



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

JON S. CORZINE  
*Governor*  
*Commander-in-Chief*

☆☆  
GLENN K. RIETH  
*Major General*  
*The Adjutant General*

**DEPARTMENTAL BULLETIN NO. 6**

**11 June 2007**

**USE OF DMAVA POOL VEHICLES**

1. This bulletin applies to all State employees located at the Department of Military and Veterans Affairs (DMAVA) Headquarters complex in Lawrenceville. The information contained in this bulletin further supplements Department Bulletin No. 2 dated 31 Mar 06 and Department Directive No. 451 dated 16 Mar 05.
2. Due to significant reductions in DMAVA pool vehicles, dispatch of State vehicles will be limited to a 3-day maximum period and must be turned in by COB on Friday. State vehicles will not be kept over the weekend. Long-term dispatch of vehicles is no longer an option. Submission of Vehicle Request Form will be completed 24 hours in advance and/or at time of dispatch in the case of emergency requirements. Requests for vehicles for periods longer than 3 days must be requested in writing through the employee's Division Director with detailed travel requirements (e.g. training course in Iselin, NJ, 5 days, 12-17 May, etc.). Please note that individually assigned vehicles are only assigned with the approval of the TAG/DAG/DCVA for those individuals who work offsite the majority of the work week; long-term dispatch of pool vehicles is not intended to augment this practice.
3. Prior to requesting a vehicle from the DMAVA vehicle pool, employees should first check with their Division Director to see if the Division vehicle is available. (Division Directors will retain priority of use for their assigned vehicles.) If a Division vehicle is not available, the employee should then request a department pool vehicle. If no vehicles are available at the time of request, a certificate will be issued confirming non-availability. The requestor will then be authorized to submit mileage and toll expenses for use of personal vehicle. Please note in assigning pool vehicles priority will be given to those individuals traveling the furthest distance.
4. It is the responsibility of the driver to clean all debris from the vehicle and return with at least a half-full tank of gas. The driver must also enter mileage and trip information in the vehicle log book before returning the vehicle. State vehicles must be parked in the second lot behind the DMAVA Headquarters building. Mechanical problems should be reported immediately to the Department Vehicle Coordinator, Edward Turrian.

5. Questions or inquiries concerning this bulletin should be addressed to the IASD Division Director, Mr. David S. Snedeker at 609-530-6727 or email [david.snedeker@njdmava.state.nj.us](mailto:david.snedeker@njdmava.state.nj.us)

OFFICIAL:

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

A handwritten signature in black ink that reads "David S. Snedeker". The signature is written in a cursive style with a long horizontal stroke at the end.

DAVID S. SNEDEKER  
Chief Information Officer  
Director, Information and Administrative  
Services Division

Encl

DISTRIBUTION: A, A1, S: IASD-RALV (20)



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DATE \_\_\_\_\_

**INTEROFFICE MEMORANDUM**

**TO: 1SG (Ret) Edward Turrian-IASD-ASB-RALV**

**SUBJECT: Vehicle Dispatch Request**

**1. Request dispatch of IASD Pool Vehicle:**

a. Sedan \_\_\_\_\_ Van (7) Passenger \_\_\_\_\_ Wagon \_\_\_\_\_

b. Vehicle requested for period of:

From \_\_\_\_\_ To \_\_\_\_\_

Destination \_\_\_\_\_

Requested dispatch time \_\_\_\_\_

c. Vehicle ( will/ will not ) be required for overnight or weekend use.

**2. Vehicles will be dispatched based on distance of commute and order received.**

**3. Vehicle must be signed out within one (1) hour of dispatch time or request will be canceled.**

**4. Was Director's Vehicle or Division Pool Vehicle available? \_\_\_\_\_**

Name of Driver \_\_\_\_\_

Division \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature of Driver \_\_\_\_\_

\*\*\*\*\*

Vehicle available \_\_\_\_\_

Vehicle not available \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_