

MORALE MAIL SERVICE GUIDELINES

WHAT IS MORALE MAIL?

The morale mail service is a free one-way service, from Halifax to the deployed unit. Packages must be addressed to a CAF member who is deployed. We recommend that this service not be used within four weeks of member's/addressee's return to Canada. Senders wishing to have their parcels insured, registered, etc. will have to mail their parcels/letters using Canada Post (charges do apply), as this service does not track packages.

This service is for the sole benefit of members. Humanitarian aid/charitable donation will not be sent via this service. ***The morale mail service is not to be used to send mail to "Any Canadian Soldier, Sailor or Airmen".***

MORALE MAIL GUIDELINES

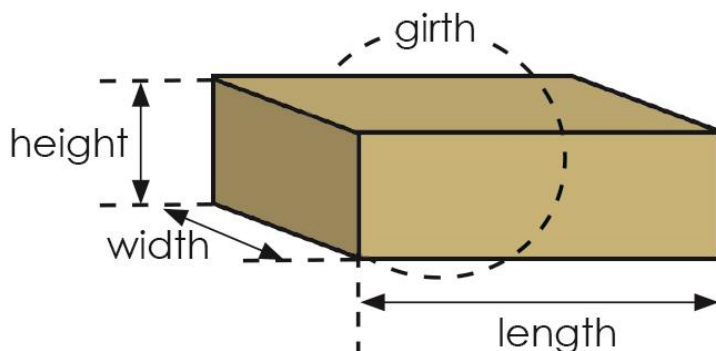
Sending letters and packages can be a wonderful way to keep in touch with loved ones and friends serving overseas. Here are some guidelines to assist in properly preparing your letter or parcel.

- Plan in advance for special occasions. Once an item is mailed, it could take three weeks or more for the mail to be delivered to the addressee in theatre.
- Parcels must be clearly addressed with rank, initials and name, unit and section.
- The sender must place their return address and phone number on the top left-hand corner of the package.
- A Canada Post International Parcel Air/Surface Shipping Label is **required** with every parcel. Customs authorities of the destination country may examine all mail and may confiscate any prohibited item. (These forms can be found at your local MFRC or any Canada Post Office)
- A detailed list of contents is also required on bottom left corner of the address label.
- Ensure that the parcel is wrapped properly and securely and use packing tape. Do not use string to bind the parcel.
- The following are specific guidelines for this service (Note: Oversize and overweight parcels will not be accepted):
 - **Weight:** Maximum 20 kg (Approximately 44 lb).
 - **Size:** Two conditions must be met regarding size:
 - maximum length is one meter (Approximately 39 ");
 - the maximum length plus girth is two meters (Approximately 79 ")The definition of girth = width + height + width + height.

***We do not send mail to those members on basic training, IR or those posted outside to another base. Those packages will need to be sent through Canada Post.

EXAMPLE

In the following illustration, the parcel has the following dimensions: length = 1 m (approximately 39"), width = 0.3 m (approximately 12"), and height = 0.15 m (approximately 6").



To calculate its maximum size, simply add the length (1.0 m) + its girth (0.3 m + 0.15 m + 0.3 m + 0.15 m) = 1.9 m (approximately 75").

LOST OR DAMAGED ITEMS

This service is provided entirely by the Canadian Forces, no claim shall be raised against Canada Post. Should there be any problem, contact the Fleet Mail Office (FMO) at 902-427-6682.

PROHIBITED ITEMS

No article may be sent by mail if their nature or packaging may expose postal employees to hazards, or damage other items of mail. Mailing the following items is strictly prohibited by Canada Post and the Canadian Armed Forces (CAF):

- Alcohol (beer, spirits, wine, liqueur chocolates)
- Tobacco products, drugs, and narcotics (vape juice, cannabis, prescription drugs)
- weapons, including replicas Knives.
- explosives, radioactive materials, or ammunition including inert ammunition.
- Oxidizers (hair colour, adhesives, etc.)
- Flammable liquids/solids (lighter fluids, matches, **hand sanitizer**, nail polish remover, etc.)
- compressed gas, aerosol cans (i.e. shaving cream, air fresheners, etc.)
- corrosive fluids (bleach, acids, ammonia, etc.)

(Continued)

- obscene magazines or pictures
- perishable items (fruit, vegetables, meat, etc.)
- Carbonated Liquids including water.
- Lithium Batteries (unless mounted in a device)

DROP-OFF LOCATIONS

Halifax Regional Municipality

FLEET MAIL OFFICE – Dockyard 20 (please call for hours of operation) 902-427-6682

HALIFAX SITE, H&R MFRC – Windsor Park (Monday-Friday: 7:00am – 4:30pm) 902-427-7788

SHEARWATER SITE, H&R MFRC – Hampton Gray Memorial Building (Monday-Friday: 8:00am – 4:00pm) 902-720-1885

Outside the Halifax Regional Municipality, within Nova Scotia (please call for hours of operation)

TRURO – Armoury, 126 Willow Street: 1-902-893-6883

SYDNEY SITE, H&R MFRC – Victoria Park Garrison, 1 Des Barres Street: 1-902-563-7107

MAILING TO H&R MFRC

If you are unable to drop your package off to an MFRC or other unit that offers the no-cost morale mail service, packages can be mailed directly (at sender's expense) to the H&R MFRC.

Wrap the parcel according to morale mail guidelines, including the Canada Post Customs Declaration Form and address label to a specific member, then wrap it a second time and select one of the following options to send the package to the H&R MFRC:

VIA COURIER (FEDEX, Purolator, etc.)	VIA CANADA POST
c/o Deployment Services H&R MFRC Bldg WP106 6393 Homefire Crescent Halifax, NS B3L 4T4 Tel: 902-427-7788	c/o Deployment Services H&R MFRC Bldg WP106 PO Box 99000 STN Forces Halifax, NS B3K 5X5

ADDRESS LABEL

Senders must use a label that looks like the following and must be completed in full.

HALIFAX SITE
6393 Homefire Crescent, WP106
Halifax, NS B3K 5X5
Tel (24/7): 902-427-7788

SHEARWATER SITE
30 Provider Road, SH 14
Shearwater, NS B0J 3A0
Tel: 902-720-1885

CAPE BRETON SITE
1 Desbarres St, Victoria Park
Sydney, NS B1P 6Z2
Tel: 902-563-7100 ext 7107

Deployed Ships from East Coast	Deployed Ships from West Coast	Deployed Operations (except ships)
RETURN ADDRESS AND TELEPHONE NUMBER ADDRESSEE Rank, Name, Initial, Last 3 of SN HMCS XXXX PO Box 99000 STN Forces Halifax, NS B3K 5X5 DETAILED LIST OF CONTENTS XXXXXXXXXXXXXXXXXX Signature	RETURN ADDRESS AND TELEPHONE NUMBER ADDRESSEE Rank, Name, Initial, Last 3 of SN HMCS XXXX PO Box 17000 STN Forces Victoria, BC V9A 7N2 DETAILED LIST OF CONTENTS XXXXXXXXXXXXXXXXXX Signature	RETURN ADDRESS AND TELEPHONE NUMBER ADDRESSEE Rank, Name, Initial, Last 3 of SN Unit / Section Op XXXXX PO Box XXXX STN Forces Belleville, ON K8N 5W6 DETAILED LIST OF CONTENTS XXXXXXXXXXXXXXXXXX Signature

CANADA POST CUSTOMS DECLARATION FORM

Senders must complete the Canada Post Customs Declaration Form with the following information:

Canada Post Customs Declaration Form
International Parcel Air / Surface
Colis international Avion / Surface

From: Name of Company Name / Nom ou Nom de la compagnie: **Your Name**
Telephone No. / N° de téléphone: **902-1193-4567**
Address / Adresse: **123 No Name St.**
City / Ville: **Halifax** Prov. / État: **NS** Country / Pays: **CANADA**
Postal Code / Code postal: **B1B 1B1**

To: Name of Company Name / Nom ou Nom de la compagnie: **LS Biogains J**
Telephone No. / N° de téléphone: **902-1193-4567**
Address / Adresse: **PO Box 99000 STN Forces**
City / Ville: **Halifax** Prov. / État: **NS** Country / Pays: **CANADA**
Postal Code / Code postal: **B3K 5X5**

Contents:
QTY / QTE: **1** **Snacks, Candy, book, letter, toiletries, socks, clothing, pictures**

Declared Value:
Net Weight / Poids net: **1 kg** Declared Value / Valeur déclarée: **\$ NCV**
1 kg Declared Value / Valeur déclarée: **\$ NCV**
1 kg Declared Value / Valeur déclarée: **\$ NCV**

Sender Info:
MEMBER INFO
INSTRUCTIONS
DIRECTIVES RELATIVES À NON - LIVRAISON
Expéditeur cocher un: **A** RETURN AT SENIOR'S EXPENSE / Remettre AUX PAYS DE L'EXPORTATEUR **OU** **B** ABANDON / ABANDON

List of Content:
LIST OF CONTENT

HALIFAX SITE
6393 Homefire Crescent, WP106
Halifax, NS B3K 5X5
Tel (24/7): 902-427-7788

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30 Provider Road, SH 14
Shearwater, NS B0J 3A0
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