



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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DEPARTMENTAL DIRECTIVE
NO. 200.1*

16 February 2016

**DEPARTMENT PROCEDURES CONCERNING PICTURE IDENTIFICATION CARDS,
ACCESS KEYS AND VEHICLE PARKING TAGS**

1. **PURPOSE:** To establish the New Jersey Department of Military and Veterans Affairs (NJDMAVA) policy on issued picture identification cards, access keys and vehicle parking tags to the NJDAMVA Headquarters building.
2. **APPLICABILITY:** This Directive applies to every employee of the New Jersey Department of Military and Veterans Affairs who is issued a NJDMAVA identification card, access key and vehicle parking tag by the Human Resources Division.
3. **POLICY:** Employees of the New Jersey Department of Military and Veterans Affairs will be issued a picture identification card, access key (if needed) and vehicle parking tag.
 - a. In the event of loss, every employee will be authorized one replacement identification card as well as one replacement access key. All replacements thereafter will be charged. There will be no free replacement vehicle parking tags. Replacement fees are as follows:
 - 1) NJDMAVA picture identification card – \$5.00
 - 2) NJDMAVA access card – \$5.00
 - 3) NJDMAVA vehicle parking tag – \$5.00.
 - b. Employees will be required to report lost identification cards, access keys and vehicle parking tags to their Division Director and the Human Resources Division. The Human Resources Division will be responsible for collection of any fees.

**Supersedes Departmental Directive 200.1, dated 21 September 2006.*

4. RESPONSIBILITY: It is the responsibility of every employee to carry the picture identification card at all times. The vehicle parking tag must be displayed prominently from your rear-view mirror. If proper identification is not presented at the security gate, authorized access to the premises will be denied. If such action results in lateness or full-day absence, employees will be charged accrued leave time (if available) or leave without pay.

5. IMPLEMENTATION: This policy is effective immediately.

The proponent of this directive is the Human Resources Division.
Users are invited to submit comments and suggested improvements
directly to NJDMAVA, ATTN: HRD, PO Box 340, Trenton, NJ 08625-0340.

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