

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
33 State House Station, Augusta, Maine 04333-0033
(207) 430-6000

Inter-Departmental Memorandum

September 11, 2012

TO: All Defense, Veterans and Emergency Management Employees

FROM: Brigadier General James D. Campbell, Commissioner/Adjutant General

SUBJECT: DVEM Policy 12-02, Preparing Official Correspondence

1. This memorandum supersedes DVEM Policy 11-02, dated April 25, 2011, Subject: Preparing Official Correspondence. Unless sooner rescinded or superseded this policy will expire September 11, 2014.
2. The format used for this Inter-Departmental Memorandum is the correct format for **State** Inter-Departmental Memorandums. Directors will insert the title of their element as the third line on the letterhead.
3. The letterhead for **State** and **Civilian** correspondence that will be signed by the Commissioner is shown in enclosure 1. Maine Veterans' Services, Maine Emergency Management Agency, the Deputy Commissioner, and Maine Military Authority will insert their respective data as shown in enclosure 2.
4. The letterhead for **Military** correspondence for both **Army** and **Air** is shown in enclosure 3. Units/Wings/Squadrons will insert the title of their element in lieu of Joint Force Headquarters as well as listing their address.
5. Signature blocks for Army correspondence will be in accordance with AR 25-50, Preparing and Managing Correspondence, dated June 3, 2002 and for Air correspondence in accordance with AFM 33-326, Preparing Official Communications, current issue. Refer to enclosure 4 for sample signature blocks for the Commissioner, Deputy Commissioner, The Adjutant General, Assistant Adjutant General-Army and the Chief of Staff.

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- 4 Enclosures
1. State Letterhead
2. Director Letterhead
3. Military Letterhead
4. Command Group Signature Blocks

Brigadier General James D. Campbell
Commissioner and The Adjutant General