



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 DIRECTIVE
NO. 332.1*

19 June 2006

TEMPORARY AND PERMANENT ISSUE OF FLAGS

- 1. PURPOSE:** This Directive prescribes the policy and procedure for request of permanent or temporary issue of flag(s), flag staffs and flag stands.
- 2. APPLICABILITY:** This directive applies to all offices and agencies of the New Jersey Department of Military and Veterans Affairs and units of the NJ Army and Air National Guard.
- 3. RESPONSIBILITY:** The Bureau Chief, Information and Administrative Services Division - Administrative Services Bureau (IASD-ASB), shall have the responsibility for the effective management of flags, flag staffs and flag stands issued by the Department of Military and Veterans Affairs (DMAVA).
- 4. PROCEDURES:**
 - a. Temporary issue:**
 - (1) Flags may be acquired for temporary use for various New Jersey National Guard or DMAVA functions or activities.
 - (2) Request for temporary use of flag(s), flag staffs and flag stands must be submitted to the Department of Military and Veterans Affairs (DMAVA), Attn: Chief, IASD-ASB.
 - (3) Request for Issue of Flag(s), Form 332 (Figure 1), must be submitted NLT 30 days prior to requested issue date.

**** This Directive supersedes Departmental Directive 332.1, dated 10 March 2006.***

- (4) Request for flag(s), flag staffs and flag stands must include:
 - (a) Type of flag(s) required (US/State, General Officer, Service, etc.).
 - (b) Date(s) flag(s), flag staffs and flag stands are to be used.
 - (c) Date flag(s), flag staffs and flag stands will be returned.
 - (d) Type of activity or function where flag(s) will be displayed.
 - (e) Name and telephone number of person responsible for pickup and return of flag(s), flag staffs and flag stands.
- (5) Individual picking up flag(s) will be required to sign a DMAVA Hand Receipt (Form 332) (Figure 1) upon pickup of flag(s), flag staffs and flag stands. Failure to return all items will result in actual cost for replacement to be charged to the individual who signed for the equipment.
- (6) Flag(s), flag staffs and flag stands must be returned on specified date.
- (7) Flag(s) must be rolled on flag staff or inserted in flag case.
- (8) Flag staffs, flag stands and/or other supplies or equipment must be returned with flag(s).
- (9) Individual who signed for flag(s), flag staffs and flag stands is responsible to return flag(s), flag staffs and flag stands as specified on DMAVA Form 332 (Figure 1). Failure to return will result in actual cost for replacement to be charged to the individual who signed for the equipment.
- (10) Temporary issue of flag(s), flag staffs and flag stands must be approved by Chief, Administrative Services Bureau.

b. Permanent issue

- (1) Flags may be acquired for permanent use for various New Jersey National Guard facilities and DMAVA functions or activities.
- (2) Request for permanent issue of flag(s), flag staffs and flag stands must be submitted to:

Department of Military and Veterans Affairs
Attn: 1SG (Ret) Edward Turrian - IASD-ASB-RALV
P.O. Box 340
Trenton, NJ 08625

(3) DMAVA Form 332, Request for Issue of Flag(s), (Figure 1), must be submitted NLT 30 days prior to requested issue date.

(4) Request for flag(s), flag staffs and flag stands must include:

(a) Type of flag(s) required;

(b) Type of activity or function where flag(s) are to be displayed;

(c) Name and telephone number of person responsible for pickup of flag(s), flag staffs and flag stands;

(5) Person picking up flag(s) will be required to sign the Request for Issue of Flag(s) Form 322 upon pickup of flag(s), flag staffs and flag stands.

(6) Permanent issue of flag(s), flag staffs and flag stands must be approved by F/IASD-ASB.

c. New Jersey State Flags

(1) A New Jersey State flag, meeting the indicated specifications as to size and material, with or without staff, will be issued free of charge when so ordered by The Adjutant General (TAG).

(2) Upon receipt from a Commander of a New Jersey Armed Forces Post, Base or Major Unit, and upon approval of the request by TAG, a New Jersey State flag of suitable size will be sent on a one-time basis.

(3) Requests for a New Jersey State flag received from military personnel other than specified in paragraph c.(2) will be rejected and returned to the sender with an explanation that only requests from Commanders will be honored.

(4) Military units from the state of New Jersey on active duty outside CONUS will, upon their request, be issued a New Jersey State flag free of charge. Only one New Jersey flag shall be issued to a National Guard unit on active duty outside CONUS.

(5) Other veterans', civic, fraternal, scouting and similar organizations requesting a New Jersey State flag will be informed by return mail that due to budgetary limitations, such flags cannot be issued free of charge. DMAVA may make available to these organizations the names and telephone numbers of commercial firms that have flags available for purchase.

(6) Requests from other State agencies will be returned providing guidance on procedures to purchase flags from the State Distribution Center, Department of Treasury or other commercial vendors.

The proponent of this Directive is the Information and Administrative Service Division, Administrative Services Bureau. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: IASD-ASB, PO Box 340, Trenton, NJ 08625-0340

OFFICIAL:



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

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, A2, B, C, D, E, F

1 Encl

REQUEST FOR ISSUE OF FLAG(s)

PRINT NAME _____ RANK _____ TITLE _____
LAST FIRST MI

ORGANIZATION, FUNCTION OR ACTIVITY _____

REQUEST DATE - - TEMPORARY ISSUE DATES (FROM - - (TO) - - PERMANENT ISSUE

FUNCTION OR ACTIVITY WHERE FLAG(s) ARE TO BE DISPLAYED _____

FLAG(s) REQUESTED 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	6 _____ 7 _____ 8 _____ 9 _____ 10 _____	FLAG STAFF(s) _____ FLAG STAND(s) _____ OTHER _____ _____ _____
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TELEPHONE NUMBER (____) ____ - _____
SIGNATURE _____

FLAG(s), FLAG STAFF(s), FLAG STAND(s) ISSUED TO

PRINT NAME _____ RANK _____ TITLE _____

A. I AGREE TO RETURN FLAG(s) AND ALL EQUIPMENT ON DATE SPECIFIED
 FLAG(s) MUST BE ROLLED ON FLAG STAFF(s) OR REPLACED IN FLAG CASE(s)

TELEPHONE NUMBER (____) ____ - _____
SIGNATURE _____

FOR DMAVA OFFICE USE ONLY

APPROVED _____ DATE ____ - ____ - ____ ISSUE DATE ____ - ____ - ____ RETURN DATE ____ - ____ - ____

(Figure 1)