



## State of New Jersey

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**TAG POLICY LETTER 18-13\***

**15 May 2018**

### LEGISLATIVE AND EXECUTIVE BRANCH INQUIRIES

1. **PURPOSE:** To establish the policies and procedures for the handling of correspondence with Members of Congress and other governmental officials from the New Jersey Department of Military and Veterans Affairs (DMAVA).
2. **APPLICABILITY:** The procedures delineated herein apply to the New Jersey National Guard as well as all State offices and agencies of the New Jersey Department of Military and Veterans Affairs, to include the New Jersey Veterans Memorial Homes, NJ Veterans Transitional Housing Program, BG Doyle Cemetery, Veterans Programs, NJ Challenge Youth Program, NJ Naval Militia and State Guard, and Joint Force Headquarters (all ARNG and ANG units).
3. **REFERENCES:**
  - a. Department of Defense (DOD) Directive 7050.6
  - b. Army Regulations (AR) 20-1 and 600-20
  - c. Secretary of the Navy Instruction 5370.B, Para 6
  - d. Air Force Instruction (AFI) 90-301
  - e. TAG Policy Letter 02-9
4. **OBJECTIVE:** To ensure that responses to government officials are handled promptly, professionally, and in consonance with established DMAVA goals.
5. **RESPONSIBILITIES:** The Director, Government Relations (DGR) is responsible for the overall coordination of responses to governmental inquiries. In all matters involving governmental officials, the DGR will communicate with the appropriate officials. The Deputy Commissioner for Veterans' Affairs (DCVA), the Chief of Staff – Army (CoS-Army), and the Chief of Staff – Air (CoS-Air/ESSO) are responsible for the handling of all requests for information from the DGR that fall within their area of responsibility. In those cases where an inquiry deals with a matter under investigation by NJ National Guard Inspector General (IG), then that office will respond directly to the requesting official.

***\*This document supersedes TAG Policy Letter 04-5, dated 1 October 2004***

**6. PROCEDURES:**

a. All inquiries received by any entity of DMAVA from a Member of Congress, State Legislature, Foreign Government, or other governmental official(s) that involve Military Personnel, Federal Military Technicians, Department of the Army Civilians, Department of the Air Force Civilians, or State employees of DMAVA will be forwarded to the DGR. The Office of Government Relations will respond to all matters not involving the IG. This response will be made directly unless further information is needed. In this case, a letter will be forwarded to the requester acknowledging receipt of the inquiry and indicating that the issue is being researched. Subsequently, a "Referral Cover Sheet" (Appendix A) and background data will be forwarded to the DCVA, AC, CoS-Army, or CoS-Air/ESSO as appropriate for further investigation. The requested information is due within ten (10) working days after the package is forwarded. If the response is not completed by then, an Interim Progress Review (IPR) will be transmitted to the DGR and include the anticipated completion date. Subsequent IPRs will be due every two (2) weeks thereafter.

b. The DGR will contact the IG to ascertain if the matter at hand is under investigation. If the complaint has already been logged into an Inspector General Database, then the complaint will be turned over to the IG Office for adjudication and response. If the complaint has not been logged into an IG database, the DGR will handle the response to the requesting party.

c. The IG will notify the DGR by memorandum when assuming responsibility for a matter that is under investigation. The DGR will notify the requester in writing that the IG is investigating the matter and that the IG office will provide a response. Following the final response to the requesting official, the IG will provide a memorandum to the DGR advising that the case is closed and/or a final response has been made.

d. All intradepartmental communications should be transmitted via e-mail when possible.

(DGR)



JEMAL J. BEALE  
Brigadier General, NJARNG  
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