



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

CHRIS CHRISTIE  
Governor  
Commander-in-Chief

☆  
MICHAEL L CUNNIFF  
Brigadier General  
Acting Adjutant General

DEPARTMENTAL BULLETIN NO. 01-12\*

05 January 2012

**OFFICE CALENDARS (IASD)**

1. This bulletin is issued to notify all DMAVA employees of the ongoing policy concerning the procurement and issue of calendar products from the Department of Treasury, Division of Purchase and Property, Distribution and Support Services. As part of the statewide initiative to reduce costs, this Department no longer supports the purchase of office or appointment calendars. All offices are directed to plan accordingly and maximize their use of electronic calendars and calendar software.
2. The Department of Treasury, Division of Purchase and Property, has determined that given the current budget austerity and the universal availability of on-line calendars and calendar software, it is inappropriate for the State to encourage continued use of paper calendars. Therefore, DMAVA State Supply Room will not be taking orders nor stocking the usual calendar items for calendar year 2012. The discontinuance of these items will result in a statewide savings of \$180,000 annually.
3. All offices are requested to comply with the above policy. Any request for exemption to this policy are to be made in writing and directed to the Chief Information Officer / Director of Information and Administrative Services, Attn: CIO, NJ Dept of Military and Veterans Affairs, 101 Eggert Crossing Road, Lawrenceville, NJ 08648
4. Any questions concerning this bulletin should be directed to the Chief, Administrative Services Bureau at telephone 609-530-6898 or [Mark.Preston@njdmava.state.nj.us](mailto:Mark.Preston@njdmava.state.nj.us).

OFFICIAL:

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

MICHAEL L. CUNNIFF  
Brigadier General, NJANG  
Acting Adjutant General

\* This Departmental Bulletin supersedes Departmental Bulletin 09-08 of 28 October 2008.

DISTRIBUTION: A, D, E, F