
ANNEX A

SUSPECT MAIL BOMBS - EXTERNAL FEATURES

Letters and Large Envelopes

- a. Mailed from outside country.
- b. Airmail envelope or marked air mail.
- c. Above normal postage for mail item for its size.
- d. Oil stains on envelope.
- e. Any evidence that envelope has been disassembled and reglued.
- f. Bulk and weight of mail item greater than normal.
- g. Mail item is more rigid than normal.
- h. Mail item contains what appears to be a small book.
- i. Large envelope 6 to 12 mm in thickness and fairly rigid (similar to an envelope containing a large number of photographs.)
- j. Hand-printed address on mail item.
- k. Mail item marked personal or confidential.

- l. Mail item from a new or strange source.

Packages and Parcels

1. Mailed from outside country.
2. Probably some form of special handling (airmail, registered, certified, special delivery).
3. Probably addressed to an individual by name but may be addressed to a position or unit in the organization. (Ambassador, First Secretary, Military Attache, Public Relations Office, Security Office).

RECOMMENDED COUNTERMEASURES

If you receive an envelope, book or parcel in the mail which exhibits any of the characteristics described above, take the following precautions:

- a. Put it away where others cannot reach it.
- b. Advise the Head of Mission or Mission Security Officer. He/she will take the necessary steps to have it inspected by a member of the local bomb squad, police or other organization