

MEMORANDUM

January 2, 1942

Re: Sending of Mail ** to American Field Service Volunteers.

Mail should be addressed to the individual volunteer, as follows:

Mail

Arthur Howe, Jr.
American Field Service
c/o Hdqts., British Middle East Armies
Cairo, Egypt

Mail may be sent by four different routes:

Regular boat mail
~~Boat mail to Capetown, thence by air to Cairo~~
Pacific Clipper
Capetown Clipper

Regular boat mail is of course the slowest. The cost is five cents per ounce, and three cents for each additional ounce.

Boat mail to Capetown, thence by air to Cairo, costs five cents per ounce, three cents for each additional ounce, plus 20 cents per half ounce. Mail sent this way should be marked: "By Air from Capetown".

Pacific Clipper mail costs 70 cents per half ounce. Our latest information is that this route is still open, but it would be well to check with your local Post Office.

Capetown Clipper will cost 60 cents per half ounce. If Capetown Clipper stamps are not yet available at local Post Office, mail sent this way should be marked: "Via Capetown Clipper".

We understand there is a new ruling that men in service may have mail sent to them by air, foreign or domestic, at the regular domestic rate of 6 cents per ounce. We are asking the Postmaster General for a ruling on this in regard to our men and will notify all families.

AMERICAN FIELD SERVICE

SUGGESTED LIST FOR CHRISTMAS PACKAGES

But, in selecting, remember you know your man better than anyone else.

Hard candies

Chewing gum

Life-savers

Fruit cake

Cigarettes - mentholated not obtainable in the Middle East

Games - such as the new aero-plane playing cards

small travelling chess set

back gammon

checkers

Dice

Cribbage set

Puzzles

— Reading material

Cross-word puzzle books

— Flashlights - hand-type which generates itself

Razor blades

— Batteries - standard

Soap - there is some now in paper form

— Small shoe-shining kit

— Oil-floating compass

— Miracle can opener

If you wander in the small leather goods department of your biggest store you may get some ideas.

Also, very small tins of some tasty foods.

REMEMBER - 6 lbs. weight - about size of shoe box

Mail in October

Pack securely

Address legibly

Don't forget return address

4
3
5

Archives of the American Field Service
and AFS Intercultural Programs

Chapman
Purdie

REVISED: September 9, 1942

Re: Sending of Mail and Money to AMERICAN FIELD SERVICE Volunteers

Mail: For some time, the American Field Service has been endeavoring to obtain an A.P.O. number for its volunteers, to decrease the cost and simplify the sending of mail and packages. This has now been accomplished, and of this date, we are authorized by the Adjutant General to use the following address for our men:

*Rank - Name Lieutenant Arthur Howe, Jr.
American Field Service
A.P.O. 616
c/o Postmaster
New York, New York

*In using an A.P.O. number, it is necessary that the rank be designated. If the member of your family who is in our Service has been given a rank, such as Captain, Lieutenant, Sargent, etc., this should always be used. Otherwise use "Private".

The allocation of the A.P.O. number means that mail may be sent to our men at the following rates:

Air Mail, 6¢ per half ounce
"V" Mail, 3¢

The A.P.O. address should also be used for packages. In this connection, we attach an editorial from the New York Sun with references to the sending of packages.

On any point on which you may be in doubt at any time, consult your local Post Office.

REVISED: September 9, 1942

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*Rank - Name - *Lieutenant Arthur Howe Jr.*
American Field Service
A.P.O. 616
c/o Postmaster
New York, New York

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My mother ^{writes} ~~letter~~ as
follows

"Woodman has not

applied for position.

Dames - advise you by

at once.

~~to~~

~~This must have~~

Probably this was read
in letter from Dames -
Maybe saw suggest you
act on this as he must have
written Dames.

Would he be by there. I guess we
can send the ~~\$~~20.00 but I'm
just sent the \$200. Let's wait till
you get here & see what we
want to do.

so complimentary about the

AMERICAN FIELD SERVICE

60 Beaver Street

New York, N.Y.

MEMORANDUM TO PARENTS OF AMERICAN FIELD SERVICE VOLUNTEERS:

Through donations which have come to this Service from public subscriptions we are now able to give an allowance for extras of \$20. a month to each volunteer and we have guaranteed the necessary funds for the next three months to our Cairo headquarters. We hope to be able to raise enough money to make this a permanent arrangement. In our opinion with this extra allowance no volunteer will suffer any financial hardship during his service.

We realize that many parents are able to provide this or a greater allowance for their sons, and if you are one of those that are making such provision we would be very grateful if you would make the basic allowance of \$20. per month through a contribution of that amount to our general fund. Of course, this would not interfere in any way with parents who wish to give extra money to their sons. This new arrangement goes into effect on August 1st, and we will appreciate your considering this suggestion.

We have received a cable, as of July 1st, from Colonel Richmond upon his return from the desert, indicating that up to that date everything was well.

Director General

TO ALL PARENTS

Sometime ago we offered the cable service of which you have very properly availed yourselves. However, the response to this has been more than war times warrant and we would like to clarify better just what this involves. Our headquarters at Cairo has asked us to cut down on the bulk of messages and confine them to only what is urgent and of serious importance. We regret having to change the character of this service, but have endeavored below to explain to you all that it involves.

We are trying our best to keep you in as close touch as possible with your sons, but if you will realize the conditions as they are at the front you will understand that what seems natural in civilian life is not always possible in army life.

Your sons are at the front; our job is to see that the AFS renders the best service it can for the wounded. We have the best type of ambulance, we have tried to select the best volunteers, we have selected a staff to carry out this job. Anything that is not a help to it, is very often a hindrance.

When you ask us to send a message to your son, or to find out why he hasn't written etc. it means that a great many extra things have to be done. In the first place he is anywhere from 600 to 1300 miles away and communications from headquarters to him have to go by communications which are sorely taxed for military purposes. We have to redistribute such messages at our field headquarters, where conditions are actual field and desert conditions.

With actual delays of original cables and subsequent natural war conditions; an answer within a month is problematical.

You will be interested in knowing how we assure payment of our men and this may assure you that they are receiving funds.

From Syria to the farthest sub-section post is another 700 kilometers. Yet all these men over this vast area are now being paid regularly at their sub-sections, not only the AFS \$20 but also against such funds as are credited to the men's personal accounts.

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CHRISTMAS PACKAGES

All packages must be sent by parents through their local post office. None can be sent through headquarters here.

AMERICAN FIELD SERVICE

STEPHEN GALATTI, DIRECTOR GENERAL
60 BEAVER STREET, NEW YORK, N. Y.

BOWLING GREEN 9-6617

IMPORTANT

It is absolutely essential that there should be no reference to the locality of our men in connection with the mailing address used. The significance of an APO number is that it conceals where they are serving.

Recently an item appeared in a small town newspaper mentioning the locality of a volunteer overseas and giving also his APO number. The War Department notified us immediately of this serious infraction of regulations.

I must beg you all to realize that the safety of all AFS men is at stake and that any indiscretion on your part may lead to serious results.

I know you will co-operate, not only in this matter, but in every way to keep guarded anything that indicates movements and location of any sort.

IT IS A VITAL AND SERIOUS MATTER.

REVISED: September 9, 1942

MEMORANDUM

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*Rank - Name
American Field Service
A.P.O. 616
c/o Postmaster
New York, New York

*In using an A.P.O. number, it is necessary that the rank be designated. If the member of your family who is in our Service has been given a rank, such as Captain, Lieutenant, Sergeant, etc., this should always be used. Otherwise use "Private".

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Air Mail, 6¢ per half ounce
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The A.P.O. address should also be used for packages. In this connection, we attach an editorial from the New York Sun with references to the sending of packages.

On any point on which you may be in doubt at any time, consult your local Post Office.

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Money: The only feasible way to send funds to our volunteers is to send checks to the New York Headquarters, payable to the American Field Service. Such checks are deposited here, the funds are cabled to Middle East Headquarters, with instructions to pay to the designated volunteers the equivalent amount. Two members of our staff in Cairo are assigned to this work.

Cables are sent on the 1st and 15th of each month, and we ask that 50¢ be added to the check for cable charge. If it is desired that funds be cabled on the day of receipt, without waiting for the semi-monthly cables, \$1.25 should be added as cable charge.

On these cablegrams, we will include any message to the designated volunteer, at the rate of 10¢ per word.

AMERICAN FIELD SERVICE
60 Beaver Street
New York

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American Field Service
A.P.O. #616
c/o Postmaster
New York, N.Y.

*In using an A.P.O. number, rank should be designated. If the volunteer has been given a rank, such as Lieutenant, Sergeant, etc., this should be used; otherwise, use "Private".

LETTERS SHOULD HENCEFORTH BE SENT BY "V" MAIL. Forms may be obtained at the Post Office, or stationery stores. Postage for "V" mail is:

Airmail 6¢
Boat Mail 3¢

If regulation type letters are sent, with airmail postage, there is no assurance that they will go by air. Please do not send mail to New York Headquarters for re-forwarding; receipt overseas is only delayed by so doing, and mail bearing airmail stamps may not be re-forwarded without the addition of another airmail stamp.

NO PACKAGES may be sent to men overseas without the written request of the man in service, bearing the O.K. of his commanding officer.

NO MAGAZINES may be sent except by the publishers, against subscriptions.

These rulings by the Post Office Department have been necessitated because of the quantities of packages, magazines, etc., which have heretofore been sent overseas, occupying space urgently needed for war material.

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Cables are sent on the 1st and the 15th of each month, and we ask that 50¢ be added to the check for cable charge. If it is desired that funds be cabled on day of receipt, without waiting for the semi-monthly cables, \$1.25 should be added as cable charge.

If it is desired to send a volunteer a specified amount each month, please send check each month. Please do not send check to cover several months' remittances, as we cannot carry such credits on our books.

In these cablegrams, we will include brief messages, at the rate of 10¢ per word.

AMERICAN FIELD SERVICE
60 Beaver Street
New York, N.Y.

Revised: January 18, 1943

MEMORANDUM

January 2, 1942

Re: Sending of Mail and Money to American Field Service Volunteers.

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Mail

(Name) *P H J*
American Field Service
c/o Hdqts., British Middle East Armies
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Regular boat mail
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Money. Money can be sent at any time in either of two ways:

By cable, through local bank
By money order, through local Post Office

The quickest way is of course by cable, which local banks can do, cabling the funds to Barclay's Bank , Cairo, Egypt, for the credit of any man's account. These must be sent in Egyptian pounds. The names of all our men are listed at Barclay's Bank by our representative. There is a charge for cabling funds.

Local Post Offices will issue a money order, which is sent by the Post Office, which issues a receipt to the sender. Payment is made through the Cairo Post Office, and if the money order is lost en route, payment is guaranteed. More time is required for sending funds in this way, but it eliminates the cable charge.

AMERICAN FIELD SERVICE

AMERICAN FIELD SERVICE
60 Beaver Street
New York

EDITORIAL FROM THE "NEW YORK SUN", September 5, 1942

SENDING GIFTS ABROAD

"For their parents, their sisters, their cousins and their aunts at home, the Christmas of men and women in war service abroad will begin on October 1. Thereafter for only one month the Post Office will accept for mailing Christmas gifts for members of the armed forces outside continental United States or Alaska. In any week of October only one package may be sent by one person, but nothing will prevent a household of sisters or brothers from mailing a parcel apiece in the same week that Mother or Dad chooses to mail one. It is the hope of the Post Office that most cards and packages will be mailed early in October.

"Though limits of eleven pounds in weight and eighteen inches in length are imposed on overseas Christmas parcels, the Post Office asks the public to cooperate with the War and Navy Departments by voluntarily limiting all gifts to six pounds, packed in parcels no larger than a shoe box. The men abroad have ample food and clothing.

"Because ship space is priceless and mailing distances long, all packing should be substantial. Mailbags bound overseas will be heavy and heaped high. Candy in pasteboard boxes should be packed in wood or tin; ordinary sealed commercial packages of tobacco, cigarettes or toilet goods can be inclosed as purchased in parcels with other gifts.

"Observe these conditions: Pack tightly parcels holding several small articles; secure coverings to permit examination of packages by censor; send no intoxicants or perishables or inflammable substances.

"In addressing take time to be accurate and legible; always provide a return address, and so direct parcels that labels will carry not only the name and rank or rating of soldiers, Navy man or Marine, but, for Army personnel, the Army serial number, branch of service, organization, A.P.O. number and post office used for routing; for Navy personnel, the naval unit, or name of ship, and post office used for routing; for members of the Marine Corps, the corps unit number and post office used for routing. Holiday greetings may be enclosed on a card, or if written on wrapping should not obscure addresses. Inscriptions in books should not run to correspondence.

"Early Christmas shopping should mean September for those who have friends or relatives in service abroad. The time-worn plea to wrap securely and address plainly should mean more than that. Every parcel that comes back for lack for such care will spoil the holidays for two."