



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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CHRIS CHRISTIE  
Governor  
Commander-in-Chief

☆  
MICHAEL L. CUNNIFF  
Brigadier General  
The Adjutant General

**TAG MEMORANDUM 13-11 \***

**16 December 2011**

**MEMORANDUM FOR:** SEE DISTRIBUTION

**SUBJECT:** DELEGATION OF SIGNATURE AUTHORITY (IASD)

1. **PURPOSE:** This memorandum establishes policy for the delegation of signature authority within the New Jersey Department of Military and Veterans Affairs.
2. **APPLICABILITY:** This policy is applicable to all NJDMAVA staff offices and Headquarters New Jersey Army and Air National Guard.
3. **REFERENCES:**
  - a. AR 25-30, "The Army Publishing Program;"
  - b. AR 25-50, "Preparing and Managing Correspondence;"
  - c. AFMAN 33-326, "Preparing Official Communications;"
  - d. NJDMAVA Commissioner's Correspondence Guide.
4. **DEFINITION:** Correspondence is defined as: a letter, endorsement, memorandum, memorandum for record, report, meeting minutes, staff study, forms, contracts or agreements. It does not include standard publications, periodicals, administrative orders, format for special reports, operations plans, or electronically transmitted messages (releaser).
5. **RESPONSIBILITIES:**
  - a. The Adjutant General (TAG) will sign correspondence on matters which statutorily require his/her signature and other types of correspondence as may be directed.
  - b. The Commander New Jersey Air National Guard will sign correspondence on matters which statutorily require his/ her signature and other types of correspondence as may be directed.

*\* This Memorandum supersedes TAG Memorandum 7-10, dated 1 July 2010 .*

c. The Deputy Commissioner for Veterans Affairs (DCVA) will sign correspondence on matters relating to Veterans Affairs as required by statutes, laws or regulations, or as may be directed.

d. The Chief of the Joint Staff will review all requests for signature authority and recommend approval to The Adjutant General if applicable.

e. The Chief of the Joint Staff will sign all JFHQ correspondence requiring subject coordination of NJARNG and NJANG components, correspondence affecting joint policy, standard publications, periodicals, administrative orders, joint bulletins and special reports.

f. The Chief of Staff - Army will sign all NJARNG correspondence requiring subject coordination of two or more staff elements, correspondence affecting NJARNG policy, standard publications, periodicals, administrative orders, Army bulletins and special reports.

g. The Chief of Staff – Air/DOS will sign all NJANG correspondence requiring subject coordination of two or more staff elements, correspondence affecting NJANG policy, standard publications, periodicals, administrative orders, Air bulletins and special reports.

h. The Director, Information and Administrative Services Division will sign all departmental correspondence requiring subject coordination of two or more staff elements, correspondence affecting departmental policy, standard publications, periodicals, administrative orders, departmental bulletins and special reports.

i. The J1-Human Resources Officer will manage and sign correspondence relating to federal technician and AGR, manpower, personnel, or management matters.

j. The State Human Resources Director will manage and sign correspondence relating to state employee, manpower, personnel, or management matters.

k. The United States Property and Fiscal Officer (USPFO-NJ) will sign official communications directly related to the day-to-day operational matters of federal funds and property in support of the National Guard of New Jersey.

## **6. PROCEDURES FOR DELEGATION OF SIGNATURE AUTHORITY**

a. Requests for delegation of signature authority will be prepared in a letter and will be submitted to the Director, Information and Administrative Services Division, for review by the Chief of the Joint Staff and approval by The Adjutant General. Each request must **specify the types of correspondence** for which signature authority is required.

b. Signature authority may be delegated to the incumbent of the following positions upon their request and with a recommendation to TAG by the Chief of the Joint Staff.

- (1) Commander New Jersey Air National Guard, Chief of the Joint Staff, Assistant Adjutant General-Army, Deputy Commissioner for Veterans Affairs, Chief of Staff-Army, Chief of Staff-Air/DOS, Executive Officer to the Adjutant General, Joint Director of Military Support (JDOMS), Inspector General, J1-Human Resources

Officer, United States Property and Fiscal Officer, Public Affairs Officer, State Army Aviation Officer, MSC Commanders and State / Federal Division Directors.

- (2) Bureau/Branch Chiefs, and others, in accordance with Paragraph 6.a. and b., and at the discretion of the respective Division Director, whose duty assignment or specific position are the means by which an individual is empowered with the authority to authenticate correspondence.

c. When an individual who has been delegated signature authority expects to be absent from a duty position for an extended period of time, another individual may be designated to sign correspondence. This delegation must be in writing and the method of signing correspondence will be as described in paragraph 7.b.2. below. Further delegation is prohibited.

**7. SIGNATURE BLOCK / AUTHORITY LINE**

**a. SIGNATURE BLOCK COMMAND STAFF**

- (1) The signature block of The Adjutant General is as follows:

MICHAEL L. CUNNIFF  
Brigadier General, NJANG  
The Adjutant General

- (2) The signature block of the Deputy Commissioner for Veterans Affairs is as follows:

RAYMOND L. ZAWACKI  
Deputy Commissioner for Veterans Affairs

- (3) The signature block of the Chief of the Joint Staff is as follows:

JAMES J. GRANT  
Brigadier General, NJARNG  
Chief of the Joint Staff

**b. SIGNATURE BLOCK WITH AUTHORITY LINE**

- (1) The signature authority line “FOR THE ADJUTANT GENERAL” is to be used only when an individual has been granted specific written delegation of signature authority on behalf of the Adjutant General. In addition this format will only be used when mandated by higher headquarters regulatory or policy guidance. All other department correspondence will use the “OFFICIAL” line in publications.

- (2) The signature block/authority line for correspondence signed by authorized individuals is as follows:

FOR THE ADJUTANT GENERAL:

JOHN J. DOE  
LTC, FA, NJARNG  
Director of Logistics

- (2) Sample signature in the absence of:

FOR THE ADJUTANT GENERAL:

*John J. Smith*  
*for* JOHN J. DOE  
LTC, FA, NJARNG  
Director of Logistics

c. **SIGNATURE BLOCK WITH OFFICIAL LINE**

- (1) Format for official Departmental publications:

OFFICIAL:

MICHAEL L. CUNNIFF  
Brigadier General, NJANG  
The Adjutant General

JOHN Q. PUBLIC  
Chief Information Officer  
Director, Information and Administrative  
Services Division

- (2) Sample signature in the absence of:

OFFICIAL:

MICHAEL L. CUNNIFF  
Brigadier General, NJANG  
The Adjutant General

*John J. Doe*  
*for* JOHN Q. PUBLIC  
Chief Information Officer  
Director, Information and Administrative  
Services Division

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8. **COMMENTS:** Questions concerning applicability or procedures contained in this memorandum should be addressed to the office of the Director, Information and Administrative Services.

The proponent of this regulation is the Information and Administrative Services Division-Administrative Services Bureau (IASD-ASB). Users of this TAG Memorandum are invited to send comments and suggested improvements to NJDMAVA, ATTN: IASD-ASB, PO Box 340, Trenton, NJ 08625-0340.



MICHAEL L. CUNIFF  
Brigadier General, NJANG  
The Adjutant General

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