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PART I
**HOW TO SUPPORT MEMBERS OF
THE ARMED FORCES OVERSEAS**

PART II
**HOW TO ASSIST MEMBERS OF THE
ARMED FORCES IN THE UNITED STATES
AND RETURNING VETERANS**

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(PUBLIC AFFAIRS)**

WASHINGTON, D.C., 20301

Mail must be addressed correctly to a specific individual in order to assure its arrival at the intended destination. A most important element of the address is the five-digit APO or FPO number. If this number is not included in the address, the mail is always subject to delay, and sometimes returned to the sender.

The requirement for addressing mail to a specific individual at a correct address does not prevent the mailing of material to the "Commanding Officer" of a military unit, providing the unit designation and its correct address are used. A listing of unit addresses in Vietnam is contained in this publication.

Postal Laws provide preferential service for certain packages mailed to Servicemen. Your local postmaster can answer questions about size and weight conditions, and can identify materials which may not be mailed. These same provisions also apply to mail originated by Servicemen stationed overseas.

HOW MAIL IS TRANSPORTED

Airmail and First-class Letter Mail

All airmail, including parcels prepaid at the airmail rate, is transported by aircraft within the United States and from the gateway terminal (San Francisco, Seattle or New York) to the oversea area. This mail should reach a Serviceman stationed overseas within three to six days after it is mailed in the United States. Most first-class letter mail, prepaid at six cents per ounce (including sound-recorded communications such as magnetic tape recordings used for personal correspondence) is transported by aircraft when it will expedite movement within the United States. It is transported to the oversea area by space-available, non-priority airlift. It should reach the Serviceman within four to eight days after it is mailed in the United States. (Estimated transit times are contingent upon complete and accurate addresses.)

Space-Available Mail (SAM) - Parcels Not Exceeding Five Pounds in Weight and 60 Inches in Length and Girth Combined

Parcels mailed at surface parcel post (4th class) rates, and not exceeding five pounds in weight and 60 inches in length and girth combined, which are addressed to an APO or FPO, are moved by air, on a space-available basis, from the gateway post office to the oversea military post office. These parcels are moved between the point of mailing and the gateway by surface transportation. When mailing parcels at this lower

rate, the sender should request the accepting postal clerk to affix the indorsement "SAM" on the parcel.

Parcel Air Lift (PAL) - Parcels Not Exceeding 30 Pounds in Weight and 60 Inches in Length and Girth Combined

Any parcel in this category with postage paid at the surface parcel post rate is entitled to space-available air movement between the point of mailing in the United States and oversea areas, provided a \$1.00 fee is also paid. The accepting clerk should be requested to indorse the parcel "PAL." Ordinary parcels weighing over five pounds but not more than 30 pounds will not be given Parcel Air Lift service unless the \$1.00 fee has been paid. In some instances, depending upon the weight of the package (generally 2.5 pounds or less) and the distance it must be hauled in the United States, air parcel post rates will be lower than the charges for this PAL service. Consult your local postmaster. If your ordinary parcel weighs five pounds or less, you may obtain air service at the surface rate in one of two ways:

1. As SAM: Pay the surface rate of postage and the parcel will move by surface within the United States, but will be airlifted overseas on a space-available basis.

2. As PAL: Pay the surface rate of postage, plus a \$1.00 fee. Air movement within the United States is provided as well as to the oversea area on a space-available basis.

Second-class Mail

Second-class mail is entitled to space-available airlift between the United States and military post offices in combat zones, combat support areas, isolated or hardship areas, and areas with inadequate surface transportation. Second-class mail is transported by surface means within the United States.

Fourth-class Mail

Ordinary fourth-class parcels, posted at the surface parcel post zone rate and not eligible for SAM service because of size and weight, or for which the \$1.00 fee has not been paid for movement as PAL, move by surface transportation from point of mailing to the military post office

of delivery. This service is extremely slow and should not be used to mail items which have time value or which are subject to deterioration.

WHAT KINDS OF GIFTS TO SEND

Although our Servicemen in Vietnam have the best military support possible, gifts from home are always welcome. We have found that reading materials (paperback books, magazines, hometown newspapers, etc.), small games, small toilet articles, and similar small items are most desired.

We have also found that person-to-person gifts are preferable, but we realize not everybody knows an individual serving overseas. Therefore, the United States Commander in Vietnam has said that if gifts are mailed to units rather than individuals, they can be accepted. However, they should be small and of a type that can be used by more than one man. Examples are battery powered radios, portable electric equipment, magazine and newspaper subscriptions, and paperback books. The Commander also asks that before such gifts are sent to units, the donor write to the unit commander and ask for specific interests or needs.

PREPARATION OF PARCELS FOR MAILING

The proper wrapping of parcels is of singular importance when considering gifts for Servicemen. More than one thousand parcels are being re-wrapped or reinforced daily before they can be moved onward from the gateway post offices. At this rate, approximately 365,000 eagerly awaited parcels will be delayed, unnecessarily, this year enroute to our Servicemen overseas, due to the time-consuming processes of re-wrapping. Moreover, many of these will become a source of disappointment for senders, as well as the Servicemen, due to possible loss of items from the broken parcels, or damage to them.

There are many important factors which require serious attention in the preparation of parcels for Servicemen stationed overseas. The foremost of these is the selection of a mailing container sufficiently strong to protect the contents and withstand the rigorous journey to the oversea destination.

The risk of broken parcels can be diminished to a great extent through consultation with local post office representatives on proper packing and wrapping requirements prior to preparation for mailing.

List of Unit Addresses

Deputy Commanding General, United States Army, Vietnam, APO
San Francisco 96375

Commanding General, 1st Logistical Command, APO San Francisco 96384

Commanding Officer, U. S. Army Support Command, Saigon, APO
San Francisco 96491

Commanding Officer, 4th Transportation Command, APO San Francisco
96307

Commanding General, U. S. Army Support Command, Qui Nhon, APO
San Francisco 96238

Commanding Officer, 44th Medical Brigade, APO San Francisco 96384

Commanding General, U. S. Army Support Command, Cam Ranh Bay,
APO San Francisco 96312

Commanding General, 1st Aviation Brigade, APO San Francisco 96384

Commanding General, 18th Military Police Brigade, APO San Francisco
96491

Commanding General, Headquarters Area Command, Saigon, APO
San Francisco 96243

Commanding General, 1st Signal Brigade, APO San Francisco 96384

Commanding General, I Field Forces, Vietnam, APO San Francisco 96350

Commanding General, II Field Forces, Vietnam, APO San Francisco 96266

Commanding General, 1st Cavalry Division (Airmobile), APO
San Francisco 96490

Commanding General, 1st Infantry Division, APO San Francisco 96345

Commanding General, 4th Infantry Division, APO San Francisco 96262

Commanding General, 25th Infantry Division, APO San Francisco 96225

Commanding General, Americal Division, APO San Francisco 96374

Commanding General, 173rd Airborne Brigade, APO San Francisco 96250

Commanding Officer, 11th Armored Cavalry, APO San Francisco 96257

Commanding General, 5th Special Forces Group (Airborne), APO
San Francisco 96240

Commanding General, III Marine Amphibious Force, FPO San Francisco
96601

Commanding General, 1st Marine Division, FPO San Francisco 96602

Commanding General, 3rd Marine Division, FPO San Francisco 96601

Commanding General, 1st Marine Air Wing, FPO San Francisco 96601

Deputy Senior Advisor, I Corps Advisory Group, APO San Francisco
96337

Deputy Senior Advisor, II Corps Advisory Group, APO San Francisco
96318

Deputy Senior Advisor, III Corps Advisory Group, APO San Francisco 96227
 Senior Advisor, IV Corps Advisory Group, APO San Francisco 96215
 Commander, Seventh Air Force, APO San Francisco 96307
 Commander, Naval Forces, Vietnam, APO San Francisco 96214
 Commander, Coastal Surveillance Force (CTF 115), FPO San Francisco 96697
 Commander, River Patrol Force (CTF 116), FPO San Francisco 96627
 Commander, River Assault Flotilla One (CTF 117), FPO San Francisco 96601
 Commander, Coast Guard Squadron One, FPO San Francisco 96601
 Chief, Naval Advisory Group, APO San Francisco 96214
 Commander, Seventh Fleet, FPO San Francisco 96601
 Commanding Officer, 97th Air Defense Artillery Group, APO
 San Francisco 96309
 Commanding General, 9th Infantry Division, APO San Francisco 96370
 Commanding General, 101st Airborne Division, APO San Francisco 96383
 Commanding General, 199th Light Infantry Brigade, APO San Francisco 96279
 Commanding General, United States Army Engineer Command, APO
 San Francisco 96491
 Commanding General, Force Logistics Command, FPO San Francisco 96602
 Commanding Officer, 27th Marine Regiment, 5th Marine Division (REINF)
 FMF, FPO San Francisco 96602
 Commanding General, 3rd Brigade Task Force, 82d Airborne Division,
 APO San Francisco 96228

WELFARE AND RECREATION

The United Service Organizations (USO) and the American Red Cross are two agencies which contribute greatly to the welfare and high morale of our Servicemen, both at home and abroad. The USO and the Red Cross provide clubs and centers for off-duty recreational purposes. These voluntary, non-profit organizations depend entirely upon the generosity of the American public for their support. On behalf of the men and women in the Armed Forces, contributions will be gratefully accepted by:

American National Red Cross
 17th and E Streets, N. W.
 Washington, D. C. 20006
 (or the local Red Cross Chapter in your community)

United Service Organizations, Inc.
 237 East 52nd Street
 New York, New York 10022

Money (checks or money orders preferred) or small packages, such as books, record albums, or recreational equipment can be also mailed to any of the following:

Red Cross Facilities

Address to: American Red Cross Center-Clubmobile Unit, at one of the following:

1st Marine Division, Box 96, FPO San Francisco 96602
 18th Engineer Brigade, APO San Francisco 96377
 504th Field Depot, Cam Ranh Bay Army, APO San Francisco 96312
 U. S. Army Support Command, APO San Francisco 96238
 3rd Brigade, 1st Infantry Division, APO San Francisco 96345
 12th Combat Support Group, Cam Ranh Air Force Base, APO
 San Francisco 96326
 35th Combat Support Group, Phan Rang Air Force Base, APO
 San Francisco 96321
 II Field Force, APO San Francisco 96266
 25th Infantry Division, APO San Francisco 96225
 Headquarters Battery, 1st Division Artillery, APO San Francisco 96345
 Headquarters, 4th Infantry Division, APO San Francisco 96262
 Headquarters, 9th Infantry Division, APO San Francisco 96370
 11th Armored Cavalry Regiment, APO San Francisco 96257
 Pleiku Sub-Area Command, APO San Francisco 96318
 Americal Division, APO San Francisco 96374
 An Khe, APO San Francisco 96294
 Nha Trang Sub Area Command, APO San Francisco 96240
 Area Office, APO San Francisco 96309

USO Facilities

Address to: United Service Organizations, Inc., at one of the following:

Can Tho, APO San Francisco 96215
 Qui Nhon, c/o First Army Postal Unit, APO San Francisco 96238
 Nha Trang, APO San Francisco 96240
 Saigon, APO San Francisco 96243

Vung Tau, Sub-Area Command, APO San Francisco 96291
 An Khe, APO San Francisco 96294
 Ton Son Nhut, APO San Francisco 96307
 Cam Ranh Bay, APO San Francisco 96312
 Liberty Center, DaNang, Personnel Services, 366 Combat Support
 Group, APO San Francisco 96337
 Di An, APO San Francisco 96345
 Chu Lai, Americal Division, APO San Francisco 96374
 Cam Ranh Bay Coffee Bar, USO Aloha, APO San Francisco 96377
 Aloha Cam Ranh Bay, 22nd Replacement Battalion, APO San
 Francisco 96377
 Freedom Hill, 1st Marine Division, FPO San Francisco 96602
 Golden Gate, DaNang, 1st Marine Aircraft Wing, FPO San
 Francisco 96602
 China Beach, FPO San Francisco 96695
 I Corps Coordinator, FPO San Francisco 96695

THE VIETNAM CIVIC ACTION PROGRAM

There are ways to assist the Vietnamese people as well as our Servicemen in that country. Contributions, in the form of checks or money orders, may be made directly to the Chaplain Fund, from which it is re-directed exclusively for the Vietnamese. Contributors may specify a particular Vietnamese religious charitable institution, but when none is specified, donations will be made to Vietnamese institutions which are non-sectarian. Checks should be made payable to: MACV Chaplain Fund (Civic Action Account). They may be mailed to:

Office of the Staff Chaplain
 Headquarters MACV (CAAP)
 APO San Francisco 96222

In addition, many groups have assisted the people of South Vietnam through one of the recognized voluntary agencies operating in Vietnam. For further information concerning these programs you should write:

Vietnam Relief Coordinator
 Agency for International Development
 Department of State
 Washington, D. C. 20523

PART II

HOW TO ASSIST MEMBERS OF THE ARMED FORCES IN THE UNITED STATES AND RETURNING VETERANS

GENERAL

The Department of Defense is receiving an increasing number of inquiries concerning Servicemen who have returned to the United States to be assigned, to be hospitalized, or to be separated as veterans. The information in Part II of this fact sheet may serve to answer a majority of such questions.

BLOOD DONATIONS

The Secretary of Defense has continually praised the efforts of Americans who have donated blood for U. S. Servicemen in Vietnam. Typical are the more than a quarter of a million units of blood which have been donated by college students across the country as a gesture of support. However, military stocks of blood derivatives are now completely adequate, and normal sources of blood can maintain an adequate level. The whole blood needs of the Department of Defense in Southeast Asia are currently being met from within the military establishment. The American Red Cross and Community Blood Banks, however, continue to operate their blood programs throughout the United States for the ill and injured people in the civilian communities. They continue, therefore, to need blood donors.

HOSPITALIZED SERVICEMEN

Our hospitalized Vietnam Servicemen are receiving the best medical care ever available in our country. The rapid evacuation of seriously ill and wounded Servicemen from Vietnam makes it impractical to provide gifts or other support to those hospitalized in Vietnam. However, patients in hospitals here at home can use, and will appreciate receiving, personal comfort items such as books, stationery, and toilet articles. Further, some patients are able to leave hospitals for short outings if they can be provided some means of transportation. Hospital commanders can furnish, on request, information about specific gifts that would be desired, and can give numbers of patients. Any person or group desiring to provide gifts or activities to a hospital should first contact the hospital commander to make the necessary arrangements. To assist, we provide here a list of military hospitals and the addresses of their commanding officers:

U. S. Army Hospitals

Wm Beaumont General Hospital, El Paso, Texas 79920
Brooke General Hospital, San Antonio, Texas 78234
Fitzsimmons General Hospital, Denver, Colorado 80240
Letterman General Hospital, San Francisco, California 94129
Madigan General Hospital, Fort Lewis, Washington 98433
Valley Forge General Hospital, Valley Forge, Pennsylvania 19460
Walter Reed Army Medical Center, Washington, D. C. 20012
U. S. Army Hospital, Fort Devens, Massachusetts 01433
Walson Army Hospital, Fort Dix, New Jersey 08640
DeWitt Army Hospital, Fort Belvoir, Virginia 22060
Ireland Army Hospital, Fort Knox, Kentucky 40121
Kimbrough Army Hospital, Fort Meade, Maryland 20755
U. S. Army Hospital, Fort Gordon, Georgia 30905
U. S. Army Hospital, Fort Jackson, South Carolina 29207
Martin Army Hospital, Fort Benning, Georgia 31905
Womack Army Hospital, Fort Bragg, North Carolina 28307
U. S. Army Hospital, Fort Polk, Louisiana 71459
Reynolds Army Hospital, Fort Sill, Oklahoma 73504
Darnall Army Hospital, Fort Hood, Texas 76544
U. S. Army Hospital, Fort Carson, Colorado 80913
Irwin Army Hospital, Fort Riley, Kansas 66442
U. S. Army Hospital, Fort Leonard Wood, Missouri 65473

U. S. Air Force Hospitals

Andrews Air Force Base, Washington, D. C. 20331
Carswell Air Force Base, Texas 76127
Chanute Air Force Base, Illinois 61866
Keesler Air Force Base, Mississippi 39534
Wilford Hall, Lackland Air Force Base, Texas 78236
Scott Air Force Base, Illinois 62225
Sheppard Air Force Base, Texas 76311
Travis Air Force Base, California 94535
Wright-Patterson Air Force Base, Ohio 45433

U. S. Navy Hospitals

National Naval Medical Center, Bethesda, Maryland 20014
Great Lakes, Illinois 60088
Chelsea, Massachusetts 02150
Oakland, California 94614
Philadelphia, Pennsylvania 19145
San Diego, California 92134
St. Albans, New York 11425
Camp Lejeune, North Carolina (Marines) 28542
Charleston, South Carolina 29408
Camp Pendleton, California (Marines) 92055
Portsmouth, Virginia 23708

PROJECT "TRANSITION"

Project TRANSITION in all of the Armed Forces provides counseling, training, education and placement opportunities for men who are about to be released from active duty. The objective of the program is to give Servicemen an opportunity to acquire a skill or to reach an educational level which can help them make an immediate adjustment to civilian life.

The program is designed for individuals who have from one to six months' service time remaining. Each individual who has completed his term of Service, whether 2, 3, 4, 5 or 20 years, is eligible. Each person is given a questionnaire to complete as the basis for the counseling program. The training or education programs are offered on or off duty hours, depending upon availability. The education portion is mainly beamed toward completion of a high school equivalency program. Skill training, offered by industry on or near a base, leads to employment with the company offering training. Other courses involve on-the-job training in the skill areas on base, and formal courses conducted by the Office of Education and Department of Labor in skill areas where there are job opportunities in civilian life. Federal agencies also train Servicemen for employment, and the Civil Service Commission offers placement in the Federal Service. Information about the program may be obtained from the Project TRANSITION officer or from the Educational Advisor on the nearest military base.

CASUALTY LISTS

The Department of Defense prepares a daily listing for news periodicals of all Vietnam casualties. That list shows home addresses for next of kin. In addition, a special listing, by State, is prepared and updated monthly. This list reflects the home of record given by each Serviceman at the time of his last entry onto active duty. Under the two listing systems, the address of an individual may be different.

Copies of both lists, however, are furnished to each State Adjutant General. Therefore, all requests concerning casualties from a particular State should be directed to the Adjutant General of that State. The Department of Defense itself cannot undertake to respond to such local or regional requests, and those requests are simply delayed by referral to the proper authority for response.

ASSISTANCE TO VETERANS

Frequently, civic groups, communities, and others desire to obtain the names of veterans who have returned to civilian life within a particular community. Normally, the information is desired to give special recognition to them, or to assist in their employment or education.

The Department of Defense does not maintain, and therefore cannot release, information in this form. Within the various communities, however, there are several resources which may be used to develop contact with veterans. They are:

- a. State and local Draft Boards.
- b. State and local offices of the Veterans Administration.
- c. State and local offices of the Veterans Employment Service, Department of Labor.

If you, or your organization, should desire to sponsor a program of assistance, or recognition, to veterans, it is recommended that you contact one or more of these offices. As a further suggestion for a non-government resource, local posts/chapters of veterans organizations may be able to assist as a result of their respective recruiting programs.

ADDITIONAL INFORMATION

Questions concerning support of Servicemen overseas and at home, which are not answered in this document, should be addressed to:

Director for Community Relations
Office of the Assistant Secretary of Defense
(Public Affairs)
Washington, D. C. 20301

NOTE

Information in this Fact Sheet supersedes that contained in all previous editions of the Department of Defense publication under this title, or "Guidelines to Support U. S. Service Personnel," previously applicable.