



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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JEMAL J. BEALE
Brigadier General
The Adjutant General

TAG MEMORANDUM 18-06*

1 April 2018

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Use Fee Waivers

1. This memorandum authorizes the Department to waive fees associated with Armory Use Agreements.
2. Only the following officials can waive Armory Use Fees:
 - The Adjutant General (TAG)
 - Deputy Adjutant General (DAG)
 - Deputy Commissioner for Veterans Affairs (DCVA)
3. In order to qualify for consideration to have application, use, and Armorer overtime fees waived, the following terms and conditions must be fulfilled:
 - a. The lessee must be a community-based, non-profit program that is located in the same community as the facility they wish to utilize.
 - b. The lessee's event must be solely for the purpose of improving the local community as a whole.
 - c. Lessee events geared toward generating revenue will not have use fees waived.
 - d. Armorer overtime fees, where applicable, shall not normally be waived. This does not preclude Armorers from donating their time of their own free will. It does not preclude a waiver by the TAG due to extraordinary circumstances.
 - e. A minimum application fee of \$25.00 shall be assessed as consideration to enter into the Use Agreement. This fee will not be waived under any circumstances.
 - f. In no case shall lessee requirement to provide a certificate of insurance naming the "New Jersey Department of Military and Veterans Affairs and its employees" as additional insured be waived.

JEMAL J. BEALE
Brigadier General, NJARNG
The Adjutant General

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****This Document supersedes TAG Memo 1-09 dated 22 January 2009***