



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

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

★
LISA J. HOU, D.O.
Brigadier General
The Adjutant General

DEPARTMENTAL BULLETIN 22-02

19 July 2022

OFFICIAL STATE BULLETIN BOARDS

1. **Purpose.** This Departmental Bulletin outlines the procedures for location of Official State Bulletin Boards and the posting of required information.

2. **General.**

a. Certain information such as vacancy announcements, union elections, etc., are required to be posted on bulletin boards. Official State Bulletin Boards are identified by signage at the locations listed:

1) DMAVA Headquarters Building:

- a) On the first-floor hall outside the entrance to the Installations Division;
- b) On the second floor outside of the entrance to the Veterans Affairs Offices; and
- c) In the basement, outside the cafeteria.

b. The managers for each Veterans Memorial Home, each Veterans Haven, the Youth Challenge Program, the 108th Wing National Guard, all State Armories, and the Veterans Memorial Cemetery are responsible for assigning a location for the Official State Bulletin Board that is accessible to all staff.

c. Managers are responsible for posting documents on and removing documents from the Official State Bulletin Board as directed by the Director of Human Resources Division.

d. ISD will create an official State Bulletin Board on the DMAVA Intranet. ISD will post and remove items from the Electronic Bulletin Board at the direction of the Director of Human Resource Division and the Office of Employee Relations.

e. Maintenance of the Official State Bulletin Board is the responsibility of the Human Resources Division. Items will not be posted or removed on these boards without the specific review and approval of the Director of Human Resources Division or their designee.

f. The Director of Human Resources Division will forward documents to be posted to the managers listed in 2.b above.

3. Point of Contact: Point of contact for the Departmental Bulletin is the DMAVA Employee Relations Office at susan.sweeney@dmava.nj.gov or at (609) 530-6749.

A handwritten signature in black ink, appearing to read 'SUSAN C. SWEENEY', with a long horizontal flourish extending to the right.

SUSAN C. SWEENEY, ESQ.
Administrator
Office of Employee Relations