



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

**DEPARTMENTAL DIRECTIVE
NO. 300***

15 September 2010

DEPARTMENTAL PUBLICATIONS (IASD/G-6)

1. PURPOSE: This directive prescribes the types of standard publications issued by the New Jersey Department of Military and Veterans Affairs (DMAVA).

2. APPLICABILITY: This directive is applicable to all DMAVA and NJ National Guard offices, facilities and units.

3. REFERENCES:

- a. NJAC 5A:1 and Title 38A, New Jersey Statutes Annotated, authorizes The Adjutant General (TAG) to issue publications governing the work and conduct of the employees of DMAVA as may be necessary or desirable.
- b. AR 25-30, The Army Publishing Program and AR 25-50, Preparing and Managing Correspondence.
- c. AFMAN 33-326, Preparing Official Communications.

4. DEFINITIONS: Publications are defined as TAG Policy Letters (TPL), Departmental Directives, Regulations, Memorandums, Bulletins, Administrative Orders, Periodicals, and Letters of Instruction (LOI).

5. OBJECTIVE: To standardize the policies and procedures utilized in the development and publication of official Department policies and directives.

6. RESPONSIBILITY:

- a. The DMAVA Policy Review Board has final approval authority for all departmental publications.
- b. The Chief of the Joint Staff (COJS) has overall responsibility for publications pertaining to Army and Air National Guard activities.
- c. The Chief of Staff, Army (CoS), New Jersey Army National Guard (NJARNG), has overall responsibility for publications emanating from activities in the NJARNG.
- d. The Chief of Staff, Air/DOS (CoS, Air/DOS), New Jersey Air National Guard (NJANG) has overall responsibility for publications emanating from activities in the NJANG.

**This Directive supersedes DD 300, 1 May 2004, with changes.*

- e. The Deputy Commissioner for Veterans Affairs (DCVA) has overall responsibility for publications emanating from the Veterans Affairs directorates and facilities.
- f. The Information and Administrative Division (IASD) has overall responsibility for publications emanating from activities within the state offices of DMAVA.

7. PROCEDURE:

a. Prior to publication, documents will be staffed electronically for comments/revisions/changes to each office, directorate and/or facility to which the subject matter pertains. The following offices have responsibility for electronic staffing of publications:

- (1) NJARNG G-6
- (2) IASD-ASB
- (3) HQ-NJANG

b. Effective immediately NJDMAVA Form 300 1A and Form 300 1B are obsolete and, therefore, rescinded.

c. All NJARNG offices will forward proposed publications in electronic MS word document format to NJARNG G-6 for review, formatting and staffing.

d. All NJANG offices will forward proposed publications in electronic MS word document format to HQ-NJANG for review, formatting and staffing.

e. All state offices will forward proposed publications in electronic MS word document format to Chief, IASD- ASB for review, formatting and staffing.

f. Upon completion of review, the final draft with recommended corrections/changes/revisions will be submitted to the DMAVA Policy Review Board for final approval.

g. The Policy Review Board will submit approved document to the office of the IASD, Chief, ASB for electronic publication.

8. TYPES OF PUBLICATIONS:

a. The Adjutant General Policy Letters (TPL) are material of significant importance or special interest to the TAG and provide broad policy guidance for the Department, NJARNG, NJANG and Veterans Affairs offices. The TAG will sign the document. The applicability of the Policy Letter is determined by the distribution symbol or by specific addressee(s). The letters shall be effective until superseded, rescinded or re-promulgated by a subsequent TPL. (Note 1)

b. TAG Memorandums contain policies, procedures and administrative instructions of a continuing nature of special interest to The Adjutant General (TAG) that are applicable to the internal operation of the Department. Information contained in a TAG memorandum is temporary and expires two years from date of issue. (Note 1).

c. Administrative Law Review and Publication in the New Jersey Register. Under certain circumstances here a departmental publication may affect the public or a segment thereof, the Director, IASD may propose a publication to the Office of Administrative Law (OAL) for legal review on behalf of the Department.

d. Departmental Directives are the primary publication used in governing the activities of the Department. The directives contain policies, procedures and administrative instructions which are permanent in nature and which are promulgated and coordinated at the directorate level or above. (Note 2).

e. State General Orders contain information of general interest and are of a permanent or semi-permanent nature. (Note 4).

f. Military Permanent Orders (NJARNG) and Special Orders G-series (NJANG) contain announcements such as establishment, designation, re-designation, activation, inactivation or discontinuance of Department awards or certain similar subjects, appointments or actions.

g. Military Special and Travel Orders (NJARNG/NJANG) announce certain actions or travel affecting the status of individual(s) assigned or attached to the NJNG.

h. Effective immediately, all Departmental Staff Memorandums are hereby rescinded and will no longer be published.

i. Departmental Bulletins are utilized to provide short and narrative information of a general nature Department-wide on a timely basis. Information contained in a bulletin is temporary and expires two years from the date of issue. (Note 4).

j. Veterans Bulletins are utilized to provide short and narrative information to employees within veterans' facilities and offices. Information contained in a veterans' bulletin is temporary and expires two years from the date of issue (Note 4).

k. Joint Bulletins contain information related to events, actions or missions that pertain to both the New Jersey Army National Guard and the New Jersey Air National Guard. Joint Bulletins are numbered sequentially each calendar year. Information contained in a bulletin is temporary and expires two years from the date of issue. The office of the Chief of the Joint Staff will publish all Joint Bulletins.

l. Army Bulletins contain information related to events, actions or missions that pertain to the New Jersey Army National Guard. Army Bulletins are numbered sequentially each calendar year. Information contained in a bulletin is temporary and expires two years from the date of issue. The office of the CoS-Army will publish all NJARNG bulletins.

m. Air Bulletins contain information related to events, actions or missions that pertain to the New Jersey Air National Guard. Air Bulletins are numbered sequentially each calendar year. Information contained in a bulletin is temporary and expires two years from the date of issue. The office of the CoS-Air will publish all NJANG bulletins.

n. Federal Technician Personnel Publications are written as manuals, regulations or pamphlets to manage technician personnel. (Note 5).

o. New Jersey Army and Air National Guard Publications are coordinated at the Federal Directorate level and are published as manuals, regulations or pamphlets to manage the activities of the NJNG (Note 5).

(1) Supplements to regulations, circulars, and pamphlets shall be the primary method of amplifying guidance published by higher levels of military authority.

(2) Military Regulations are permanent in nature and are written to establish policies and procedures at the state level that contravene applicable federal policies.

p. Specialized publications are Letters of Instruction (LOI), Human Resources Bulletins and/or Employee Relations Bulletins that evolve in certain directorates/offices. These documents contain legal, specialized or technical procedures pertaining to DMAVA activities. Specialized documents shall be issued by the proponent office and shall be managed by the senior manager having responsibility for the directorate/office. Specialized publications expire two years from the date of issue unless superseded or rescinded before the expiration.

q. Memorandum of Agreement / Memorandums of understanding. These documents contain legal, specialized and/or technical protocols pertaining to inter-agency agreements between DMAVA activities and other federal, state, local public and/or private organizations and agencies which support or enhance the department mission. Specialized documents may be drafted and by the proponent office and issued upon receipt of appropriate department level review and approvals. MOA's / MOU's shall be managed by the senior manager having responsibility for the directorate/office which established the agreement. These specialized publications as indicated within the document unless superseded or rescinded.

NOTES:

- 1. Document is numbered by calendar year and sub-numbered numerically (e.g.: 04-1).
- 2. Document is numbered subjectively as indicated:

000 – General	500 – Transportation
100 – Finance/Accounting	600 – Buildings/Grounds
200 – Personnel	700 – Medical Hygiene
230 – State Personnel	800 -- Security
300 – Administration	900 -- Veterans
400 – Supplies/Service	

- 3. Document has Department-wide applicability and is published through the Director, IASD.
- 4. Document is numbered sequentially by calendar year.
- 5. Document is numbered using the related Federal numbering system.

r. Periodicals:

(1) GUARDLIFE is a periodical concerned with recruiting, retention and the avenue of providing the highlights of the achievements of NJARNG/NJANG personnel. The NJNG Public Affairs Task Force publishes this document.

(2) VETERANS JOURNAL is a periodical concerned with NJ Veterans issues, benefits, entitlements, programs and ongoing events that provides an avenue to highlight the achievements of New Jersey Veterans and the department's efforts to support the Veterans community. The NJNG Public Affairs Task Force publishes this document.

(3) THE MINUTEMAN INFORMER is a quarterly periodical written and distributed by the Federal Human Relations Office as an avenue to provide information to the Federal Technician Force.

s. Vacancy Announcements are written and published by the Federal Military Personnel Directorate (J1) and the State Human Resources Division (HRD) to provide information and eligibility criteria on vacant positions. Each announcement identifies the location, describes the position and the criteria, which is required to fill the vacancy. Three types of vacancy announcements are published:

- (1) The Federal Technician Vacancy Announcement advises of competitive and non-competitive vacancies in the Federal Technician System.
- (2) The Federal Active Duty Guard/Reserve (AGR) Announcement advises of active military positions in support of the NJARNG/NJANG.
- (3) The State Employee Vacancy/Promotional Announcement advises of state employee vacancies and promotional vacancies.
- (4) All Vacancy Announcements will be managed, published by and distributed electronically by the HRO and HRD offices.

9. FORMAT: Information presented should be in clear, plain language. A concise writing style ensures the material will be interpreted as intended by the writer. Repetition of other directives must be avoided.

a. Departmental Directives, TAG Memorandums, NJARNG/NJANG Regulations and Specialized Publications shall be organized as follows:

(1) Letterhead.

(2) The Codification/Date of Publication. On the first page, the type of the publication will be on one line in the upper left corner beginning with the left margin and the date will be in the upper right corner ending with the right margin. The number will be on the second line the upper left corner immediately under the type of publication. On succeeding pages, the abbreviated type and number will be placed in the upper outside margin (book style), and the date will be placed on the same line at the upper inside margin.

(3) The publication's title (one subject) appears centered two lines below the codification and date of the publication.

(4) When the publication has an effective date later than the date of publication, it will be expressed two spaces below the subject.

(5) In general, publications should be arranged as indicated below:

(a) Purpose. The first paragraph states the general purpose or objective in not more than three lines.

(b) Applicability. The second paragraph indicates to what elements and individuals the publication applies.

(c) References. The third paragraph provides a list of required references (if there are ten references or more, this paragraph will refer to an appendix). In referencing a military publication, the date of the publication shall also be provided.

(d) Definitions. The fourth paragraph gives definitions of terms used where special explanations must be given (if there are ten or more definitions, this paragraph will refer to an appendix). Sometimes words, acronyms or technical phrases used in a work function need to be explained for understanding.

(e) Objective. The fifth paragraph briefly states the rationale concerning the subject or procedures so the reader is better informed to carry out the task.

(f) Responsibilities. The sixth paragraph assigns or enumerates responsibilities (if there are ten or more responsibilities in this paragraph, refer to an appendix) assigned to functions, activities or individuals involved in the procedure.

(g) Procedures. The seventh and subsequent paragraphs describe the details and procedures for carrying out the desired actions for a particular subject or function (e.g.: a how-to description). These are presented in a chronological or other logical sequence. Dates/times for accomplishing an action or actions are definitely and conspicuously stated. Examples, samples, illustrations, tabular material, and pictures may be included in the text as fixtures to help explain the text or reduce lengthy narrative explanations.

(h) Appendix. Any material, which further explains or supplements the subject covered in the body of the publication may be included as an Appendix. Caution should be used in the use of "copyrighted" material so it is not used without the express consent of the author or publisher.

(i) A Table of Contents and Chapters shall be used when the text exceeds twenty pages.

(j) Samples of forms, graphs, examples, etc. shall be included as figures on the page nearest the paragraph that describes their use. Figures will be numbered as Figure 1, 2, 3, etc.; or 1-1, 1-2, etc. if within chapters.

(k) Page numbering. The first page of a publication is not numbered. Subsequent pages shall be numbered at the outer lower margins two spaces below the text. When a Table of Contents is used, pages shall be numbered using the lower case roman numerals (e.g.: i, ii, iii, iv, etc.). Where Chapters are included in the text, two-part Arabic numerals, the first part representing the Chapter, the second part representing the sequence within the Chapter, shall be used to identify paragraph numbers (e.g.: 1-1, 1-2, 2-1, 2-2, etc.)

(l) Authentication Page. The authentication page is the last page of the text and contains the authority or command line, signature blocks, official and distribution sections. The command line and official sections are omitted when the publication is signed by The Adjutant General.

b. Departmental Bulletins will follow format guidelines outlined above, if applicable.

c. NJARNG/NJANG Supplements shall follow the format described by current Army Regulation and Air Force Instructions.

d. NJARNG/NJANG Regulations shall follow the format prescribed in paragraph 8.a. above.

e. NJARNG Specialized Publications shall use the format prescribed in paragraph 8.a. above.

10. AUTHENTICATION:

a. General and Special Orders shall be issued in the name of The Adjutant General (command line) and authenticated by signature or seal by the Director, Information and Administrative Services Division.

b. NJARNG Regulations and Specialized Publications shall be issued in the name of The Adjutant General (command line) and signed by the Chief of Staff, Army.

d. NJANG Regulations and Specialized Publications shall be issued in the name of The Adjutant General (command line) and signed by the Commander, New Jersey Air National Guard.

e. The use of The Adjutant General's seal/signature block in electronic format, to produce military permanent orders and/or military special and travel orders will be based on the following:

(1) Each Army, Air or State staff officer and/or Commander that requires the use of The Adjutant General's seal/signature block will request approval through the Chief of the Joint Staff, by individual.

(2) The use of the electronic seal will be controlled by assigning a password to allow access and use by that individual.

11. DISTRIBUTION:

a. All publications shall include a standard distribution symbol or combination of symbols as indicated in Figure 1.

b. Distribution of all official department publications will be accomplished by means of electronic distribution, through the RCAS, DMAVA/GSN and ANG Networks, unless otherwise indicated.

c. Documents that require posting within an office and/or armory/unit bulletin board due to the nature of the publication are authorized for local print/duplication (i.e. vacancy announcements, human resource bulletins, etc...). Hard copy printing/duplication of publications is discouraged and should be kept to minimum necessary for operational requirements.

12. PUBLICATION FILES:

a. All official Department of Military and Veterans Affairs publications of an unclassified and/or non-sensitive nature shall be posted to the appropriate federal and state public folders and to the Department website at <http://www.nj.gov/military/publications/index.html>

b. Departmental Publications:

(1) IASD will post all unclassified and non-sensitive basic publications and changes to the website. IASD web services shall remove superseded, rescinded or expired publications from web upon receipt of official notification.

(2) Vacancy Announcements shall be posted on the main bulletin boards at each facility or installation and on the Department website until the date of close or expiration.

(3) Will be maintained Technician Personnel Publications in accordance with the governing publication issued by J1 (Military Personnel) or NGB.

(4) Will be maintained and file NJARNGR and NJANGR Supplements and Regulations in the manner prescribed for military publications.

(5) Military Orders – Permanent, Special or Travel – shall be maintained and filed under the criteria established in appropriate military service regulations.

13. INDEXES:

a. IASD shall publish on-line web indexes for all official Departmental and NJNG publications on the Department website at: <http://www.nj.gov/military/publications/index.html>.

b. IASD shall maintain numerical indexes at the beginning of each calendar year for TAG Policy Letters, Departmental, Veterans and Joint Services Bulletins.

c. The NJARNG, G-6 shall maintain numerical indexes at the beginning of each calendar year for NJARNG Regulations and Supplements.

d. The Headquarters NJANG, shall maintain numerical indexes at the beginning of each calendar year for NJANG Regulations and Supplements.

e. The proponent division or J staff shall maintain indexes for all specialized publications which they manage at the beginning of each calendar year.

14. REVIEWS: IASD-ASB and the respective proponent shall review all Departmental standard and specialized publications, which have been in existence for two years, using DMAVA Form 300, Request for Review of Publication/Forms (Figure 2), in February of each year for concurrence, revision or rescission.

15. GENERAL: This Directive as well as additional directives and policies can be found on the publications section of the Department website at: <http://www.nj.gov/military/publications/index.html>.

NJDMAVA DISTRIBUTION / SYMBOLS

<u>SYMBOLS</u>	<u>DISTRIBUTION LEVEL</u>
A	Executive Offices (TAG, COJS, COS Air, COS Army, etc) <i>(used with all distributions)</i>
B	Army National Guard
C	Air National Guard
D	State Central Offices
E	Veterans Affairs Offices
F	ChalleNge Youth Academy
S	SPECIAL (includes copies to designated staff members or proponent, or to entities not covered by electronic distribution)

Figure 1

DMAVA PUBLICATION/FORM ACTION REQUEST						DATE			
1. TO: (Office for final action)		2. FROM: (Grade/Rank, First, Last, Office Symbol or Pubs/Forms Mgmt Office for 2-Year Review)			3. TELEPHONE NO.				
4. PURPOSE: Publication Actions: <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Interim Change <input type="checkbox"/> Administrative Change <input type="checkbox"/> Guidance Memorandum <input type="checkbox"/> HQ Level Policy Memorandum <input type="checkbox"/> Transfer Responsibility <input type="checkbox"/> Cancellation/Rescission <input type="checkbox"/> Two-Year/Special Review (Complete Section II) Form Actions: <input type="checkbox"/> New <input type="checkbox"/> Form Revision <input type="checkbox"/> Transfer Responsibility <input type="checkbox"/> Cancellation/Rescission <input type="checkbox"/> Two-Year/Special Review (Complete Section II)									
SECTION I: PUBLICATION/FORM INFORMATION									
5. OPR		6. PUBLICATION/FORM TYPE and NUMBER		7. PUBLICATION/FORM TITLE (If classified, give unclassified title)					
8. SUPERSEDED PUBLICATION/FORM TYPE, NO. & DATE			9. IMPLEMENTED HHO PUB OR FORMS PRESCRIBING PUB		10. PUB CLASSIFICATION				
11. IS FORM CLASSIFIED? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> WHEN FILLED IN		12. IS FORM CONTROLLED? <input type="checkbox"/> NO <input type="checkbox"/> SAFEGUARDED <input type="checkbox"/> SERIAL NUMBERED		13. IS SSN REQUESTED ON FORM? <input type="checkbox"/> NO <input type="checkbox"/> YES (Attach justification)		14. IS SPECIAL PRINTING REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES (List specifications in block 25)			
15. PRESCRIBED FORMS (Continue in Block 25, if necessary.) <input type="checkbox"/> N/A									
Form Type and Number	Current	New	Obsolete	Requires Revision	Form Type and Number	Current	New	Obsolete	Requires Revision
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. PUBLICATION/FORM RELEASABILITY									
<input type="checkbox"/> PUBLIC ACCESS - Access is unlimited, the publication/form will be available for downloading on the publicly-accessible website. <input type="checkbox"/> RESTRICTED ACCESS - Access to this publication/form is limited, the unclassified title, along with distribution instructions will be posted on the website. (Insert releasability statement)									
17. VISUAL AIDS: <input type="checkbox"/> N/A <input type="checkbox"/> Temporary (Expiration Date _____) <input type="checkbox"/> Permanent: Associated Publication Type/No. _____									
VA No. _____				VA Title _____					
SECTION II: TWO-YEAR/SPECIAL REVIEW									
18. OPRs: Complete and return to the office identified in Block 2 by suspense date.				SUSPENSE DATE: _____					
19. PUBLICATION/FORM STATUS: <input type="checkbox"/> CURRENT AND ESSENTIAL (Complete Section II only and return. Product will be Certified Current.)									
<input type="checkbox"/> REQUIRES REVISION (Complete Section II and return. Submit revision within 180 days) <input type="checkbox"/> REQUIRES TRANSFER (Complete Section II and return. Submit transfer now or separately) <input type="checkbox"/> OBSOLETE (Complete Section II and return. Submit rescind action within 180 days) <input type="checkbox"/> REQUIRES CONVERSION TO DIGITAL/ELECTRONIC FORMAT (IASD will contact OPR)									
20a. NAME, GRADE/RANK, AND OFFICE SYMBOL OF OPR				20b. SIGNATURE		20c. DATE			
21a. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF CERTIFYING AUTHORITY				21b. SIGNATURE		21c. DATE			
SECTION III: COORDINATION (Continued on Reverse and in block 25, if necessary)									
22. Indicate nonconcurrency, concurrence, or concurrence "with comments" in block provided. Provide comments and rationale on separate comment sheet. All nonconcurrences must be resolved prior to publication. Contact IASD-ASB for details on how to resolve a non-concur.									
OFFICE PROVIDING COORDINATION	CONCUR	DATE	COORDINATORS TYPED NAME, GRADE/RANK, OFFICE SYMBOL			COORDINATORS DIGITAL OR WET SIGNATURE			

NJDMAVA Form 300, 20100815

Previous Editions Obsolete.

(Continue on Reverse)

Figure 2

DMAVA PUBLICATION/FORM ACTION REQUEST, Continued.				
22. COORDINATION, Continued.				
OFFICE PROVIDING COORDINATION	CONCUR	DATE	COORDINATORS TYPED NAME, RANK/GRADE, AND OFFICE SYMBOL	COORDINATORS DIGITAL OR WET SIGNATURE
SECTION IV: CERTIFICATION AND APPROVAL				
<i>23. I certify that the publication/form action meets DMAVA requirements for necessity, currency of information, and applicability to the DMAVA.</i>				
23a. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF CERTIFYING AUTHORITY			23b. SIGNATURE	23c. DATE
<i>24. I approve the action and verify that it is in consonance with existing law, National VOSD Policy and Guidance, and the DMAVA Mission.</i>				
24a. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF APPROVING AUTHORITY			24b. SIGNATURE	24c. DATE
SECTION V: ADDITIONAL INFORMATION				
25. COMMENTS/CONTINUATION <i>(Use this block to indicate resource implications, identify copyrighted information, additional coordination entries, new OPR details, comments to coordinators and/or publications/forms officer. Only the first 10 lines will print. Continue on a blank sheet, if necessary.)</i>				
SECTION VI: FOR USE BY THE PUBLICATIONS/FORMS MANAGEMENT OFFICE				
26. DATE RECEIVED	27. DATE ASSIGNED	28. SUSPENSE DATE	29. POINT OF CONTACT	30. TELEPHONE NO.
31. PROCESSING ACTIONS				
32. DATE PROCESSED		33. SIGNATURE OF PUBLICATIONS/FORMS MANAGER OR PROCESSING OFFICIAL		34. DATE

NJDMAVA Form 300, 20100815 (Reverse)


Previous Editions Obsolete.

Figure 2-1

The proponent of this Directive is the Chief Information Officer / Director, Information and Administrative Services Division Users shall submit comments and suggested improvements directly to NJDMAVA, ATTN: Director, IASD, P.O. Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General


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

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