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Organization and Responsibilities

Sec. 27-20-1. Description of organization

The Military Department, in accordance with the provisions of Title 27 of the General Statutes, is responsible for the administration and operation of all classes of militia of the State of Connecticut. These classes of militia are: (1) National Guard (Army and Air); (2) Naval Militia; (3) Organized Militia and (4) Unorganized Militia. The first three classes of militia, National Guard, Naval Militia and Organized Militia, for all purposes under the General Statutes, shall be considered the armed forces of the State.

Structural organization of the Military Department, for functional purposes, is as follows:

- Business Administration Division
- Military Personnel Division
- Plans, Operations and Training Division
- Property and Procurement Division
- United States Property and Fiscal Office

The Office of Civil Preparedness is part of the Military Department under Section 28-2 of the General Statutes as amended. Rules of practice for this division are contained in Title 28 of these regulations.

The National Guard and the Naval Militia are organized and maintained as prescribed by the Department of Defense in regulations pertaining to the National Guard and the Naval Militia. When not in the service of the United States, they may be employed in part or in entirety for the defense or relief of the state in times of emergency situations.

The Organized Militia is organized under the provisions of Title 27 of the General Statutes and may be employed in the service of the state in accordance with those provisions.

(Effective March 20, 1975)

Sec. 27-20-2. Location of principal office

The headquarters of the Military Department is in the State Armory, Hartford, Connecticut. All communications should be addressed to the Office of the Adjutant General, State Armory, 360 Broad Street, Hartford, Connecticut 06115.

(Effective March 20, 1975)

Sec. 27-20-3. The adjutant general

The Adjutant General has the overall responsibility for the Military Department. The Assistant Adjutant General assists the Adjutant General and acts in his behalf during his absence. In carrying out his responsibilities, The Adjutant General, by statute and the nature of his appointment may delegate certain of his functions to a division of the department, a division chief, or an individual employee of the department.

(Effective March 20, 1975)

Sec. 27-20-4. Division of responsibilities

a. **Business administration division:** Performs all business administration functions for all activities of the department involving state funds. This includes budget preparation and management, purchasing, accounting and state employee personnel services. The division chief acts as contracting officer for the department in all cases involving state funds. The division chief also coordinates processing of fiscal

matters pertaining to state and federal functions with the United States Property and Fiscal Officer.

b. **Military personnel division:** Processes and preserves all personnel records pertaining to the armed forces of the state; issues orders, regulations, directives and other publications concerning the administration of military personnel functions of the department; maintains records and prepares statistical data for the purpose of compiling reports and returns as required by the Defense Department; receives and distributes mail and federal publications; maintains a library for the department; maintains records of organization and discharged personnel since the Revolutionary War. The claims and security section of this division processes all claims involving sickness, injury or death of personnel incurred while on military duty; processes and issues security clearances for military personnel.

c. **Plans, operations and training division:** Prepares and maintains current contingency plans for federal and state emergencies; directs and supervises operations and training of the armed forces of the state in the event of and during state emergencies; directs and supervises the training of National Guard and Naval Militia units for possible federal service.

d. **Property and procurement division:** Supervises, directs and controls construction, maintenance and operation of real property and facilities necessary for military operations; receives, issues, stores and accounts for state military supplies, equipment and custodial supplies and equipment.

e. **United States property and fiscal office:** Receives, issues and accounts for federal property to be used by the Connecticut National Guard; responsible for fiscal transactions of the Military Department involving federal funds, including federal military and civilian payrolls.

(Effective March 20, 1975)

Sec. 27-20-5. Public information

Requests for information may be addressed to The Office of the Adjutant General, National Guard Armory, 360 Broad Street, Hartford, Connecticut 06115.

(Effective March 20, 1975)