



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 12-08

30 December 2008

SUSPICIOUS MAIL (IASD-ASB)

1. 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.

2. Under the guidelines of the US Postal Service and the NJ State Police, employees should follow the following procedures:

- Immediately report to supervisor receipt of any suspicious package or threat.
- Supervisor calls 911. 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.
- Do not handle or shake a package that you suspect is contaminated.

3. Signs of suspicious mail/package:

- It's unexpected or from someone you don't know.
- It's handwritten and has no return address or bears one that you can't confirm is legitimate.
- It's lopsided or lumpy in appearance.
- It's sealed with excessive amounts of tape.
- It has excessive postage.

4. Reference: NJARNG Antiterrorism / Force protection Advisory, DTG 161030LDEC2008. (See Encl 1). Samples of recently received suspicious packages are attached at Enclosures 2-4. Additional questions or guidance concerning this message may be addressed to the NGNJ Antiterrorism / Force Protection (AFTP) Branch at 609-530-7046.

OFFICIAL:

A handwritten signature in black ink that reads "David S. Sneider". The signature is written in a cursive style with a long horizontal flourish at the end.

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

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

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

SUBJECT: NJARNG ANTITERRORISM/FORCE PROTECTION ADVISORY
ORIGINATOR: NJARNG ATFP OFFICE
DTG: 161030LDEC2008
PRECEDENCE: PRIORITY
TO: NJARNG MSC COMMANDERS AND DMAVA MAIL ROOM EMPLOYEES

GENTEXT/REMARKS:

1. (U) NJARNG ATFP OFFICE IS PUBLISHING THIS ADVISORY TO PROVIDE GUIDANCE REGARDING POSSIBLE MAIL THREATS. WHITE POWDER MAILINGS TO STATE AND TERRITORY OFFICES AND ADDITIONAL SUSPICIOUS PACKAGES ARE BEING RECEIVED AT VARIOUS NATIONAL GUARD FACILITIES. INFORMATION AT THIS TIME INDICATES THAT THERE ARE NO INJURIES REPORTED.

2. (U) 8DEC- 12DEC, 24 STATES HAVE REPORTED RECEIVING LETTERS CONTAINING A WHITE POWDER SUBSTANCE. ALL OF THESE LETTERS HAVE BEEN POSTMARKED FROM TEXAS AND ADDRESSED TO THE STATES' GOVERNORS OFFICES.

15DEC - NC, IN, ID, OH, WY, JOC'S RECEIVED REPORTS OF A LETTER CONTAINING A CD AND AN ANTI-GOVERNMENT MESSAGE; HI JOC REPORTED A PACKAGE RECEIVED THAT WAS COVERED IN RED PAPER AND ADDRESSED TO THE EXECUTIVE STAFF AND SENIOR DIRECTORS OF THE 29TH SEPARATE INFANTRY BRIGADE.

2. (U) THE PERPETRATORS INTENTIONS REMAIN UNKNOWN. ALL NATIONAL GUARD FACILITIES SHOULD REMAIN ALERT AND BE ON THE LOOKOUT FOR ANY SUSPICIOUS PACKAGES. EXAMPLES OF SUCH PACKAGES INCLUDE ANY WITH IRREGULAR POSTMARKS AND UNOFFICIAL MAILING ADDRESSES (TO AND FROM). ANY MAIL RECEIVED THAT IS DEEMED AS SUSPICIOUS SHOULD BE ISOLATED AND NOT BROUGHT INTO THE FACILITY. CONTACT YOUR LOCAL LAW ENFORCEMENT AND CHAIN OF COMMAND TO INCLUDE NJNG JOC.

3. (U) ADVISE YOUR SOLDIERS, AIRMEN, AND CIVILIANS TO INCREASE THEIR VIGILANCE. ANYONE WITH INFORMATION ON WHO MAY BE SENDING THESE LETTERS IS REQUESTED TO CONTACT THE FBI, USPIS, OR LOCAL LAW ENFORCEMENT.

5. (U) MESSAGE POC IS THE NGNJ ANTITERRORISM/FORCE PROTECTION (ATFP) BRANCH, 609-530-7046.

GENTEXT/AUTHENTICATION/NGARNJ OFFICIAL:
NGARNJ ATFP BRANCH
ORIGINATOR: NJARNG ATFP NCO
APPROVED BY: HINES
DRAFTER: BARRERA
RELEASER: NJARNG JOC
NGARNJ ATFP BRANCH





