



## State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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Lieutenant Governor

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JEMAL J. BEALE  
Brigadier General  
The Adjutant General

DEPARTMENTAL BULLETIN NO. 19-02\*

1 February 2019

### OFFICE CALENDARS (IASD)

1. This Bulletin is reissued to remind all DMAVA employees of the ongoing State 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, DMAVA 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 and the universal availability of on-line calendars and calendar software, it is inappropriate for the State to encourage the continued use of paper calendars. Therefore, the DMAVA State Supply Room will not take orders, nor stock, the usual calendar. The discontinuance of these items will result in a Statewide savings of at least \$180,000 annually.
3. All offices are requested to comply with the above policy. Any request for exemption to this policy is to be made in writing and directed to:

NJ Department of Military and Veterans Affairs  
Attn: IASD (Director/CIO)  
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@dmava.nj.gov](mailto:Mark.Preston@dmava.nj.gov).

OFFICIAL:

JEMAL J. BEALE  
Brigadier General, NJARNG  
The Adjutant General

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**\* This Departmental Bulletin supersedes Departmental Bulletin 05-16, dated 03 March 2016.**

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