



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
Major General
The Adjutant General

TAG POLICY LETTER 04-5

1 October 2004

LEGISLATIVE AND EXECUTIVE BRANCH INQUIRES

1. **PURPOSE:** To establish the policies and procedures for the handling of correspondence with Members of Congress and other governmental officials from the New Jersey Department of Military and Veterans Affairs (DMAVA).
2. **APPLICABILITY:** The procedures delineated herein apply to the New Jersey National Guard as well as all state offices and agencies of the New Jersey Department of Military and Veterans Affairs to include the New Jersey Veterans Memorial Homes, NJ Veterans Transitional Housing Program, BG Doyle Cemetery, Veterans Programs, NJ Challenge Youth Program, NJ Naval Militia and State Guard, and Joint Force Headquarters (all ARNG and ANG units).
3. **REFERENCES:**
 - a. Department of Defense (DOD) Directive 7050.6
 - b. Army Regulations (AR) 20-1 and 600-20
 - c. Secretary of the Navy Instruction 5370.B, Para 6
 - d. Air Force Instruction (AFI) 90-301
 - e. TAG Policy Letter 02-9
4. **OBJECTIVE:** To ensure that responses to government officials are handled promptly, professionally, and in consonance with established DMAVA goals.
5. **RESPONSIBILITIES:** The Director, Government Relations (DGR) is responsible for the overall coordination of responses to governmental inquiries. In all matters involving governmental officials, the DGR will communicate with the appropriate officials. The Deputy Commissioner for Veterans' Affairs (DCVA), Assistant Commissioner (AC), Chief of Staff Army (CoS-Army), and Chief of Staff Air (CoS-Air/ESSO) are responsible for the handling of all requests for information from the DGR that fall within their area of responsibility. In those cases where an inquiry deals with a matter under investigation by the The Adjutant General - Inspector General (TAG-IG), that office will respond directly to the requesting official.

6. PROCEDURES:

a. **All inquiries** received by any entity of DMAVA from a Member of Congress, State Legislature, Foreign Government, or other governmental official(s) that involve Military Personnel, Federal Military Technicians, Department of the Army Civilians, Department of the Air Force Civilians, or employees of DMAVA will be forwarded to the DGR. The Office of Government Relations will respond to all matters not involving the IG. This response will be made directly unless further information is needed. In this case, a letter will be forwarded to the requester acknowledging receipt of the inquiry and indicating that the issue is being researched. Subsequently, a "Referral Cover Sheet" (Appendix A) and background data will be forwarded to the DCVA, AC, CoS-Army, or CoS-Air/ESSO as appropriate for further investigation. The requested information is due ten working days after the package is forwarded. If the response is not completed by then, an Interim Progress Review (IPR) will be transmitted to the DGR and include the anticipated completion date. Subsequent IPRs will be due every two weeks thereafter.

b. The DGR will contact the TAG-IG to ascertain if the matter at hand is under investigation. If the complaint has already been logged into an Inspector General Database, the complaint will be turned over to the IG Office for adjudication and response. If the complaint has not been logged into an IG database, the DGR will handle the response to the requesting party.

c. The IG will notify the DGR by memorandum when assuming responsibility for a matter that is under investigation. The DGR will notify the requester in writing that the IG is investigating the matter and that office will provide a response. Following the final response to the requesting official, the TAG-IG will provide a memorandum to the DGR advising that the case is closed and/or a final response has been made.

d. All intradepartmental communications should be transmitted via e-mail when possible.

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, A2, B, C, D, E, F

Appendix A

NJ DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

OFFICE OF GOVERNMENT RELATIONS
TEL: 609-530-6893 FAX: 609-530-7109

REFERRAL COVER SHEET

TO: DCVA_____ AC_____ CoS-Army_____ CoS-Air_____

DATE _____

CONSTITUENT NAME: _____

GR FILE #: _____

REQUESTED BY: _____

COMMENTS:

SUSPENSE DATE: _____