



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 5-09

22 September 2009

MAIL SERVICES (IASD-ASB)

1. Purpose. This bulletin outlines the procedures for receiving, sorting, and distributing business-related mail and correspondence at the Department of Military and Veterans Affairs (DMAVA) Mailroom in Lawrenceville, New Jersey. The DMAVA Mailroom is located in the basement of Building 101.

2. General.

a. The DMAVA Mailroom, operated by the Information and Administrative Services Division (IASD), is responsible for the receipt and timely delivery of Departmental mail and correspondence for the offices housed within the Lawrenceville campus as well as interoffice mail between State departments and DMAVA facilities statewide.

b. The DMAVA Mailroom will not receive or distribute any mail of a personal nature.

c. Effective 13 October 2009, hours of operation are 8:00 am to 4:30 pm on the five-day workweek and 7:00 am to 5:30 pm on the Standard Day Off (SDO) week. The mailroom will be closed on Thursday mornings from 10 am to noon for weekly payroll pickup.

3. Incoming Mail to the DMAVA Mailroom.

a. Incoming mail addressed to offices located at the Lawrenceville Campus is delivered by the US Postal Service and Capitol Post Office daily. Incoming priority overnight mail for DMAVA offices is delivered by United Parcel Service (UPS) and Federal Express (FedEx) by 10:30 am each business day.

b. The DMAVA Mailroom staff sorts all incoming mail upon delivery. Distribution to designated locked mailboxes for each office/unit/building within the Lawrenceville Campus will be made at 9:00 am and 2:00 pm each business day. Mail can be picked up from designated mailbox locations at these times.

c. Mailroom staff will scan incoming packages and notify recipient that package is ready for pickup at the DMAVA Mailroom. Recipient will sign for package at pickup. It is the responsibility of the addressee to pickup packages within a reasonable amount of time at the DMAVA mailroom.

d. Internal mail is delivered and picked up from the following locations outside the Lawrenceville Campus between 9:30 to 10:30 am each business day:

- (1) Building 3650, Fort Dix, NJ
- (2) Building 3601, Fort Dix, NJ
- (3) Post Office, Fort Dix Post

e. All incoming mail addressed to offices or employees located at the Lawrenceville Campus must contain the appropriate office symbol/acronym, program office name, specific building and room number, and/or employee name in the address. DMAVA Mailroom staff will not open packages and letters where the address information is insufficient. These items will be returned to sender.

Sample Address: Department of Military & Veterans Affairs
Employee Name
Office of _____/Office Symbol or Acronym
101 Eggerts Crossing Road
Lawrenceville, NJ 08648

f. Certified Mail. Certified Mail from the U.S. Postal Service addressed to offices within the Lawrenceville Campus is received in the DMAVA Mailroom on a daily basis. DMAVA Mailroom staff verifies that all certified mail is addressed correctly and that each article number received matches the article number listed on the U.S. Postal Service Firm Delivery Receipt. Once these items are confirmed, a DMAVA Mailroom staff member will sign for the shipment of certified mail. DMAVA Mailroom staff will then notify the appropriate office that article is ready for pickup. Each piece of certified mail must be signed for by the receiving office.

4. Outgoing Mail from the DMAVA Mailroom.

a. All outgoing mail must arrive in the DMAVA Mailroom by 3:00 pm to be processed that business day. Any mail received after 3:00 p.m. will be processed the next business day. Mailroom staff will no longer make rounds to pick up outgoing mail from offices on the Lawrenceville Campus. It is the responsibility of each individual office/unit to deliver their outgoing mail and pickup incoming mail at the DMAVA Mailroom.

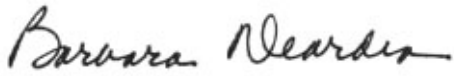
b. Outgoing mail to armories/VSOs/outlying DMAVA locations will be consolidated and mailed to each location weekly. Mail for entities outside of DMAVA will be sent via U.S. Mail. United Parcel Service (UPS) overnight air is not authorized. (Refer to Dept Bulletin 8-08.)

5. DMAVA Locking Mailboxes. One representative from each office on the Lawrenceville Campus will be issued and will sign for a mailbox key from DMAVA Mailroom personnel. As only one key per office will be issued, it is the responsibility of each office to safeguard the key. If key is lost or stolen, it is the using office's responsibility to have duplicate keys made.

6. Point of Contact. Point of contact for DMAVA Mailroom operations is Barbara Dearden, Administrative Services Bureau Chief, at Barbara.Dearden@njdmava.state.nj.us or (609) 530-6898.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General



for

DAVID S. SNEDEKER
Chief Information Officer
Director, Information and Administrative Services

DISTRIBUTION: A, A1, A2, B, C, D, E, F