



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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DEPARTMENTAL BULLETIN NO. 10-08

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PERSONAL COMPUTER & RELATED ELECTRONIC EQUIPMENT POWER MANAGEMENT ENERGY SAVINGS (IASD-ISB)

1. This Bulletin applies to all employees, offices, tenants, lessees, contractors and agencies of the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding Power Management Energy Savings for Personal Computer (PC) and related electronic equipment within departmental facilities
2. Per previous electronic correspondence, effective immediately all DMAVA staff members assigned computers and/or laptops with separate monitors are required to physically “power down” / “turn off” their individual PC’s, monitors and any other peripheral equipment at the close of each business day.
3. All state network users who are permanently assigned a state-owned laptop computer for individual use should continue to comply with the content in the current Departmental Directive No. 25.2.5 COOP/COG POLICIES & GUIDELINES FOR STATE LAPTOP USERS (IASD-ISB) , dated 1 August 2008 and remove their laptops from the work site on a daily basis, or during any extended absence from the office as part of the department’s COOP/COG operations plan.
4. In addition, all divisions / directorates and offices are to insure that any printers, photocopiers, televisions, radios, audio / visual, VTC and all similar electronic equipment within their areas of operation are shutdown, powered off, and /or unplugged on a daily basis during non-duty hours. This includes physically turning off any power strips and surge protectors that are accessible.
5. The only exceptions to this policy are as follows:
 - a. Direct care computers that are employed for clinical use on a 24 hour basis in our long term care facilities and/or other 24 x 7 operations (i.e. Veterans Haven, etc...)
 - b. Security systems equipment (both video and alarms) and their related computers

****This Departmental Bulletin supersedes DB 09-07, 15 September 2007***

- c. Homeland Security computers that are employed for use on a 24 hour operational basis (when JOC is active).
 - d. Emergency notification systems (Communicator) and their related equipment.
 - e. All critical operational servers.
 - f. All building key card access systems and their related computers.
 - g. Employee time and attendance systems and their related computers.
 - h. ISDN secure communications equipment (STU /STE).
 - i. ISDN Circuit - NT3 Telecommunications Equipment for phone bridges or video systems
 - j. PBX phone switch and related telecommunications equipment,
 - k. All data / telco circuits, routers, network switches, network servers and related network infrastructure equipment.
 - l. All facsimile machines including Xerox Multi Function printer\scanner\copier\fax machines (these devices will be placed in energy save mode at the end of each duty day).
5. This measure is being instituted as a power consumption management and energy saving initiative on a department wide basis. Although we employ energy star efficient equipment and have power saver standby settings, powering off of all non-essential equipment on a daily basis will contribute significantly to the departments overall energy reduction goals.
6. Commanders, Directors, Managers and Supervisors within all DMAVA facilities and offices will insure that all employees comply with this policy.
7. Questions or inquiries concerning this bulletin should be addressed to the Information and Administrative Services Division – Information Services Bureau at (609) 530-7116 or via email CSC@njdmava.state.nj.us

OFFICIAL:



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