



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

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DVEM Policy and Procedure Statement 21-02

May 20, 2021


TO: All Defense, Veterans and Emergency Management Employees

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

SUBJECT: DVEM Employee Out-Processing

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1. This policy supersedes DVEM Policy and Procedure Statement 19-01, dated June 27, 2019, subject as above. Unless sooner rescinded or superseded, this policy will expire on May 31, 2023.
 2. It is the policy of the Department of Defense, Veterans and Emergency Management to formally out-process any employee who leaves their position within the Department.
 3. Supervisors are the heart of employee management within the Department of Defense, Veterans and Emergency Management. As such, you participate in the hiring process, direct employee work, and manage employee performance. It is essential you also be involved when an employee out-processes. To that end, enclosed is an Employee Exit Checklist that is to be completed by the supervisor whenever an employee leaves their position in the Department, regardless of reason. Supervisors may use their discretion concerning an exit checklist when an employee transfers to another position within the same bureau. The supervisor shall annotate the checklist appropriately and maintain a copy in the official State record files for a minimum of 1 year. A copy may be given to the employee if they request it.
 4. Questions about this policy and requirements of the exit checklist can be directed to the Deputy Commissioner at (207) 430-5997.

Encl


Major General Douglas A. Farnham
Commissioner and Adjutant General