



**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. 310.1\***

**1 July 2006**

**Office Management**

**OFFICE SYMBOLS FOR THE NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

1. **PURPOSE**: This directive prescribes the Standard Functional Address Symbol System for the New Jersey Department of Military and Veterans Affairs (NJDMAVA).
2. **APPLICABILITY**: Pertains to all full time NJDMAVA activities, and certain New Jersey National Guard (NJNG) Commands.
3. **OBJECTIVES**: To ensure each full time directorate and staff element of NJDMAVA, including certain NJNG Commands, have functional address symbols assigned in order to facilitate delivery of all communications.
4. **RESPONSIBILITY**: The Director, Information and Administrative Services Division (IASD) has the responsibility to assign functional address symbols for the Department. All existing directorates and principal staff elements have been identified (see Appendix A) and assigned functional address symbols. When necessary to change a functional address symbol, the directorate or staff agency shall forward the proposed recommendations to this Department, ATTN: Director, IASD, for coordination and approval.
5. **PROCEDURES**: Symbols at Appendix A will be identified on all communications originating with the full time directorate/staff elements of the New Jersey Department of Military and Veterans Affairs. They should also be used in the attention element of the address block when forwarding correspondence and mail to this Department. Directorate/staff should also use these symbols in the return address of their mail envelopes to facilitate return of same and appropriate charge backs.

\*Supersedes Departmental Directive No 310.1 dated 1 May 2004.

This directive updates the Standard Functional Address Symbol System for major activities of the Department. The proponent office for this Directive is the Director, IASD, NJDMAVA. Users are invited to send comments for improvements to NJDMAVA, ATTN: IASD, 101 Eggert Crossing, Lawrenceville, NJ 08648.

OFFICIAL:

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General



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

Appendix A - Functional Reference Symbols

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

**APPENDIX A****FUNCTIONAL REFERENCE SYMBOLS  
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS****OFFICE OF THE ADJUTANT GENERAL**

The Adjutant General	TAGNJ
Deputy Commander-Joint Force Headquarters	DC-JFHQ
Army Recruiting and Retention	ARR
Chief of Staff-Army	CofS-Army
Chief of Staff-Air	CofS-Air
Command Chief Warrant Officer	CCWO
Command Sergeant Major	CSM
Command Chief Master Sergeant	CCM
Inspector General	TAGNJ-IG
Legal Advisor to The Adjutant General (State)	TAGNJ-JA-S
Legal Advisor to The Adjutant General (Federal)	TAGNJ-JA-F
Senior Army Advisor	SRAA
United States Property and Fiscal Office	USPFO
Administrative Office	USPFO-A
Data Processing Center	USPFO-DPC
Internal Review	USPFO-IR
Comptroller	USPFO-C
Comptroller Budget	USPFO-CB
Comptroller Fiscal	USPFO-CF
Comptroller Military Pay	USPFO-C-MP
Comptroller Customer Service Representative	USPFO-C-CSR
Comptroller Voucher Examination	USPFO-C-VE
Purchasing and Contracting Division	USPFO-PC
Supply and Services Division	USPFO-SSD
Customer Service Rep	USPFO-SSD-CS
Property Management Branch	USPFO-SSD-PM
Materiel Management Branch	USPFO-SSD-MM
Warehouse Branch	USPFO-SSD-W
Transportation Division	USPFO-SSD-T
Central Issue Facility	USPFO-SSD-CIF
G8 Directorate of Material Program Execution And Joint Material Requirements	G8

Assistant Adjutant General, Army	AAG-ARNG
Commander, 254 <sup>th</sup> Regiment (CA)	254RGT-CDR
Regional Training Site Maintenance	254RGT-RTSM
Distance Learning Program	AAG-DLP
Safety	AAG-S
Joint Training & Training Development Center	AAG-JT2DC
Commander	AAG-JT2DC-CDR
Executive Officer	AAG-JT2DC-XO
Command Sergeant Major	AAG-JT2DC-CSM
Director, Personnel Branch	AAG-JT2DC-PB
Director, Support Branch	AAG-JT2DC-SPT
Director, Battle Staff Training Branch	AAG-JT2DC-BST
Diversity Program	AAG-DP
Youth Programs	AAG-YP

**OFFICE OF THE DEPUTY ADJUTANT GENERAL**

The Deputy Adjutant General	DAG
Deputy Executive Director, Homeland Security	HS-DHS
Chief, Emergency Preparedness	HS-CEP
Employer Support to the Guard and Reserve	ESGR
Ethics Officer	DAG-E
Family Readiness Programs	DAG-FR
Government Relations	DAG-GR
Installations Division	ID
Construction Management Bureau	ID-CMB
Design Section	ID-CMB-D
Contract Administration Section	ID-CMB-CA
Construction Inspection	ID-CMB-OCS
Facilities Management Bureau	ID-FMB
Account Management Section	ID-FMB-AM
Operational Maintenance Section	ID-FMB-OM
Energy Management Section	ID-FMB-EM
Office of Environmental Compliance	ID-OEC
Office of Real Property	ID-ORP
Property Management	ID-ORP-PM
Leasing	ID-ORP-L
Federal Real Property	ID-ORP-FRP
Equipment Maintenance	ID-ORP-EM
J1 Military Personnel Directorate	J1
Human Resources Office	J1-HRO
Equal Employment Opportunity	J1-HRO-EEO
Military Duty (AGR)	J1-HRO-AGR

Technician Management	J1-HRO-TM
Military Affairs	DAG-OMA
National Guard Training Center	NGTC
Youth ChalleNGe Academy	YCA
National Guard Militia Museum of New Jersey	NGMMNJ
Public Affairs Office	PAO
Recruiting and Retention Command	RRC

**OFFICE OF THE DEPUTY COMMISSIONER FOR VETERANS AFFAIRS**

Deputy Commissioner for Veterans Affairs	DCVA
Division of Veterans Healthcare	DCVA-DVHC
NJ Veterans Memorial Home - Menlo Park	DCVA-DVHC-M
NJ Veterans Memorial Home – Paramus	DCVA-DVHC-P
NJ Veterans Memorial Home – Vineland	DCVA-DVHC-V
Division of Veterans Services	DCVA-DVS
BG William C. Doyle Veterans Memorial Cemetery	DCVA-DVS-VC
Transitional Housing (Veterans Haven)	DCVA-DVS-VTH
State Approving Agency	DCVA-DVS-SAA
Veterans Benefits Bureau	DCVA-DVS-VBB
Veterans Service Offices	DCVA-DVS-VSO
Affirmative Action Officer	AAO
Fiscal Division	FD
Chief Financial Officer	FD-CFO
Accounting Bureau	FD-AB
Disbursement Services Section	FD-AB-DSS
Federal Accounts Services Section	FD-AB-FASS
Budget Services Bureau	FD-BSB
Budget Analyst	FD-BSB-BA
Purchasing and Contracting Services Bureau	FD-PCSB
Contracts, Purchasing & P-Cards Section	FD-CPPS
Contract Monitoring Section	FD-CMS
Human Resources Division	HRD
Employment Services & Benefits	HRD-ESB
Labor Relations	HRD-LR
Personnel Management & Recruiting Section	HRD-PMRS
Training and Development	HRD-TD

Information and Administrative Services Division	IASD
Chief Information Officer	IASD-CIO
Administrative Services Bureau	IASD-ASB
Records, Archives, Licenses & Vehicles	IASD-ASB-RALV
Mail Room	IASD-ASB-MR
Printing Support	IASD-ASB-PS
State Supply	IASD-ASB-SS
Information Services Bureau	IASD-ISB
Customer Support (Help Desk)	IASD-ISB-CS
System Administration	IASD-ISB-SA
Telecommunications Services	IASD-ISB-TS
Video and Database Management	IASD-ISB-VDM
Web Services	IASD-ISB-WS

### NEW JERSEY ARMY NATIONAL GUARD STAFF

Deputy Commander Joint Force Headquarters	DC-JFHQ
Homeland Security/Plans Directorate	JDOMS
Civil Support Team	JDOMS-CST
Counter Drug Task Force	JDOMS-CDTF
Domestic Actions	JDOMS-DOMAC
Force Protection	JDOMS-FP
Homeland Security	JDOMS-HLS
Joint Operations Center	JDOMS-JOC
Military Funeral Honors	JDOMS-DOMAC
Military Support to Civil Authorities	JDOMS-MSCA
Operation and Plans	JDOMS-OPS
State Partnership Program	JDOMS-SPP
Strategic Plans and Joint Training	J-5/7
Chief of Staff-Army	CoS-Army
Assistant Chief of Staff-Army	A/CoS-Army
Commander, Selective Service Detachment	SSD-CDR
Secretary to the General Staff	SGS
G1 Directorate of Personnel and Community Services	G1
Health Services	G1-HS
Enlisted Branch	G1-ENL
Discharges	G1-ENL-DIS
Records/SIDPERS	G1-ENL-REC/SIDPERS
REFRADs/Enlisted Actions	G1-ENL -REF/EA
STPA	G1-ENL-STPA
SRIP	G1-ENL-SRIP

Officer Branch	G1-DPCS-OFC
Boards	G1-DPCS-OFC-BDS
Records	G1-DPCS-OFC-REC
Services Branch	G1-DPCS-SVS
Education	G1-DPCS-SVS-ED
Family Support	G1-DPCS-SVS-FSP
RPAM	G1-RPAM
G2 Intelligence and Security Directorate	G2
G3 Plans, Operations and Training Directorate	G3
Mobilization Readiness Division	G3-MR
Force Integration Readiness Branch	G3-MR-FIR
State Army Aviation Office	G3-AIR-SAAO
Program Analyst	G3-AIR-PA
Safety & Occupational Health	G3-AIR-SOH
Industrial Hygiene Tech	G3-AIR-SOH-IHT
Safety Specialist	G3-AIR-SOH-SS
Aviation Safety	G3-AIR-AS
Army Aviation Support Facility, Mercer	G3-AASF1
Facility Commander	G3-AASF1-CDR
Aviation Maintenance	G3-AASF1-AM
Aviation Quality Control	G3-AASF1-QC
Aviation Safety	G3-AASF1-AS
Aviation Supply	G3-AASF1-SU
Flight Operations	G3-AASF1-OP
Army Aviation Support Facility, Lakehurst	G3-AASF2
Facility Commander	G3-AASF2-CDR
Aviation Maintenance	G3-AASF2-AM
Aviation Quality Control	G3-AASF2-QC
Aviation Safety	G3-AASF2-AS
Aviation Supply	G3-AASF2-SU
Flight Operations	G3-AASF2-OP
DET 19 Operational Support Airlift Command	G3-OSAC-19
Training Division	G3-T
Training Support Branch	G3-T-TS
Schools Branch	G3-T-S
Small Arms Readiness Team	G3-T-SART

G4	Logistics Directorate Surface Maintenance Office Installation Management Directorate Facilities Management Office Environmental Branch	G4 G4-SMO G4-IM G4-FMO G4-EB
G6	Communication/Electronics Directorate Resource Management Branch Information Operations Division Communications Branch Automation Operations Branch Network Operations Branch Information Technology Support Services Division Information Services Branch Information Technology Support Branch Systems Maintenance & Deployment Branch	G6 G6-RM G6-IO G6-IO-C G6-IO-A G6-IO-N G6-ITSS G6-ITSS-IS G6-ITSS-ITS G6-ITSS-SMD
Deputy Commander, Land Component Commander, 50th Brigade Combat Team Commander, 42nd Regional Support Group Commander, 57 <sup>th</sup> Troop Command		DC-LCC 50BCT-CDR 42RSG-CDR 57TC-CDR

**NEW JERSEY AIR NATIONAL GUARD STAFF**

Commander, New Jersey Air National Guard Assistant Adjutant General for Air Chief of Staff-Air Assistant Chief of Staff-Air Commander, 108th Air Refueling Wing Commander, 177th Fighter Wing NJANG Command Chief Master Sergeant	NJANG/CC NJANG/CS NJANG/CoS-Air NJANG/ACoS-Air 108ARW/CC 177FW/CC NJANG/CCM
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