

## INSTRUCTIONS FOR THE USE AND CUSTODY OF OFFICIAL PAID STATIONERY BY RAF FORMATIONS IN THE UNITED KINGDOM

1. "Official paid" stationery consists of envelopes, forms and labels, bearing the "official paid" design. Details of this stationery are contained in AP 113 Book 1 (RAF Catalogue of Publications and Forms) 12th Edition.

### Scope of Use

2. All official communications for conveyance by letter post between addresses in the United Kingdom and from units in the UK to British Forces Post Office addresses (except those mentioned in para. 9(b), and those requiring special treatment for the security of public funds (see AP 3222, section 1, chapter 4, para. 23)) are to be dispatched under cover of stationery bearing the "official paid" design. In addition to the "official paid" imprint there will be a symbol to indicate whether stationery will be channelled through the first class or second class postal service (see para. 22(a) on page 1-4).

3. An "official paid" imprint is valid for only one transmission through the post between addresses in the United Kingdom: it is not valid if removed from the stationery on which it is printed, nor is it to be used as a cover for communications not being transmitted through the post.

4. The use of "official paid" stationery for communications on private affairs is an offence against the Stamp Act and Post Office Acts.

5. An "official paid" envelope or form must not be used as an address label for a large packet. A label must be used in such cases, white or yellow according to the size of the packet (see para. 19).

6. The labels must not be used in the manner of a postage stamp, *i.e.* folded or cut to show only the "official paid" design in the usual position of the postage stamp.

7. Covers larger than 9½ inches by 4½ inches are inconvenient to handle in the post and are therefore to be used as sparingly as possible.

8. "REPLY PAID". When in exceptional circumstances, it is necessary to enclose "official paid" stationery for a reply, such stationery is invariably to bear the address, either printed in ink or typewritten, of the dispatching unit.

9. STATIONERY NOT BEARING AN "OFFICIAL PAID" DESIGN.—"OHMS" envelopes without the "official paid" design are to be used:—

(a) As inner envelopes, when "official paid" registered envelopes are used for the dispatch of secret and confidential correspondence; or

(b) For communications to be sent otherwise than by post, *e.g.* internally in units, or by the MOD CS(M)2 Circulation Service. Previously-used envelopes are to be used for this purpose whenever possible.

### Stationery not Bearing a Printed Address

10. When "official paid" stationery bears neither a printed address nor a printed address for return in case of non-delivery, care must be taken to complete the instructions concerning non-delivery appearing in the bottom left-hand corner of the envelope.

### Payment of Additional Postage Fees

11. When any supplemental service, such as express delivery, is required, any appropriate additional fee is to be prepaid by means of stamps affixed to the letter or packet before dispatch.

### Entries in Form 97 or 97A (Postage Book)

12. Entries in the postage book are to relate only to correspondence on which postage stamps are affixed or when excess postal charges have been paid, *e.g.* registration fees, etc.

**Posting**

13. Stationery bearing the "official paid" design may be posted in any post box. The use of such stationery is restricted to communications which comply with the conditions of the ordinary letter post.

**Demands**

14. Stationery with the "official paid" imprint is to be demanded on a station basis by the secretarial officer deputed by the station commander, a civil assistant, or works accountant as appropriate. Demands are to be submitted in accordance with the instructions contained in AP 113A (Regulations for the Supply and Maintenance of Publications and Forms).

**Check on Consumption**

15. The value of the postal services represented by the use of "official paid" stationery is charged to the Air Votes. It is therefore important that a continuous check on consumption is maintained. If for any reason, wastage of such stationery occurs, the Air Publications and Forms Store, Building 10, Royal Arsenal West, Woolwich, London, SE18 6SY, is to be informed so that the appropriate credit may be obtained (*see* AP 3194, chapter 2, para. 10).

**Custody, Issue and Recording of Stock**

16. The officer nominated in accordance with para. 14 is to hold the main stock of "official paid" stationery in safe custody, under lock and key and is to keep, in a manuscript book, a record of receipts and issues under the separate categories of the stationery demanded. This record is to be used to control stock, and provide evidence of any considerable variation in consumption. Particular care is to be taken of stationery not already addressed.

**Issue and Recording**

17. (a) The officer nominated in para. 14 is to issue unaddressed envelopes and labels to officers i/c postal arrangements, and to record such issues in the manuscript book referred to in para. 16 above, obtaining receipts from the individuals to whom issues are made. At least once a quarter he is to check the main stock of envelopes and labels held and record the result of the check in the manuscript book. The record book and vouchers are to be produced for audit when required.
- (b) "Official paid" stationery, bearing a printed address, may be passed in bulk to the officer i/c section for whose use it is provided.

**Scrutiny of Out-going Mail**

18. The officer nominated in accordance with para. 14 above (or an officer of a supervisory grade specially detailed) is to scrutinize the out-going mail at frequent intervals, and is to study issues made under the terms of para. 17 to ensure that "official paid" stationery is being used economically and for official purposes only.



## USE OF OFFICIAL PAID STATIONERY

### Types of Official Stationery

19. The types of "official paid" stationery in general circulation are as follows:—

Depth	Length	Colour	MOD code	Post Office charge on MOD range*
Buff envelopes				
A	Standard Post Office Preferred (POP)			
	89mm (3½")	152mm (6")	123	} 11.54p
	114 mm (4½")	162 mm (6⅜")	501	
	110mm (4⅜")	220mm (8¾")	502	
B	Non-POP: less than 13" in length (under 330mm)			
	177mm (7")	3254mm (10")	520	} 16.39p
	229mm (9")	324mm (12¾")	521	
C	Non-POP: over 13" in length (330mm and over)			
	254mm (10")	381mm (15")	530	} 32.27p
	304mm (12")	406mm (16")	531	
Labels				
D	Letter Rate Packages (not envelopes) less than 13" in length (under 330 mm)			
	105mm (4⅜")	148mm (5⅞")	529	72.32p
		Pale Yellow		
E	Letter Rate Packages (not envelopes) over 13" in length (330mm and over)			
	105mm (4⅜")	148mm (5⅞")	539	To be negotiated
		Dark Yellow		
F	Parcel Post Labels non-OP			
	76mm (3")	107 mm (4¼")	540	Charge on Imprest Account
		White		

\* Not inclusive of H.M.S.O. costs.

20. Inland letter packets should normally not exceed 2 lb. in weight. Exceptionally, when a speedy transmission is essential, packets exceeding 2 lb. may be sent by letter post. Such packets, are to be prepaid by means of postage stamps and posted in the bag containing letter packets.

21. Inland packets weighing between 2 lb. and 22 lb. with maximum dimensions of 3 feet 6 inches in length, or 6 feet length and girth combined, are normally to be sent by parcel post. Packets weighing over 22 lb. are to be sent by railway or carrier. Every packet sent by inland post (with the exceptions mentioned in paras. 22, 23 and 24) is to be prepaid by means of postage stamps, and is to be marked "Parcel Post".

### Parcel Post

22. MOD Form 540 is available for the dispatch of parcels weighing 2 to 22 lbs. between addresses in the United Kingdom. The use of this label is, however, restricted under PO rules to units in the United Kingdom which regularly dispatch a minimum of one hundred such parcels each week. Units who wish to make use of this label are to apply to the Ministry of Defence, O2 (RAF), through command headquarters. Applications are to be supported by details of the number of parcels normally dispatched.

## (A) USE OF OFFICIAL PAID STATIONERY

### (B) SIGNAL MESSAGE WRITING

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23. Supplies of the label may be obtained from the Air Publications and Forms Store, Building 10, Royal Arsenal West, Woolwich, London, SE18 6SY in accordance with the instruction contained in AP 113A, Chapter 9, but initial demands are not to be submitted to the Air Publications and Forms Store until participation in the scheme has been authorized.

24. At the end of the three-monthly periods ending on 31st March, 30th June, 30th September and 31st December each year, each unit using this label must render a return direct to Ministry of Defence F4 (AD), copy to command headquarters, showing the total number of parcels dispatched during the preceding three months.

#### **Packaging**

25. The maximum practical weight for material wrapped in brown paper is about 3½lb. If this weight is exceeded, cardboard boxes or suitable packaging material is to be used. (See Para 0410, AP 3086, for further packaging instructions.)

#### **Recorded Delivery Service Labels**

26. An official paid "OHMS recorded delivery label" [PO Form P2297(a)] is available to units who normally dispatch more than 20 items each week by the recorded delivery service. Units who wish to make use of this label are to apply to the Ministry of Defence O2 (RAF), through command headquarters, stating why it is necessary to use this Service and the estimated monthly consumption.

27. Units who have only an occasional need of this service are to pay the recorded delivery fee in postage stamps.

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## SIGNAL MESSAGE WRITING

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### SIGNAL MESSAGE WRITING

The following publications refer:

- (a) JSP 101—Joint Service Staff Manual Vol 1, Service Writing.
- (b) JSP 203—UK Signal Message Addresses (SMAs).
- (c) APP-3—(Interim) Nato Subject Indicator System (Nasis).