



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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15 March 2016

SUSPICIOUS MAIL (IASD-ASB)

1. References:

- a. NJARNG Antiterrorism / Force Protection Advisory, DTG 161030LDEC2008.
- b. U.S. Department of Homeland Security hazardous Information Training Sheet – Safe Mail Handling Procedures.

2. This bulletin is issued for the information and awareness of all DMAVA employees regarding the receipt and handling of suspicious mail or packages. Recent incidents at National Guard and government offices throughout the country dictate the need for a review of procedures to be followed in the event of receipt of suspicious mail and/or bomb threats.

3. Signs of suspicious mail/package:

- Unexpected or from someone you don't know.
- Excessive postage
- Misspelled common words
- No return address or strange return address
- Shows a city or state in the postmark that does not match the return address
- Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name
- Restrictive markings, such as "Personal," "Confidential," or "Do Not X-Ray"
- Powdery substances felt through or appearing on the item
- Oily stains or discolorations on the exterior
- Strange odors
- Excessive packaging material, like tape or string
- Lopsided or bulky shape of envelopes or boxes
- Ticking sounds, protruding wires, or exposed aluminum foil

** This Departmental Bulletin supersedes DB 12-08, dated 30 December 2008.*

4. Under the guidelines of the US Postal Service and the NJ State Police, employees should follow the following procedures upon receipt of suspicious mail:

- **STAY CALM.**
- **Do not** open the letter or package (or open any further), **do not** shake it, **do not** show it to others, or empty its contents.
- Leave the letter or package where it is or gently place it on the nearest flat surface.
- If possible, gently cover the letter (use a trash can, article of clothing, etc.).
- Shut off any fans or equipment in the area that may circulate the material.
- Alert others nearby to relocate to an area away from the site of the suspicious item.
- Take essential belongings, like cell phones, keys, purse, etc. with you in case return to your office is delayed.
- Leave and close the door to the space containing the suspicious letter or package, cover the threshold area under the door with a towel or a coat if possible, and section off the area (keep others away).
- To prevent spreading any powder or hazardous substance to your face, wash your hands thoroughly with soap and water.
- Immediately report to supervisor receipt of any suspicious package or threat.
- Supervisor calls 911. All 911 calls will be passed directly to State Police.
- Supervisor will then notify DMAVA Homeland Security, Joint Operations Center at telephone (609) 530-7010.
- **Do not** use a cellular phone to report incident as it may detonate a device.

5. Additional questions or guidance concerning this message may be addressed to the NGNJ Antiterrorism / Force Protection (AFTP) Branch at (609) 530-7046.

OFFICIAL:

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