



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



JAMES E. MCGREEVEY
Governor
Commander-in-Chief

GLENN K. RIETH
Brigadier General
The Adjutant General

TAG Policy Letter 02-9*

15 July 2002

LEGISLATIVE AND MEDIA RELATIONS

To ensure that complete and accurate information is provided to legislative and media representatives, the following procedures are in effect throughout the Department of Military and Veterans Affairs, New Jersey Army National Guard, New Jersey Air National Guard, New Jersey Naval Militia, and all other subordinate entities of the Department.

1. All legislative and/or media visits involving homeland security operations or other highly sensitive operations will be accompanied by The Adjutant General, the Deputy Adjutant General, the Joint Chief of Staff, or a designated General Officer. The DMAVA Public Affairs Officer and/or the DMAVA Director of Government Relations will escort all such visits.
2. Authorized spokespersons for the NJ Department of Military and Veterans Affairs are: The Adjutant General, the Deputy Adjutant General, the Deputy Commissioner for Veterans Affairs, the Joint Chief of Staff, the Director of Government Relations, the DMAVA Public Affairs Officer, and those staff members designated by The Adjutant General for a specific issue.
3. Spokespersons and designated briefers are reminded that only authorized information may be presented during official briefings.
4. All press briefings must be coordinated through the DMAVA Public Affairs Officer and approved by The Adjutant General, the Deputy Adjutant General, the Deputy Commissioner for Veterans Affairs, or the DMAVA Joint Chief of Staff. All legislative briefings must be coordinated through the DMAVA Director of Government Relations and approved by The Adjutant General, the Deputy Adjutant General, the Deputy Commissioner for Veterans Affairs, or the DMAVA Joint Chief of Staff.

*TAG Policy Letter 97-5, 10 June 1997, is rescinded.

5. The DMAVA Director of Government Relations will coordinate a detailed itinerary for every approved distinguished visitor or legislative visit/briefing. The Director of Government Relations will brief The Adjutant General, Deputy Adjutant General, Joint Chief of Staff, the Deputy Commissioner for Veterans Affairs, and department(s) concerned.
6. The DMAVA Public Affairs Officer will develop a coordinated itinerary and be involved in all approved distinguished visitor/legislative visits and public events involving the press. The DMAVA Public Affairs Officer will assist the DMAVA Director of Government Relations with scheduled visits by legislators.
7. All members of the New Jersey National Guard are reminded that a request for information from any outside agency, legislators, or media organization must be forwarded to the DMAVA Public Affairs Officer or DMAVA Director of Government Relations as appropriate. Personnel are not authorized to speak in an official capacity to anyone outside the Department without prior authorization from the DMAVA Public Affairs Officer or DMAVA Director of Government Relations as appropriate.
8. The DMAVA Public Affairs Office will prepare a standard Public Affairs Guidance (PAG) document to cover day-to-day media relations, public meeting guidance, DMAVA and local press release processes, crisis media actions, and press/media visit protocols and coordination.
9. OPSEC and COMSEC procedures remain in effect in accordance with federal and state requirements and the provisions of the existing force protection level.

(JCoS)

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

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