



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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Commander-in-Chief

☆  
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Brigadier General  
The Adjutant General

**DEPARTMENTAL DIRECTIVE**  
NO. **230.6\***

**9 February 2015**

**EMPLOYEE PARTICIPATION IN DEPARTMENTAL SOCIAL EVENTS**

1. **PURPOSE:** This directive prescribes the policies and procedures for employees of the Department participating in social events.
2. **APPLICABILITY:** This directive is applicable to all employees of the New Jersey Department of Military and Veterans Affairs (DMAVA) and members of the New Jersey Army and Air National Guard (NJARNG/NJANG).
3. **REFERENCES:** N.J.S.A. Title 38A:3-6 and Department Directive 680.41, dated 1 Jul 99.
4. **DEFINITIONS:**
  - a. Official Departmental social activities are social events that are sanctioned by the Department through the approval authority of The Adjutant General (TAG).
  - b. Unofficial Departmental social activities are social events that are of a personal nature and are initiated by employees for other employees.
  - c. CoJS – Chief of Joint Staff
  - d. DCVA – Deputy Commissioner Veterans Affairs

**5. RESPONSIBILITIES:**

- a. The Adjutant General has the authority to exercise control over the affairs of the Department and shall make and issue such regulations pertinent to the work of the Department and the conduct of the employees.

*\* This Departmental Directive supersedes Departmental Directive 230.6, dated 8 January 2008.*

b. The Employee Activity Committee (EAC) has the responsibility to advise TAG on the utilization of non-appropriated State funds to support recreational and social activities of Departmental employees.

**6. PROCEDURES:**

a. The Adjutant General will establish an Employee Activity Committee (EAC) with the responsibility of developing approved social activities for the Department. The committee will be represented by a State employee from each directorate in DMAVA along with NJARNG/Cos and NJANG/CoS as required.

b. Official Social Events: If TAG, CoJS, or DVCA are invited or expected to attend, contact must be made with the DMAVA Front Office to coordinate schedules and availability. TAG's secretary must be contacted 90 days prior to the event to ascertain TAG's availability, role in the event (speak, present, etc.). If a TAG coin is to be presented, 60 days' notice must be given prior to the event.

(1) Request for military events must be coordinated through Chief of Staff, Army or Air. Requests submitted without proper clearance from the appropriate Chief of Staff will not be considered.

(2) Initial planning for retirement events should be started NLT 60 days in advance of the projected retirement date. A flyer will be circulated which will ensure all information is provided to include date, time, place, cost, dress, meal choices, RSVP date and contact name, telephone number, and e-mail.

(3) Formal event invitations must be mailed out NLT 30 days in advance of the event by the originating office. If the invitations are from TAG, then the Special Executive Assistant to TAGNJ must be made aware NLT 60 days in advance of the event. Invitations will be appropriate to the level of awarded/retiree, i.e., General Officer retirement event invitations will normally be sent from TAG.

(4) If a Federal or State award is planned, timely submission and vetting through correct channels must be followed. If there is a special request for the TAG, CoJS, or DCVA to present a letter or coin, then the request must be submitted 60 days in advance of the event.

c. Unofficial Social Events: The following types of activities fall into this category: weddings, baby showers, birthday parties, farewell luncheons (unless the farewell luncheon is approved as an official social event by TAG or the appropriate Chief of Staff) and golf tournaments/outings.

(1) Every effort should be made to schedule a golf event on the bi-weekly scheduled day off.

(2) If the unofficial activity is scheduled during normal working hours, the appropriate amount of personal leave will be charged. Unofficial activities will be scheduled at the

conclusion of normal working hours. Again, every effort should be made to schedule these activities after working hours.

d. Official social events held during normal work hours must be alcohol-free except in rare circumstances approved by TAG. When alcohol is served at events held after hours, refer to Departmental Directive 680.41, Buildings and Grounds, Lease of Armory Facilities to Others, dated 1 Jul 1999 for insurance requirements.

The proponent of this Directive is the Special Executive Assistant to The Adjutant General. Comments or suggested improvements shall be submitted directly to:

NJDMAVA  
Attn: TAG-SEA  
PO Box 340  
Trenton, NJ 08625-0340  
(609) 530-6702

OFFICIAL:

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