



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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*Major General*  
*The Adjutant General*

**TAG POLICY LETTER 07-6**


**11 December 2007**

**SCHEDULED DAY OFF**

1. The Department's Scheduled Day Off (SDO) program is modified to better meet the needs of our customers: the veterans and citizens of New Jersey as well as the traditional members of the Army and Air National Guard. Until now there has been a "skeleton crew" in most NJDMVA offices on SDO's and multiple SDO schedules in use. In order to conserve energy and reduce spending, all DMAVA personnel in a given facility will have the same SDO which will be a Friday.
2. This policy applies to all employees of NJDMVA who participate in the SDO program, to include the full-time military, state, and federal technician employees of the Department.
  - a. Operational necessities dictate that employees of our 24 hour facilities (The Veterans Memorial Homes, Veterans' Haven, Youth Challenge Academy and the State Veterans Cemetery) are specifically excluded from the SDO Program.
  - b. All SDO's will be on Fridays. For DMAVA state employees other than those assigned to military units, it will be the Second Friday of the pay period. For reasons detailed below, the military components Chiefs of Staff will have the flexibility to employ a floating Friday as long as there is only one SDO per pay period and as long as the criteria in paragraphs c and d are met.
  - c. Army and Air National Guard units will not have an SDO before their scheduled Unit Training Assembly (UTA) weekend. Due to operational requirements, not all units will have UTA's on the same weekend; therefore, as stated above, each component COS will have the flexibility to employ a floating SDO for assigned federal and state employees.
  - d. In order to maximize energy savings, SDO's for federal employees will be scheduled in conjunction with federal holidays to achieve four-day weekends. Whenever possible state employees will try to maximize four-day weekends as well.
3. Scheduled Days Off will only be Fridays. When the Friday SDO coincides with a federal or state holiday, the Thursday prior will be the SDO.

4. Employees who work at the Lawrenceville complex who do not participate in the SDO program will report to HSCOE for work. All other personnel will report to their assigned alternate location.
5. Once assigned to an SDO, employees' SDO schedules will not be changed to accommodate personal purposes or to temporarily cover an area of responsibility. Managers cannot change an individual's SDO schedule with less than 2 weeks notice unless the employee agrees to the change. Except at the facilities indicated above, (Paragraph 2a,) all new employees are automatically enrolled into the SDO program as a condition of employment.
6. For state employees, biweekly work schedules will reflect longer workdays during the 5-day workweek and shorter workdays during the 4-day SDO workweek.
7. For federal technician and AGR military employees, work schedules will continue the 5/4x9 rules. To further maximize energy savings, the non-SDO Friday will be the eight hour workday. This will result in every Friday being either an SDO or an eight hour day.
8. This policy is effective 6 January 2008.
- 9. *The Adjutant General reserves the right to alter or modify the SDO schedule based on the needs of the organization.***

(DCVA)

  
GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

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