

## SOME ADVICE YOU SHOULD NOT FAIL TO FOLLOW

### TO EVERYONE:

This leaflet is not a complete set of instructions, and if you wish further advice please apply to a Post Office; or to the Shipowners or Managers (that is, the Company who pay the allotments), or to the Crew Mail Section, Ministry of War Transport, London, W.1.

If you write to a Shipping Company, enclose a stamped addressed envelope for reply.

Don't write anything which might be of the slightest value to the enemy.

### TO SEAFARERS:

Be sure to leave the name and address of your Shipping Company (see allotment note for address) with your family and friends, so that they can write to you s.s. .... (name of ship) c/o the Company. Airgraphs should be addressed care of G.P.O.

Get a copy of Notice M. 218 about Concession (MNP) Telegrams from any Mercantile Marine Office and send to your next-of-kin.

If you are sent out to an Official Manning Pool tell your friends to address letters to you as though the Manning Pool were a ship, for example, the Manning Pool at Montreal should be "S.S. Manning Pool, Montreal, c/o (name and address of shipping company under whose instructions you are sent out)" (or for an airgraph or concession telegram "S.S. Manning Pool, Montreal, c/o G.P.O., London").

There are official Merchant Navy Manning Pools at:—

MONTREAL.	NEW YORK.	ALGIERS.
HALIFAX.	VANCOUVER.	CAIRO.

### TO RELATIVES:

Don't use "H.M.S." or "H.M.T." as part of any address; this causes confusion with letters for ships of H.M. Navy. Put only "S.S." for Steamship or "M.V." for Motor Vessel.

Don't address any correspondence for a man afloat to a shore address abroad; if you use any other method of address than that shown overleaf you must expect delay in delivery.

Don't try to use a code in your letters.

Don't try to send E.F.M. messages (Forces Social Telegram) to ships. These may be sent to the Merchant Navy men when they are in a Ministry of War Transport Manning Pool, in hospital, or in a port abroad awaiting ship. Enquire at any Post Office and you will be informed if the service is available.

Don't try to send ordinary telegrams to ships abroad—they usually go as letters from London and your money is wasted. The Concession Telegram is reliable and is worth the trouble of getting the special form from the Shipowners.

### TO FRIENDS:

If you do not know your Merchant Navy friend's address try to get into touch with his relatives—they should know it. If that is not possible write to the Crew Mail Section at the address shown below.

### TO MASTERS

When you can reasonably expect mail at a port abroad and none is received, enquire at the Office of the Ministry of War Transport Representative (Shipping Master or British Consul in Ports where there is no Representative)—he will telegraph London Headquarters for information as to mail movements.

Ministry of War Transport.

November, 1943.

(M. 8077/43.)

(30438) Wt. 35539—3235 150m 11/43 D.L. G. 373

## MINISTRY OF WAR TRANSPORT

Notice No. M. 249

# MAIL FOR THE MERCHANT NAVY

## NEW ARRANGEMENTS FOR ADDRESSING MAIL POSTED IN UNITED KINGDOM

The instructions shown in this leaflet apply to addressing mail to men serving in all merchant ships, whether ships are on special naval or military service or ordinary commercial service:—

Letters (ordinary or air mail) ...	} Send these C/O THE SHIP-OWNERS OR MANAGERS in the United Kingdom, giving their full name and address.
Postcards ...	
6d. Air Letters ...	

Airgraphs ...	} Address these c/o G.P.O., London, and hand in at any Post Office. (Alternatively, an airgraph so addressed may be forwarded by the sender in an outer cover addressed. "Airgraphs, Foreign Section, London"; no additional postage is payable on the outer cover.)
(also Concession (MNP) Telegrams)	

The name of the addressee, his rank, and name of ship must be shown in BLOCK LETTERS as explained later in this leaflet.

## TO ALL WHO SERVE IN THE MERCHANT NAVY

Please send copies of this leaflet to the persons who write to you most frequently and ask them to keep handy for reference when writing.

## WARTIME DELAYS

Speedy delivery of ordinary letters to ships abroad is VERY DIFFICULT in wartime. Quicker delivery can in most cases be obtained by using the airgraph and air letter services, and for urgent messages the concession telegram is available. The airgraph is preferable to the air letter and it saves aircraft space which is badly needed for other things.

## DOUBTS AND COMPLAINTS

If you are in any difficulty or if you are dissatisfied with mail deliveries send particulars of your query or complaint with dates of posting, empty envelopes, dates of delivery, or any other known facts to the CREW MAIL SECTION, MINISTRY OF WAR TRANSPORT, LONDON, W.1. ALL POSSIBLE HELP WILL THEN BE GIVEN TO YOU.



# HOW TO SEND MESSAGES TO THE OFFICERS AND MEN IN THE MERCHANT NAVY

The Addresses given apply to all Officers and Men (there is now no distinction between merchant ships according to service on which engaged)

## 1. CONCESSION (MNP) TELEGRAMS

are a sure way of communicating brief and urgent messages to all persons in the Merchant Navy whether in ships or in hospitals or manning pools ashore. They are not to be used to send greetings messages. Application for the SPECIAL (MNP) TELEGRAM FORM must be made to the owners or managers of the ship. Notice M.218, which the owners will send if you ask for it and which is also obtainable from Mercantile Marine Offices, tells you all about this scheme.

ADDRESS your telegram like this giving, of course, the proper name, rating, Dis. A. No. and ship of the man to whom you wish to telegraph. (Write in BLOCK LETTERS)

(Man's name and rank).....

(Dis. A. No.).....

(Name of ship) M.V. (or S.S.).....

c/o G.P.O., London.

COST:—The same as for an ordinary inland telegram.

Ordinary telegrams should only be sent if you are sure that the ship is in the United Kingdom. If you are not sure do not send them—you may waste your money.

E.F.M. telegrams (Forces Social Telegrams) may only be sent to merchant seamen when they are not actually in a ship, for instance, when in an official Manning Pool, when in hospital abroad or when waiting abroad for appointment to a ship. The E.F.M. service is available only to the British Empire and a few other places; advice on this may be obtained from any Post Office.

## 2. AIRGRAPHS

are the quickest method of sending a written message and they can be sent to ships in most parts of the world (including Canada, U.S.A., Middle East, North, South and East Africa, India and Australia). Airgraph forms are obtainable from any Post Office; when you have written your message put on 3d. in stamps and hand in at any Post Office. Put your name and address in the space for sender's address.

ADDRESS your airgraph like this giving, of course, the proper name, rating, Dis. A. No. and ship of the man to whom you wish to send the airgraph. (Write in BLOCK LETTERS)

(Man's name and rank).....

(Dis. A. No.).....

(Name of ship) M.V. (or S.S.).....

c/o G.P.O., London.

COST:—3d. stamp.

If the person to whom you are writing is in an official Manning Pool overseas you should put instead of the ship's name "MANNING POOL" and the Port, for example:—S.S. MANNING POOL, MONTREAL, c/o G.P.O., London (see back page).

## 3. 6d. AIR LETTERS

get there quickly and can be sent to most areas to which British and Allied ships go. Air Letter forms are obtainable from any Post Office. Put your name and address in the space provided on the back of the form and when the letter is complete fold and stick down. DON'T enclose anything in an Air Letter.

ADDRESS your air letter like this (in BLOCK LETTERS) (see also specimen address at paragraph 5):—

(Man's name and rank).....

(Dis. A. No.).....

(Name of ship) M.V. (or S.S.).....

(Owners', or managers', name.....

and address in United.....

Kingdom).....

COST:—6d. per form including postage.

If the person to whom you are writing is in an official Manning Pool overseas, put the name of the Manning Pool, for example:—S.S. MANNING POOL, MONTREAL, instead of the ship's name (see back page).

## 4. AIR MAIL LETTERS

are for longer messages than can be written on airgraph or air letter forms and allow enclosures to be forwarded. They travel as fast as wartime conditions allow but often go part of the way by sea. Stick a blue air mail label on the front, and put your name and address on the back of the envelope with the word "From". Postcards may also be sent by air mail.

ADDRESS (in BLOCK CAPITALS) is the same as for an Air Letter—see paragraph 3 above and specimen address below.

COST:—Letters 1s. 3d. for each  $\frac{1}{2}$  oz.; postcards 7d.

## 5. ORDINARY LETTERS, POSTCARDS, NEWSPAPERS, ETC.

are sent by the quickest available sea or land route, but remember that it takes a long time under wartime conditions. Remember also to put your name and address on the back of the envelope with the word "From".

ADDRESS (in BLOCK CAPITALS) is the same as for an Air Letter—see paragraph 3 above and specimen address below.

COST:—When you know the ship is in or due in a United Kingdom port,

Letters 2 $\frac{1}{2}$ d. under 2 oz., and  $\frac{1}{2}$ d. for every additional 2 oz.;

Postcards 2d.; printed papers under 2 oz. 1d., and  $\frac{1}{2}$ d. for every additional 2 oz.

Otherwise, Letters 1 $\frac{1}{2}$ d. for first oz. and 1d. for each additional oz.; Postcards 1d., newspapers, etc.,  $\frac{1}{2}$ d. for each 2 ozs.

## SPECIMEN ADDRESS

If addressed correctly the 6d. Air Letter, or the Air Mail Letter or the Ordinary letter, postcard, newspapers, etc. (see paragraphs 3, 4 and 5) should look like the EXAMPLE shown below but, of course, the correct name, number and address should be written instead of that shown in the example:—

FIREMAN JOHN SMITH,

Dis. A. No. r23456

S.S. QUEEN MARY,

c/o CUNARD WHITE STAR LINE,

CUNARD BUILDING,

LIVERPOOL, 3.

## 6. PARCELS

As the despatch of parcels to ships is often difficult, any person desiring to send a parcel should first enquire of the owners or managers whether, and if so how, it can be done (send a stamped addressed envelope for their reply).

NOTES: The "SHIPOWNER OR MANAGER" is the Company who pay the allotments.

The instructions in this leaflet only apply to mail for seafarers if the mail is posted in the United Kingdom.

See also further information overleaf.