

## 15 Wing Morale Mail Procedures

### A) 15 Wing Dispatch Location and Frequency

For letters and parcels, postage will not be required as long as the following guidelines are followed:

1. Correspondence and parcels must be dropped off at MDC BLDG 143, Door 11 (LOCAL 2440). As building #143 is not constantly manned, it is requested that those wanting to drop off parcels call 694-2440.
2. See attached map for location.
3. Letters and parcels are consolidated each week on Wednesday morning for furtherance on Thursday AM via DND Freight Run to Trenton. This arrives in Trenton the following Wednesday and is dispatched in Trenton.
4. Parcels dropped off before any Tuesday at 15:00 will be shipped that Thursday to Trenton. It takes approximately one (1) week for the shipment to reach Trenton. From Trenton it will be sent to the appropriate operational theatre.
5. If you live in Regina, you can drop off your parcel at the Armouries at the Orderly Room during normal working hours Monday - Friday and Tuesday evening. The Orderly Room is located on the second floor of the Armouries, room 226. The parcels will be picked up every second Friday.

### B) Addressing and Packaging Information

**Items must have the following completed prior to acceptance.**

1. All information on envelope or package must clear and neatly printed.
2. Addressed as follows in centre of item envelope or parcel:

Rank, Name, Units, last 3 service number  
Camp ?/ Section ?  
PO Box 5xxx Stn Forces  
Belleville ON  
K8N 5W6

3. A return name of sender, address and telephone number in top left hand corner.

*Your Name*  
*Your Street Address*  
*City, Province, Postal Code*  
*Your home phone number with area code*

4. Itemized list of contents written on the bottom left corner of the parcel.

*Qty 6 tubes of toothpaste*

*Qty 3 pairs of socks*

*Qty 1 t-shirt*

5. Item must be adequately packaged and cushioned as per normal courier or postal shipments.

### C) Prohibited Items

**Shipments must not contain any Prohibited Items or Dangerous Goods, such as:**

- a. \*\*\* Tobacco
- b. \*\*\* Intoxicating Beverages (all)
- c. Firearms and ammunition
- d. Drugs and other controlled substances
- e. Explosives of any kind
- f. Flammable Liquids
- g. Compressed Gases
- h. Toxic, corrosive or volatile substances
- i. Products subject to freezing or extreme heat
- j. Liquid products that if container broke will contaminate or damage integrity of shipping container and those surrounding it

If you are unsure please contact MDC at local 2440 for guidance.

**Note: It is very important that if you send electronic items that you remove all batteries before sending them.**

### D) Size and shape

Ensure parcels are under 20 KGS and within Canada Post Corporation regulation size. Please refer to [www.canadapost.ca](http://www.canadapost.ca) for further information.

### E) Frequency of despatches once items arrive in Trenton

1. Parcels and all morale mail are despatched Wednesday and Friday morning via Commercial Air Line (CAL), this includes the following locations: CFPO 5002 Golan Height, CFPO 5048 Brussels, CFPO 5051 London England, CFPO 5053 Geilenkirchen, CFPO 5045 Naples, Italy, CFPO 5201 Sierra Leone (only on Thursday's). The cut off time for all CFPO's is the morning before by 10:00 AM This means of transportation takes, on an average, between 10-15 days from Canada to theatre.

2. For Service Flight, depending on the flight schedule which changes daily, we are despatching to these CFPO's via S/F: CFPO 5058, Afghanistan, most of the time on Thursdays (always via S/F), 5113 Camp Mirage on Thursdays (always via S/F) and 5210 Alert (always via S/F) normally once a week. When we are able to confirm an S/F, we will try to send all available mail on the S/F. Mail takes an average of 3-5 days, but due to Operation Commitments S/F is not very reliable.

3. Air Mail (letter size and oversize letter mail) is despatched daily, Monday to Friday, via CAL. The CFPO's are 5045, 5048, 5051, 5053, and 5113.

**F) Note: Letters and parcels may also be mailed at any Canada Post outlet; however you will have to pay regular postage rates.**

#### **G) Customs**

1. If you mail your parcels via a Canada Post outlet, you will be required to properly fill out a CUSTOMS FORM and affix it to the item; remember this is a legal document that you are signing. All mail sent overseas is subject to the host country's customs inspection.

2. All mail returning from the members on deployment will be inspected and cleared by Canada Customs prior to entering the Canada Post mail stream to its destination