



**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**

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(207) 430-6000

DVEM Policy and Procedure Statement 16-01

September 1, 2016

TO: All Defense, Veterans and Emergency Management Employees

FROM: Brigadier General Douglas A. Farnham, Commissioner and Adjutant General

SUBJECT: Preparing Official Correspondence

1. This policy supersedes DVEM 12-02, dated September 11, 2012, subject as above. It is effective immediately and remains in effect until renewed or rescinded.
2. The format used for this Policy and Procedure Statement 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. State Letterhead for Civilian correspondence that will be signed by the Commissioner or Deputy Commissioner is shown in enclosure 1.
4. Military Letterhead for Army and Air correspondence is shown in enclosure 2. Each respective branch 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 Army Regulation 25-50, Preparing and Managing Correspondence. Air correspondence will be in accordance with Air Force Manual 33-326, Preparing Official Communications. Signature blocks for the Commissioner/Adjutant General; Assistant Adjutant General-Army; Command Chief Warrant Officer; State Command Sergeant Major; Army Chief of Staff; and Deputy Commissioner are shown in enclosure 3.

A handwritten signature in black ink, appearing to read 'Doug A. Farnham'.

Brigadier General Douglas A. Farnham
Commissioner and Adjutant General

3 Encls

1. State Letterhead
2. Military Letterhead
3. Signature Blocks