



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL DIRECTIVE
NO. 230.10*

30 April 2010

DEPARTMENTAL DEATH NOTICES

1. PURPOSE: This memorandum establishes the policy for publishing death notices of New Jersey Department of Military and Veterans Affairs (NJDMAVA) employees, members of the New Jersey National Guard, and immediate members of their families.
2. APPLICABILITY: Applies to DMAVA staff offices delineated in this memorandum.
3. RESPONSIBILITY: The following staff offices have been delegated responsibility for the preparation of death notices as outlined below:
 - a. Human Resources Division: All NJDMAVA active and retired state employees or as directed by the Chief of the Joint Staff.
 - b. J1-HRO: Members of the New Jersey Army and Air National Guard, full-time federal employees, active and retired, or as directed by the Chief of the Joint Staff.
4. OBJECTIVE: To insure that all death notices are published in a timely, uniform manner consistent with the policies and precedents of this Department.
5. PROCEDURE: Notices shall be published upon death of an employee or an immediate member of the employee's family as indicated above. Field distribution of all departmental death notices will be made using e-mail by the following proponents as appropriate HQ-NJANG, HRO and HRD.

(HRD)

OFFICIAL:

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

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

**This directive supersedes Departmental Staff Memorandum No. 230, dated 14 February 2007.*