



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

STATE GENERAL ORDER
NO. 3

24 October 2018

SUBJECT: Appointment as the Department Vehicle Coordinator

The following individual is appointed as the Department Vehicle Coordinator:

Mr. Shawn Hopkins

Authority: N.J.S.A. 38A:3-6(k), (l), (o) and (s); NJ Treasury Circular Letter 17-05-ADM; and NJ Treasury Circular Letter 17-06-ADM

Period: Indefinite.

Purpose: Overall responsibility for the coordination, operation, utilization, management, acquisition, procurement and maintenance of the New Jersey Department of Military and Veterans Affairs (DMAVA) State vehicles.

Effective Date: 24 October 2018

Special Instructions:

(1) Ensure funds are available, and that complete and accurate paperwork is submitted to the NJ Department of Treasury, for the purchase/lease/rental of new vehicles.

(2) Ensure funds are available and that payments are made monthly for all of DMAVA's EZ Pass bills. Coordinate with EZ Pass and the NJ Department of Treasury for all toll violations.

(3) Coordinate with dealers, charitable organizations and the NJ Department of Treasury for the acquisition of donated vehicles.

(4) Ensure all reported vehicle usage complaints are resolved, and if appropriate, that proper disciplinary action has been taken against the individual.

(5) Maintain vehicle jackets and records.

(6) Receive, track and issue commercial and NJ State fuel credit cards.

(7) Maintain and submit commute records to the NJ Department of Treasury.

(8) Manage and track State vehicle assignments and location.

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(9) Acquire State license plates, NJ vehicle registrations, NJ insurance cards and handicap placards (when appropriate) as required through the NJ Department of Treasury and the NJ Division of Motor Vehicles.

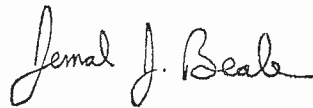
(10) Order, issue and maintain records of EZ Pass assignments.

(11) Forward monthly vehicle mileage reports to the NJ Department of Treasury no later than five (5) working days of the close of the reporting month.

(12) Ensure all DMAVA vehicles are inspected as required; are scheduled and delivered for required maintenance when required; are returned clean, with at least one-half (½) of a tank of fuel; and maintained in a safe operating manner.

(13) Ensure that damaged vehicles are processed for repair or disposal in accordance with NJ Department of Treasury guidelines.

(14) Act as the Facility Vehicle Coordinator (FVC) for the pool vehicles assigned to the DMAVA Complex in Lawrenceville, NJ.



JEMAL J. BEALE
Brigadier General, NJARNG
The Adjutant General

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