

**May 1938**

# **Military Mail Guide**

## **軍事郵便案内**

**Ministry of Communications**



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## **Military Mail Guide**

Since the outbreak of the China Incident, military mail from citizens on the home front addressed to soldiers in the field, and from the field addressed to people in Japan proper has undergone an enormous increase, in this multitude, because the military post system did not provide guidance, mail was not addressed properly, and parcels were not wrapped properly, and along the route not a few of them broke apart and failed to reach their destination. Especially, important articles such as letters and packages wrapped with devotion had addresses that were not clear or badly damaged and regrettably were returned to sender. People who use Military Post pay attention, as we would like to reduce this type of occurrence and bring the home front and front line closer together.

With the experience gained from the China Incident please use the following we present as a reference.

# 1. The Military Postal System

Military mail is not limited to letters and post cards; newspapers, magazines, books, small parcels, money orders and postal savings are also handled. However, in the North China area they are really happy to receive newspapers, but in the Shanghai area regular newspapers arrive quickly, and for this reason many addressees do not claim their newspapers.

To maintain communications between the battlefield and the homeland some time ago the government established the military postal system, that handles military official mail and personal mail of military personnel and civilians employed by the military dispatched abroad, war correspondents etc., originally the mission of the military postal system was official military correspondence from the front handled just like domestic mail.

Essentially during hostilities, armies when conducting operations, of necessity must move frequently, these movements must be protected with the strictest secrecy. Consequently, the postal organization has a unique structure in answer to the special needs of the military. At the present time our nation has Field Post Offices and Naval Postal Agencies to satisfy this objective. Both of these are part of the military, the workers hold the status of military civilian employee. Consequently, military mail personnel in strict accordance with military regulations work together with military units and warships, occasionally they are baptized by fire, exposed to the dangers of stray bullets and risk their lives just like those on the front line.

Not only from the battlefield but also from the homeland the number of military post items is catastrophic, military post personnel are handling and handling but like a wave coming to the shore they are inundated; day and night, without sleep or rest, operations continue.



**Repairing damaged parcels**  
(Sign on wall says Shūho Jō / Repair Shop)

## 2. The Forwarding and Delivery of Military Mail

Due to the large number of people complaining about the annoyances of sending military mail, the authorities therefore, to insure the special delivery of military mail, have made an exhaustive effort, to sincerely respond to the citizens to fulfill the desires of the officers and other ranks, helping hands come from all sides, also before you citizens complain we want you to clearly understand the unique delivery characteristics.

(1) **Posting** Military post articles are sent out through a post office, classified differently from regular mail articles, particularly post offices sending and receiving mail from the front referred to as a (Military Mail Exchange Office). (Therefore, there is the fear that mail not stated as [軍事郵便 (Gunji Yūbin/military mail)] will fall by the wayside, therefore you must certainly mark it as such). In Japan military mail is handled by the Ministry of Communications, the last post office in Japan proper, namely the above-mentioned Military Mail Exchange Office, sorts mail for each unit and first by military ship, and then by other means, sends the mail to the field. Upon arrival in the field our military Field Post Offices hand the mail over to each unit's postal clerk<sup>1</sup> who then carries the mail to the addressees. Consequently, in order to accurately deliver military mail, it is absolutely necessary that you clearly enter the addressee's area of assignment, as well as the unit to which assigned, rank, and name.

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<sup>1</sup> Lit. "mail receiver"





**The condition of damaged parcels**

When sending mail from Japan to the field it takes approximately one week to ten days for it to arrive at the rear units; to deliver it to units on the front line, due to combat and other circumstances, it is difficult to plan the number of days it will take to reach them. Especially when Imperial Army operations are rapid and resolute, the hardships faced by the Field Post Offices are out of the ordinary. By the way, Field Post Offices have to move unexpectedly and this creates frequent delays in delivery. Besides, in war it is most important for the transportation system to replenish essential ammunition, and provisions on the front line, during combat it is impossible to include mail in the transport of supplies, the mail is held in a rear area until the fighting settles down. However, reinforcements keep arriving and mail sent by soldiers keeps increasing and this increases the number of mailbags. By the time the mail has arrived to deliver military mail to mobile units, raiding units and the like, they are long gone.

Lately, in the areas where this Incident<sup>2</sup> is taking place, roads and railways are being destroyed, whether over creeks or possibly lakes and marshes, and mountains communications is extremely difficult, as you know, as for the military, who bear all these hardships, every effort is made to deliver the mail.

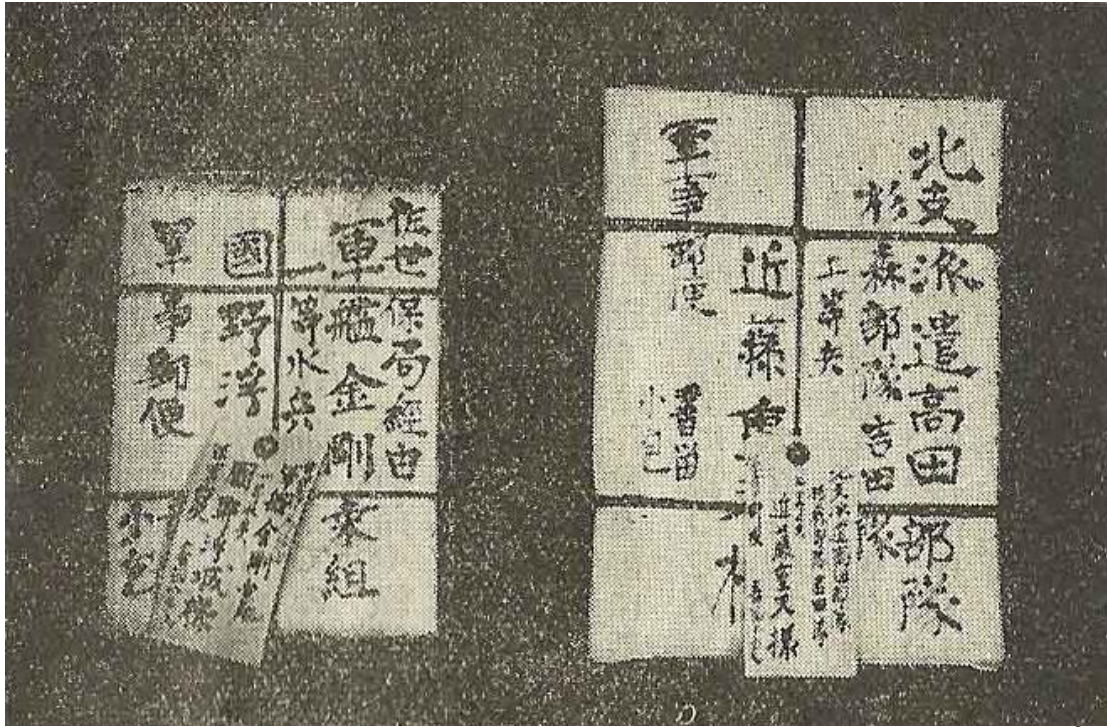
Tientsin, Shanghai, etc. with each and every shipment tens of thousands of parcels arrive. Field post office personnel work from early morning into the dead of night, and now all night to deliver to the front line.

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<sup>2</sup> *Incident* refers to **The China Incident** the term the Japanese gave their war in China that began on July 7, 1937 at Lukouchiao near Peking.



(2) **Delivery** Military mail is carried by military ship, etc. Field post offices sort the mail by the various units. The units send out individual mail clerks to receive the mail for the soldiers. Namely, military mail is different from mail in Japan since it cannot be delivered to the addressee from the post office. Consequently, it is impossible for mobile military units on the front line, moving by military orders to receive mail. Mail to these units is often delayed.



**Top view of military post parcels correctly addressed and properly wrapped<sup>3</sup>**

Whether writing to [(Name of) Unit 1<sup>st</sup> Class Private (Name of individual)] when the sender doesn't write North China or Central China, there are a number of units with the same name and it is impossible to find an individual unit. Not only that, more unreasonable is an individual whose address is [支那派遣〇〇部隊何某] and the sender simply writes 〇〇 to the postal clerks' mute amazement. Overall, due to incomplete addresses approximately 30% of the total mail is undeliverable or delayed.

Furthermore, it is extremely difficult to handle small parcels with regular mail, during this Incident you cannot imagine the catastrophic amount of mail. Because a huge amount of these parcels are sent by cargo ships at the same time, you must wrap your parcel securely. Even with articles placed inside cardboard boxes, wooden boxes etc. the original container was badly damaged and an extremely high number of addresses were unreadable. Due to delays the parcels of comfort items, even if delivered the contents will be spoiled or will have leaked, we fear that the sincerity of the home front won't reach the addressee.

<sup>3</sup> (Parcel on Right: North China Expedition, Takada Unit, Sugimori Unit, Yoshida Squad, Joto Hei, Kondo Shige/ kakitome/ registered parcel) (Parcel on Left: Via Sasebo PO, Battleship Kongo, crew (norikumi) Itto Suihei, Kunino Jō). In these examples, *Takada* and *Yoshida* are the surnames of the commanders.



### 3. Sending Military Mail

**(1) The inauguration of military mail service** Military mail cannot be sent like regular mail any time you want, especially, during wartime at the time military of mobilization only business and personal correspondence that is necessary to send to the military is permitted. Only when authorized in that situation.

The present areas that have started to accept military mail follow.

|                        |  |
|------------------------|--|
| Accepting Destinations | (1) North China and Inner Mongolia<br>(2) Yangtze River Area (Shanghai; Central China Expeditions)<br>(3) Manchoukuo |
|------------------------|--|

First of all, at the time you send military mail articles if you don't specify the Expeditionary Area it will give rise to an unforeseen misdirection. Namely write [北支那派遣] (Hokushi Haken/North China Expedition) or [上海派遣] (Shanghai Haken/Shanghai Expedition) in the opening paragraph, next you must clearly write in as much detail as possible the name of the unit to which assigned. Particularly, articles addressed to Manchukuo [滿洲國] (Manshūkoku), if they don't contain the place name in the address, they will be undeliverable and there will be the fear of them being returned.

**(2) Receiving Post Offices** Military mail articles are accepted at all post offices anywhere in the country. Simply, small parcels addressed to Manchukuo are limited to 6 kilograms (1 kan 600 momme).<sup>4</sup>

**(3) Wrapping Military Mail Parcels** As has been stated before, since tens of thousands of military parcel post articles are transported by ship and by train every day, make the parcel as perfectly well wrapped and as strong as you can.

Use old newspapers or discarded cardboard boxes, or sometimes, wooden boxes, etc. to wrap, even then damage in shipment is extremely high. You must wrap with cloth material or put the contents inside a can. If you must use a paper box wrap around it many times with a good and strong white material so it will prevent damage, and submit it to the post office in that manner.

In addition, tie a string around the small parcel tightly binding it in the shape of the character 井 or in a turtle shell pattern, write the address directly on the material, besides this attach a strong tag.

Furthermore, in the event the markings on the front of the small parcels or the tags are torn or lost, it is advisable to place inside the small parcel a piece of paper with the addressees unit name, squad name, official title and name, and the senders name and address.

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<sup>4</sup> 1 kan = 3.75 kilograms and 1 momme = 3.75 grams; these weights are no longer used

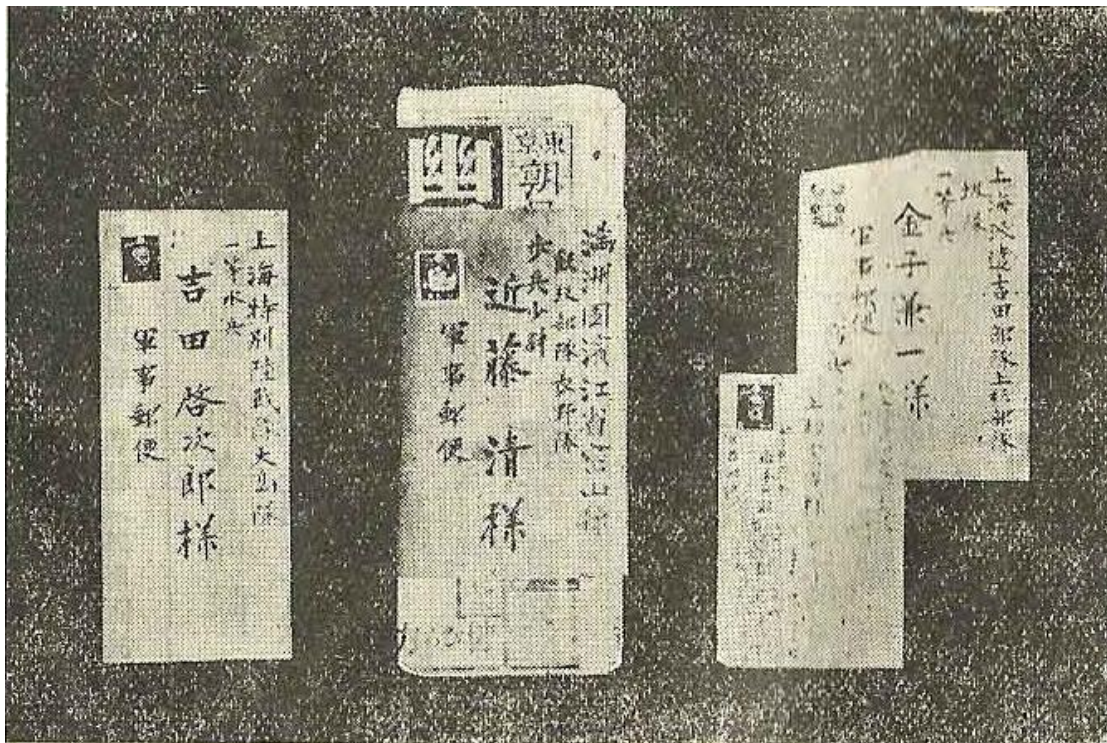
**(4) The Proper Way to Address Mail** When you address military post articles you must write the four characters [軍事郵便] (Gunji Yūbin/Military Mail) on the address side.

Furthermore, on [Official] military mail articles, in addition to stating [Military Mail] you must print the two characters [公用] (Kōyō / Official) in red.

Furthermore, articles termed [Official] are directly related with military official business, even comfort articles from mayors or village headmen or youth groups, or anybody else, does not qualify as [Official].

In short, while mail is addressed as mentioned above, such as mail addressed to particular expeditionary areas and to military units to which the recipient is attached (the name of the geographical location is included in addresses in Manchoukuo), mail addressed to navy personnel contains the name of the ship and the name of the sailor.

(In the address, omit the name of the regiment as well as the name of the company, etc. but write the name of the unit. Since there is an exceptionally large number of units on the same front having the same name, provide as many differentiating details as you can.)<sup>5</sup>

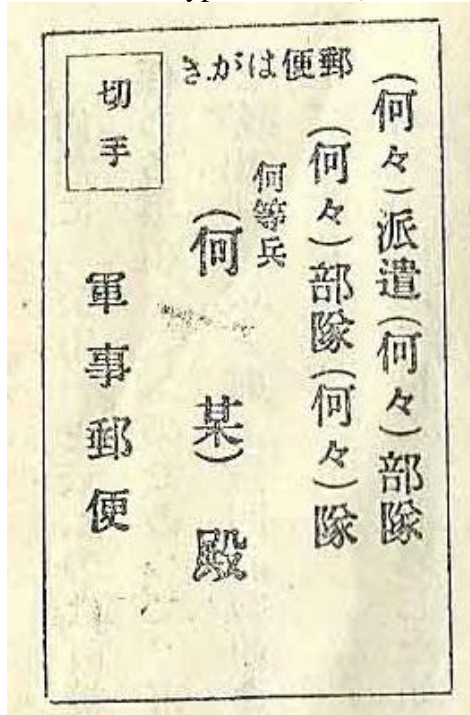


**Samples of ordinary military mail**

(From L to R: Tall envelope addressed to Shanghai; newspaper with wrapper addressed to Manchoukuo; post card; envelope addressed to Shanghai)

<sup>5</sup> During this period Japanese army units were referred to by the Commander's surname

Follow the examples shown below when addressing military mail; write addresses in this manner on other types of mail (refer to the above photograph)



|                         |                            |
|-------------------------|----------------------------|
| <b>Affix Stamp Here</b> | <b>Post Card</b>           |
|                         | (XX) Expedition (XX) Butai |
|                         | (XX) Butai (XX) Tai        |
|                         | (Rank)                     |
|                         | (Name of Recipient) Dono   |
| <b>Military Post</b>    |                            |

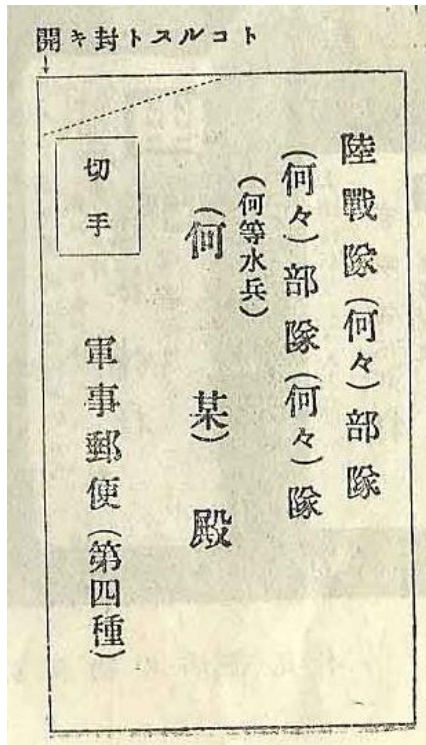
### Mail Addressed to an Expeditionary Force



|                         |                          |
|-------------------------|--------------------------|
| <b>Affix Stamp Here</b> | <b>Warship (XX) Crew</b> |
|                         | (Name of Recipient) Dono |
| <b>Military Post</b>    |                          |

### Mail addressed to crews of warships





↓ Leave open

Affix Stamp Here

**Rikusentai (XX) Buttai**  
**(XX) Butai, (XX) Tai**  
**(Name of recipient) Dono**

**Military Post (4<sup>th</sup> Class)**

Mail addressed to Special Naval Landing Force (Rikusentai) containing photographs, printed matter or books

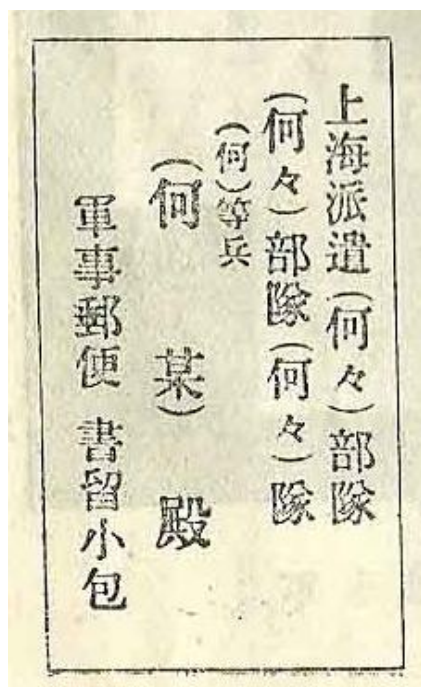


**North China Expedition (XX) Butai**  
**(XX) Butai (XX) Tai**  
**(Rank)**  
**(Name of Addressee) Dono**

**Military Mail Registered Small Parcel**

Tag for small parcels (North China Expeditionary Force)





|                                       |
|---------------------------------------|
| Shanghai Expedition (XX) Butai        |
| (XX) Butai (XX) Tai                   |
| (Rank)                                |
| (Name of Addressee) Dono              |
| Military Mail Registered Small Parcel |

**Tag for small parcels (Shanghai Expeditionary Force)**

(For cloth or wooden boxes attach a tag directly on the front outside and inside)

(Personal mail limited to 4 kilograms)

## **(5) Recipients of Military Mail**

Anybody can send military mail, but the recipients are restricted to those within the framework of the military postal system as indicated below.

- |           |   |
|-----------|---|
| Recipient | (1) Military personnel and civilian employees in military units, warships, torpedo boats, or military medical units situated in the combat zone<br>(2) Military personnel and civilian employees in military units, warships, torpedo boats, or military officials dispatched to the war zones<br>(3) War correspondents, and those in their employ or equivalent, in the war zones who have permission of the local military authorities |
|-----------|---|

Civilians employed by the military include field postal workers, communications and railway workers, temporary laborers for the military, officials equivalent to high-ranking officers, high-level administrative officials, valets and stablemen.

In (3) above, people sending out mail from the war zones versus people sending mail from Japan, it is not always clear if the sender has permission and the recipient doesn't always receive the mail. It can be made clear if the sender brings the returned mail to the post office. For reference, senders of mail other than military personnel must receive permission from an agency below:

- (1) Imperial Headquarters
- (2) Numbered Army (Division) (Brigade) (Independent Detachment) Headquarters
- (3) Line of Communications leadership
- (4) Line of Communications Headquarters
- (5) Anchorage Command
- (6) Railway Station Command

## **(6) Items Prohibited in Military Mail**

- (a) Documents, books, etc. that disturb military order or interfere with public safety
- (b) Documents and illustrations that corrupt public morals
- (c) Explosives, flammables, or other dangerous objects (as specified in Ministry of Communications bulletins)
- (d) Poisonous drugs, powerful medicines, poisonous substances
- (e) Living viruses, objects suspected of being contaminated by a living virus
- (f) Items that cause damage or injury to postal personnel or postal articles

Outside of the contraband articles above, import or export of items prohibited by regulation is not handled as mail. Especially military mail items related to the articles as stated on page 26.

**Matches** Recently, mailbags in Shanghai have caught fire, there was an incident where a mailbag packed full of mail was destroyed by fire and an incident where a mail room on a military train burst into flame, the root cause was matches included in mail, shaking and rubbing under pressure and so forth you must heed this important warning. (Persons sending postal contraband will be severely punished)

**Swords** military swords should be sheathed in an appropriate scabbard, also the dangerous parts should be covered and placed in a box so that they cannot damage the outer box otherwise it won't be accepted by the post office. In addition, if the length of a sword exceeds one meter it cannot be mailed, either pull out the hilt, to keep it within one meter if you don't do this it cannot be mailed.

**Firearms** attachments as well as parts may be sent

**Live Ammunition** because such items are prohibited, they may not be mailed

**Tobacco** may be mailed

**Patent Medicines** are also not prohibited

However, without permission or certification, firearms, edged weapons and munitions may not be sent to addresses in Manchoukuo.

## **(7) Types of Acceptable Mail Items**

### **(1) Regular Mail**

**(A) Classes** There are five classes of regular mail, but military mail is limited to the ones below:

|              |   |
|--------------|---|
| First Class  | Letters   |
| Second Class | Post Cards  |
| Third Class  | Publications regularly printed more than once a month |
| Fourth Class | Books, Printed Articles, and Photographs              |

A number of the explanations are included below. However, the classes of Military mail addressed to Manchoukuo are not restricted. You should note the descriptions in 2 and 3 below.

- (1) Student's comfort compositions and writings if addressed to named officers and other ranks, in named units are [First Class Letters], comfort writings addressed to any officers and men in general in an Expeditionary Army are not considered letters. It is good to send as a small parcel.
- (2) Written communications must not be inserted in newspapers and magazines. If you include a written message there is an additional charge, a penalty, and the article will be returned to sender.

- (3) While there are three types of post cards sent from Japan, ordinary post cards, reply post cards, and letter sheets, military post cards sent by both military personnel and civilians attached to the military in the field are free of charge, excluding reply cards.
- (4) Items that can be sent as third class military post are newspapers, magazines, news reports, etc. that are printed more than once a month, and have on them the characters [第三種郵便物認可] (Daisanshu Yūbinbutsu Ninka / Third Class Mail Approved). Third class mail supplement, excluding items in the form of booklets, this paper may be mailed if sealed.
- (5) Fourth class items addressed to Manchoukuo are the same as domestic mail except above [documents used for business] and [documents, drawings, illustrations, merchandise samples as well as models, natural history specimens] etc.

## (B) Special Handling

### (1) Personal Military Mail Articles

- |                          |                                    |
|--------------------------|------------------------------------|
| (a) Registered Mail      | The fee for registration is 10 sen |
| (b) General Delivery     | No additional fee                  |
| (c) Contract Mail Matter | Delivery only to authorized person |
| (d) Air Mail             | Fees listed below                  |

| Articles addressed to North China, Inner Mongolia and Yangtze River Area<br>(Excluding postal fees) |                                    |        |
|---|------------------------------------|--------|
| Letters 書状  | Each 20 grams and fraction thereof | 30 sen |
| Printed Letters 印刷書状  | Each 60 grams and fraction thereof | 50 sen |
| Ordinary Post Cards   |                                    | 15 sen |
| Reply Cards 往復葉書  | Separate charge for each half      | 15 sen |
| Letter Sheets 封緘葉書  |                                    | 30 sen |
| 3 <sup>rd</sup> and 4 <sup>th</sup> class (books, printed matter, photographs)                      | Each 60 grams and fraction thereof | 50 sen |

|                    |                     |                                    |        |
|--------------------|---------------------|------------------------------------|--------|
|                    | Letters             | Each 20 grams and fraction thereof | 35 Sen |
|                    | Printed Letters     | Each 60 grams and fraction thereof | 35 Sen |
| Mail to Manchoukuo | Ordinary Post Cards |                                    | 28 Sen |
| (postal fees)      | Reply Cards         | Separate charge for each half      | 18 Sen |
|                    | Letter Sheets       |                                    | 35 Sen |
|                    | Other items         | Each 60 grams and fraction thereof | 75 Sen |

Currency may not be shipped in military mail, because the declared value is not dealt with; there is no problem in sending 1,000-stitch belts, or “strength of one thousand men” charms,<sup>6</sup> etc. of undeclared value, with five-sen coins or ten-sen coins tied to them, since the object is not about sending cash.

<sup>6</sup> one thousand individuals would each stitch the character 力 (strength) on a cloth belt or vest



**(2) Official Ordinary Military Mail Articles** Special handling fees are according to the information listed below.

- (a) registered 10 sen per item
- (b) special delivery no extra charge for North China and Yangtze River areas;  
30 sen for addresses in Manchoukuo
- (c) delivery confirmation 4 sen per item
- (d) general delivery no extra charge
- (e) Contract Mail Matter unable to send out without handling authorization
- (f) Air Mail personal mail as in number 1

**(C) Military Mail Size and Weight Limits**

(1)

|   |                              |  |              |
|---|------------------------------|--|--------------|
| Addresses in North China,<br>Inner Mongolia and Yangtze<br>River area |                              | length   | 40 cm        |
|   | Measurements                 | breadth  | 30 cm        |
|   |                              | depth  | 15 cm        |
|   | Weight                       | 3 <sup>rd</sup> class and 4 <sup>th</sup> class                        | 1,200 grams  |
|   | Within 4 <sup>th</sup> class | Items printed in Braille for the blind<br>however, if sent by air mail | 3 kg<br>2 kg |

(2)

|                        |              |  |  |
|------------------------|--------------|--|--|
| Addresses in Manchuria |              | length   | The total of the three measurements can be up to 90 cm,<br>however no one side may exceed 60 cm (Consequently, under<br>these circumstances the total measurements of the other two<br>sides together must be less than 30 cm) |
|                        | Measurements | breadth  |  |
|                        |              | depth  |  |
|                        |              | Letters  | No limit   |
|                        | Weight       | Books, printed matter, documents used for business, photographs,<br>documents, drawings, illustrations | 2 kg   |
|                        |              | Each volume sent separately  | 3 kg   |
|                        |              | Merchandise samples, as well as models, natural history specimens,<br>agricultural products and seeds  | 0.5 kg   |

**(D) Small Parcels**

(1) Notice Before Mailing Small Military Mail Parcels

(a) In addition to marking [軍事郵便] (*Gunji Yūbin* Military Mail) on the outside, write [小包] (kozutsumi/ small parcel). Official Mail (Kōyō /Official). [公用]  
(Printed comfort articles and comfort items are sent out by cities, towns and villages but are not Official Mail)

(b) Small parcels positively must be mailed at a post office counter

(c) Military mail small parcels are limited to registered [書留] (kakitome)

(d) When sending military small parcels, use the post office form [小包送票] (kozutsumi sōhyō/small parcel mailing label) describe the contents, weight and value, affix postage stamps corresponding to the amount of the fee.

(e) As stated before wrap small parcels very securely. The parcel is a token of your sincerity, because of incorrect wrapping the contents may be damaged or lost and will be undeliverable to the combat area and the addressee will not receive it.

(f) Personal correspondence should not be packed inside a small parcel

|                                     |   |
|-------------------------------------|---|
| Customs Duty Exemption Requirements | (a) May be sent by anyone   |
|                                     | (b) The contents are comfort articles   |
|                                     | (c) The characters [慰問品] (imonhin/comfort articles) must be written in red on the outside, the contents must be comfort articles and described as shown in the example form below, when you get authorization from your city hall or village office or closest army or navy official to the sender's current address paste the certificate of authorization on the parcel |

Authenticating form (To prevent damage use a stiff cardboard carton) (length approximately 8 cm breadth approximately 11 cm)

|      |      |
|------|------|
| 内容品名 | 内容品名 |
|      |      |
|      |      |
|      |      |

本品ハ在滿軍人(軍屬)慰問品タルコトヲ證明ス

年 月 日

證明部隊官公衙印

|                  |                  |
|------------------|------------------|
| Name of Contents | Name of Contents |
|                  |                  |
|                  |                  |
|                  |                  |

I certify that the contents are comfort articles for a soldier (military civilian) stationed in Manchuria

Year      Month      Day

Seal of certifying unit official

**(2) Fees for Military Mail Small Parcels**

| North China, Inner Mongolia and Yangtze River area |              |  | Manchoukuo |              |
|--|--------------|--|------------|--------------|
| kilograms  | sen          |  | kilograms  | sen          |
| 0.5  | 42           |  |            |              |
| 1.0  | 49           |  | 1.0        | 45           |
| 2.0  | 62           |  | 2.0        | 60           |
| 3.0  | 75           |  | 3.0        | 75           |
| 4.0  | 88           |  | 4.0        | 90           |
| 5.0  | 94           |  | 5.0        | 1 yen 5 sen  |
| 6.0  | 1 Yen        |  | 6.0        | 1 yen 20 sen |
| 7.0  | Not accepted |  | 7.0        | 1 yen 35 sen |
| 8.0  |              |  | 8.0        | 1 yen 50 sen |
| 9.0  |              |  | 9.0        | 1 yen 65 sen |
| 10.0   |              |  | 10.0       | 1 yen 80 sen |

**(3) Military Parcel Post volume and weight limits as stated above**

(a). Articles addressed to North China, Inner Mongolia and Yangtze River area

|        |                   |  |  |
|--------|-------------------|--|--|
| Volume | Length            | 60 cm                                    | However, articles 1 meter in length (with breadth limited to 20 cm and depth limited to 20 cm) are permitted |
|        | Breadth           | 60 cm                                    |  |
|        | Depth             | 60 cm                                    |  |
| Weight | Up to 4 kilograms | However, official mail up to 6 kilograms |  |

(b). Articles addressed to Manchoukuo

|        |                           |                        |
|--------|---------------------------|------------------------|
| Volume | Weight up to 5 kilograms  | 60 cubic decimeters    |
|        | Weight up to 10 kilograms | 80 cubic decimeters    |
|        | However, one side         | limited to 1.25 meters |
| Weight | Up to 10 kilograms        |                        |

# Appendix

## Military Mail related Laws and Ordinances

### **1. Imperial Order – Military Mail, No 19 of 5 Feb. 04.**

Paragraph I: The following Mail may be considered as Military Mail.

(1) Mail which has been sent during the war by army units, warships, torpedo boats, military authorities, service men, and civilian employees dispatched to the battle zones or area equivalent to them.

(2) Mail which has been sent during the war by persons receiving permission from authorities in battle zones or area equivalent to them.

(3) Mail addressed to the persons mentioned in the above two clauses.

Paragraph II: Military Mail referred to in (1) and (2) above is exempt from payment of postage.

Paragraph III: Limited to Military Mail referred to (1) and (3) above which requires full payment of postage. When this is unpaid or insufficiently paid it will be returned to the sender, and he will have to pay double the amount of under payment.

Paragraph VI: Military Mail may be regulated by order.

Paragraph V: The compensation for damaged military mail may be regulated by order.

Paragraphs from II to V will not be applied to the handling of mail that is under special agreement. Supplementary regulations are omitted.

### **2. Extract from Regulations concerning Military Mail orders of the Department of Communication No. 6 (under joint signature of the Ministers of the Army, Navy and Communication) of 1904.**

Paragraph III: Military Mail which is sent to Army units, warships, torpedo boats, military authorities, soldiers, and civilian employees, who have been dispatched to the war zones or area under military law, or to people living in these areas with the permission of local military authorities, is limited to the following:

#### **a. Ordinary Mail**

- (1) Letters
- (2) Post Cards
- (3) Restricted Publications printed more than once a month
- (4) Books, Printed Articles, and Photographs



b. Parcels

Paragraph IV: In war areas and in areas under Martial Law, Military Mail which is sent to Army units, warships, torpedo boats, encampments, soldiers, and civilian employees who have been dispatched into these areas, or people living in these with the permission of local military authorities is limited to the following type:

a. Ordinary Mail

(1) Letters. General weight: Letters for Official Use are not to exceed 600 g and private letters not to exceed 20 g. However, the weight of letters from war correspondents etc. may be allowed up to 200 g.

(2) Military and private post cards. Those are to be in accordance with the Communication Order No. 42, 1900 Paragraphs 18-2 to 18-6.

b. Parcels: Limited to official use only.

Paragraph V: The types of Military mail mentioned in Paragraphs III and IV may be increased or decreased as the occasion demands.

Paragraph VI: No mail will be handled unless it is Official Military Registered Mail, Mail of Special Distribution, mail with return receipt, mail set aside for detention, mail of special nature, or Air Mail (excluding Parcel Post).

Paragraph VII: Unless private mail is registered, set aside for detention, of special nature, or Air Mail, (excluding parcel post) in accordance with Paragraph III or for detention in accordance with Paragraph IV, it will not be handled. Requests for information about the mail that is detained at a Field PO or at a Naval PO will not be granted.

Paragraph VIII: The senders of Military Mail should claim all wrongly dispatched or wrongly addressed mail at their receiving Office before mail is dispatched. However, this claim can be met only when it is convenient for the post office officials.

**3. Rates and Restrictions on Military Mail**

a. Special Delivery mail

(1) Special Delivery Mail is limited to ordinary mail sent to and received from JAPAN only through Post Offices.

(2) The Special Delivery Postage will be 12 SEN in addition to regular postage (5 SEN) for every 20 grams.

b. Air Mail

(1) Air Mail is limited to official mail sent and received between JAPAN and the Outer Zone and also between outer zones and the battle areas.

(2) Refer to Paragraph D, I, 2 and Paragraph D, 2, III (b) for the areas of handling Air Mail.

(3) The postage on Air Mail is 50 SEN for each 20 grams on 1<sup>st</sup> Class Mail and 20 SEN for 2<sup>nd</sup> Class Mail in addition to postage. (1<sup>st</sup> Class: 5 SEN for each 20 grams; 2 SEN for 2<sup>nd</sup> Class.).

c. Parcel Post

(1) The regulations on the size of parcels are as follows:

Size: length, breadth, and depth: each – 50 centimeters.  
However, on parcels which do not exceed 20 cm on depth and breadth, a length of one meter can be allowed.

(2) Only registered military parcels will be accepted and the rates will be as follows:

|                 |        |
|-----------------|--------|
| Up to 500 gr.   | 30 SEN |
| Up to one kg.   | 35 SEN |
| Up to two kg.   | 45 SEN |
| Up to three kg. | 55 SEN |
| Up to four kg.  | 65 SEN |

(3) The following rates are for General Parcel Post:

| Weight          | Within JAPAN Continental Limits |            | Outside  |              |
|-----------------|---------------------------------|------------|----------|--------------|
|                 | Ordinary                        | Registered | Ordinary | Registered   |
| Up to 500 gr.   | 15 SEN                          | 25 SEN     | 30 SEN   | 50 SEN       |
| Up to one kg.   | 20 SEN                          | 30 SEN     | 40 SEN   | 60 SEN       |
| Up to two kg.   | 30 SEN                          | 45 SEN     | 60 SEN   | 80 SEN       |
| Up to three kg. | 40 SEN                          | 60 SEN     | 80 SEN   | 1 YEN        |
| Up to four kg.  | 50 SEN                          | 75 SEN     | 1 YEN    | 1 YEN 20 SEN |

However, articles addressed to KOREA, KWANTUNG, and MANCHOUKUO must be registered.

# Glossary

|                       |       |                     |                                      |
|-----------------------|-------|---------------------|--------------------------------------|
| air mail              | 航空    | kōkū                |                                      |
| comfort articles      | 慰問品   | imonhin             |                                      |
| contract mail matter  | 約束郵便  | yakusoku yūbin      |                                      |
| delivery confirmation | 配達證明  | haitatsu shōmei     |                                      |
| Dispatch (Expedition) | 派遣    | Haken               |                                      |
| general delivery      | 留置    | tomeoki             |                                      |
| letter sheet          | 封緘葉書  | fūkanhagaki         | also “letter card”                   |
| Manchoukuo/Manchuria  | 滿州國   | Manshūkoku          |                                      |
| military mail         | 軍事郵便  | gunji yūbin         |                                      |
| money order           | 為替    | kawase              |                                      |
| North China           | 北支(那) | Hoku Shi(na)        |                                      |
| official              | 公用    | kōyō                |                                      |
| ordinary post card    | 通常葉書  | tsūjōhagaki         |                                      |
| registered            | 書留    | kakitome            |                                      |
| reply post card       | 往復葉書  | ōfukuhagaki         | post card with a reply card attached |
| Shanghai              | 上海    | Shanghai            |                                      |
| small parcel          | 小包    | kozutsumi           |                                      |
| special delivery      | 別配達   | betsu haitatsu      |                                      |
| special handling      | 特殊取扱  | tokushu toriatsukai |                                      |
| unit                  | 部隊    | butai               | A military formation                 |
| unit                  | 隊     | tai                 | smaller than butai                   |
| unit mail clerk       | 軍事受領者 | yūbin jyuryōsha     | lit. “mail receiver”                 |