIAL NUMBER. Don't talk, don't try to talk smart, and use every effort to destroy all papers. When you are going into an area where capture is possible carry only essential papers and plan to destroy them prior to capture if possible. Do not carry papers when on your person; they will speak about you, and the message has to be your unit and organization.

Be sensible; use your head

Published for the information and guidance of all concerned.

In order of THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

General:
J. A. TILDEN,
Major General,
The Adjutant General.