

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
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**Inter-Departmental Memorandum**

**January 15, 2014**

**TO:** All Defense, Veterans and Emergency Management Employees

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

**SUBJECT:** DVEM Policy 14-03, Policy on Fragrances in the Workplace

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1. This memorandum of policy is effective immediately and remains in effect until renewed or revoked.
2. **Multiple Chemical Sensitivity (MCS)**, a strong sensitivity to a number of common chemicals and odors, is becoming a familiar medical disorder. A person with MCS might have a severe reaction to something as simple as another person's perfume, cologne, hand/body cream, or hair spray, or other scent the wearer considers attractive. A person with MCS also might be made ill by the scent or traces of gasoline, solvents, fresh paint or varnish, insect spray, automobile exhaust, or any other common petrochemicals. Continued exposure to the same chemical product to which a person is sensitive can create a cumulative effect and may cause more and increasing distress or illness each time.
3. **Use of fragrances.** The Department of Defense, Veterans and Emergency Management (DVEM) requests that all employees limit the use of perfume, cologne/after-shave, hand/body lotion, hair spray and heavily scented products within all DVEM facilities. This policy also prohibits the use of scented products including air fresheners, static guard, scented candles, potpourri, nail polish (application of) and similar personal fragrance products in all DVEM facilities.
4. Point of Contact is the Deputy Commissioner at (207) 430-6000.

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Brigadier General James D. Campbell  
Commissioner and The Adjutant General