

September 7, 1956

ADMINISTRATIVE NOTICE NO 56 - 55

SUBJECT: Postal Regulations

Following are regulations governing use and operation of Navy Post Office, Navy 150, as issued by MAAG Headquarters in Memorandum No 38, dated August 27, 1956. Portions of the regulations which have no application to MSU personnel have been omitted. Note particularly paragraph 7 concerning use of box number. The number assigned to MSU is "32" and should hereafter be made a part of the address.

Postal Regulations

1. Purpose. This memorandum promulgates general information governing the use and operation of Navy Post Office, Navy 150.
2. Scope. This directive is applicable to all United States military personnel under the command of Chief, MAAG, Vietnam and U.S. civilian personnel authorized to use the postal facilities as indicated herein.
3. General.
 - a. The Post Office will be operated in accordance with U.S. Postal Regulations and U.S. Navy Postal Instructions (OP-30-P-30)
 - b. All business will be transacted in U.S. currency. No checks may be cashed for any purchase.
5. Personnel authorized the use of this postal facility are prohibited from acting as intermediaries on postal transactions for any person not authorized this service.
6. The following activities and personnel are authorized to utilize the postal facilities of this command:
 - c. U.S. Government agencies, U.S. citizens employees thereof and their dependents, if American citizens.
7. The official mailing address, Navy 150 c/o Fleet Post Office, San Francisco, California will be used by all activities and personnel. The geographical location will not be used.
 - a. Box numbers as listed in Inclosure 1 will be used by all personnel to facilitate the expeditious distribution of mail.

./.....

EXAMPLE

Miss Jane Doe
MSU - Executive Office
Box 32
Navy 150 - c/o FPO
San Francisco, Calif.

b. All personnel will notify their correspondents and the circulation department of all publications now received of their proper mailing address, including box number.

8. Incoming and outgoing air mail between Saigon and CONUS will be routed via commercial air transportation. First class mail and parcel post will be routed via MATS to NPO, Sangley Point, Manila for subsequent routing.

a. Mail category	Average transit time to U.S.
Air Mail	5 to 6 days
First Class Mail	7 to 10 days
Parcel Post	5 to 6 weeks

b. At the present time, outgoing airmail "close out" is 1000 hours at MAAG, Adjutant Message Center and 1200 hours at the Post Office on Tuesdays and Fridays. Other classes of mail are dispatched as military flights are available. Postal personnel will make a daily pick-up of outgoing mail at MAAG Adjutant Message Center.

9. The following services are among those available at the Navy Post Office (Duong Phan Dinh Phung ex-rue Richaud, at the rear of the Commissary).

a. Certified Mail. Provides for receipt to the sender and a record of delivery. Only airmail and first class mail is acceptable as certified mail. Certified mail will not be used for dispatch of classified material.

b. Registered Mail. Provides special safeguards and security for transmission of money, valuables or important documents. Fee for safe delivery is 40 cents.

c. Parcel Post. Parcel post is limited to a size of 100 inches in length and girth combined (approximately the size of a foot locker) and a weight limit of 70 pounds. There are two methods of sending Parcel Post.

(1) By Fourth Class or surface transportation on which rates are figured by zone (from San Francisco) and weight.

(2) Air Parcel Post which is 80 cents a pound to any destination in the U.S. regardless of zone.

./.....

d. Notification:

(1) Receipts of Certified, Registered or insured mail will be notified on proper Post Office form of the arrival of such mail. It will then be the individual's responsibility to pick up the mail at the Navy Post Office or make arrangement with the Unit mail orderly to pick up such mail by indorsement of the appropriate form.

(2) Only American citizens will be allowed to conduct registry or insured transactions at the Post Office.

e. Money Order Service

(1) To assure that money order privileges are used only for authorized purposes, the following procedures will be adhered to by persons making application for money orders:

(a) Money Orders applications (form 6001) will be prepared in duplicate. The sender's complete address, including grade, rate, or civilian employees grade will be shown.

(b) Money Order applications of one hundred (\$100) dollars or more will be submitted to the Postal Officer for approval and for entry into the Postal Officer's log before presentation to the Clerk.

(c) Money Order application in the amount of less than one hundred (\$100) dollars may be issued by the Postal Clerk without prior approval of the Postal Officer.

(d) Money Orders issued at the Navy Post Office are payable only at military postal offices, or at post offices or banks located in the United States, its possessions or territories and countries in which the United States transacts domestic international money order business. If the remitter or payee of a money order issued at a Navy Post Office transfers ownership by endorsement to another individual, the endorsee must cash the money order at either a military post office or a port office located in the United States, its territories or possessions.

10. All personnel items, with exception of those indicated below, are subject to customs duty.

a. Letters, cards and certain types of film being mailed for processing.

b. Bonafide gifts from members of the Armed Forces of the U.S. only provided their value is less than fifty (\$50.00) dollars and purchase was made with cash currency from any legitimate business concern or an agency of the Armed Forces of the U.S.

(1) Bonafide gifts do NOT include items purchased with funds provided by persons other than the sender, items purchased as an accommodation for others or items to be held in the United States for future use of the sender.

(a) The law does not allow customs free entry for the mailing of gift parcels by civilian personnel.

(2) A declaration (DD Form 427 obtainable through Adjutants' Message Center or at the Navy Post Office), must be prepared, giving a complete list of the contents, and certified by the Postal Officer.

11. Parcels not within the provisions of paragraph 10 are subject to customs duty and will be mailed as indicated below.

a. Articles that are sealed will have affixed thereto by the Post Office one Form 2976-A.

b. Articles to be sent via parcel post and unsealed parcels will have affixed thereto one Form 2966 (International Parcel Post Sticker) which will be completed by the mailer.

c. Customs forms will be prepared in ink or typewritten and contents accurately described.

d. When the aggregate value of a single shipment, regardless of the number of packages, exceed one hundred (\$100) dollars, a certified consular invoice or certificate of origin must be obtained and enclosed with the shipment except when the aggregate value of the shipment does not exceed five hundred (\$500.00) dollars, invoices and certificates are not required if customs declarations, Form 2966 or 2967-A are endorsed: "Not intended for sale and not purchased on commission for others".

12. War trophies will not be mailed by individual members of the Armed Forces.

13. Hours of operation.

Stamps sales; Parcel Post
Registry Service

0900-1600 Mon to Fri
1200-1600 Sat

Money Orders

0900-1500 Mon to Fri
1200-1500 Sat

Distribution:
All American Personnel