



## State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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*The Adjutant General*

DEPARTMENTAL BULLETIN NO. 19-01\*

2 February 2019

### 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. The DMAVA Mailroom's 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 of each week 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 usually 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 pick up packages within a reasonable amount of time at the DMAVA mailroom.

\* - *This Departmental Bulletin supersedes DB 3-16, dated 2 March 2016.*

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, Joint Base McGuire-Dix-Lakehurst, NJ
- (2) Building 3601, Joint Base McGuire-Dix-Lakehurst, NJ
- (3) Post Office, Joint Base McGuire-Dix-Lakehurst. NJ

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 and Veterans Affairs  
Employee Name  
Office of \_\_\_\_\_/Office Symbol or Acronym  
101 Eggerts Crossing Road  
Lawrenceville, NJ 08648

Or,

Department of Military and Veterans Affairs  
Employee Name  
Office of \_\_\_\_\_/Office Symbol or Acronym  
PO Box 340  
Trenton, NJ 08625-0340

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 for 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.

c. Interoffice mail (pink or “shotgun” envelopes) is to be used between all State offices in Lawrenceville, Trenton, and Joint Base McGuire-Dix-Lakehurst.

d. As part of the State's initiative to reduce costs, DMAVA will no longer support overnight mail deliveries. All offices are directed to plan and coordinate in advance all mail deliveries allowing sufficient time for normal mail service. Requests for UPS or FedEx express and priority mail service must contain a funding source for such service and be approved by the Division Director, before being authorized by the Administrative Services Bureau Chief.

5. **DMAVA Locking Mailboxes.** A 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 (1) 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 COL (Ret.) Mark Preston, Administrative Services Bureau Chief, at [mark.preston@dmava.nj.gov](mailto:mark.preston@dmava.nj.gov) or (609) 530-6898.



JEMAL J. BEALE  
Brigadier General, NJARNG  
The Adjutant General

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