

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, D.C.



REPLY TO  
ATTN OF:

USAFMPC (AFPMSC)  
RANDOLPH AFB TEXAS 78148

22 July 1969

Dear Air Force Next of Kin

The following information has been furnished us from the State Department. "As you probably know, in July North Vietnam announced U. S. personnel captured in North Vietnam could again receive gifts from their families. As soon as the announcement was made, we sought additional information in an attempt to find out which men had received packages for Christmas 1968 and which men are held in North Vietnam so families would know whether to send a package on this occasion. We received no additional information in response to these questions but have been informed that families may send only one package per individual, weighing no more than three kilograms (6½ pounds, containing 'nonperishable food products, personal articles, and medication')." (Please note that this is on a one time basis).

The State Department has also advised us that because of the absence of information on our personnel held in North Vietnam, that, the primary next of kin of a member listed as missing or captured in Laos may also send a package by following the instructions attached. This does not indicate that our government believes all personnel downed over Laos are now in North Vietnam, nor is there any assurance that a package sent this way will reach these members; but, we consider it worth a try. We have been further advised to caution the next of kin sending a package to a member downed over Laos to make no mention of this location on or inside the package.

The State Department has assured us that every effort is continuing to be made to find a way to send packages to personnel who are missing or held captive in South Vietnam. I sincerely hope that such arrangements will be worked out, and assure you that the instructions will be furnished with the least practical delay.

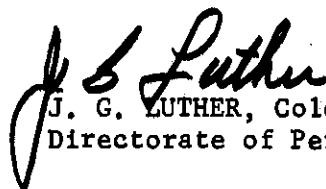
Attached are the instructions to be followed in sending packages to North Vietnam. We recommend that items of significant value not be included in the package. If you are the primary next of kin, the customs forms and the postal authorization card which will be required by your local postmaster are included.

If the member is married, by law, the primary next of kin is the wife, and we cannot provide the parents with customs forms and the authorization card. However, if the wife desires to relinquish her rights to

the parents, she may do so by passing her customs forms and authorization card to them and advising this office.

We will continue to keep you advised as information of interest becomes available in this headquarters.

Sincerely



J. G. LUTHER, Colonel, USAF  
Directorate of Personnel Services

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1. Instructions for Mailing Parcels
2. Customs Forms (3)
3. Blue Authorization Card

## INSTRUCTIONS FOR PREPARATION AND MAILING OF PARCELS TO NORTH VIETNAM

- I Only one parcel may be sent to each individual.
- II It must conform to the weight limit set by North Vietnam. Postmasters have been instructed not to accept packages weighing more than 6½ pounds, including wrappings.
- III The contents set by North Vietnam are "nonperishable food products, personal articles, medication."
  - a. Non perishable food products - such things as concentrated or freeze dried foods, bullion cubes, dried pre-sweetened drinks, candy, chewing gum, dried fruits, etc.
  - b. Personal articles - could include small homemade items, items of clothing, nonfragile toilet articles, tobacco items, photographs (without inscriptions), etc.
  - c. Medication, such items as high potency food supplements or vitamins, medicines known to be needed or preferred by the individual, etc.
- IV The following should not be included:
  - a. Intoxicants or drugs other than medicines.
  - b. Inflammable or explosive items, including matches or lighter fluid.
  - c. Weapons, knives, razor blades, etc.
  - d. Written messages.
- V Pack contents securely in substantial corrugated box. Wrap in heavy paper, seal with tape and tie with strong cord.
- VI Address as follows: Put in Camp of Detention address followed by sender's full return address in upper left corner of address side.
- VII Enclosed with these instructions are three post office forms. Complete and attach them as follows: Form 2922 (yellow parcel post sticker). Check ( ) return to sender, sign and paste on address side of wrapper. Form 2966 (Customs Declaration). List contents and their value. Fill in reverse side with names and addresses and check ( ) return to sender. Tie to wrapper with strong cord. Form 2972 (Dispatch Note). Complete to show your name and address and that of addressee. Tie to wrapper with cord. Do not place postage or other stamps, markings or labels other than above on the package.
- VIII Take the completed package, filled in customs forms, and the blue authorization card to the civilian postmaster of your city, together with this letter of instructions. The postmaster will not accept packages without the blue authorization card, which he will take from you. No postage will be required from you. The package will be forwarded by the postmaster to a central point from which the packages will be transmitted by air to North Vietnam.
- IX If you have any questions, contact your postmaster or your Base Assistance Representative.