



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

33 State House Station, Augusta, Maine 04333-0033
(207) 430-6000

DVEM Policy and Procedure Statement 21-04

May 20, 2021

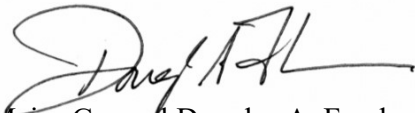
TO: All Defense, Veterans and Emergency Management Employees

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

SUBJECT: Preparing Official Correspondence

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1. This policy supersedes DVEM Policy and Procedure Statement 20-01, dated April 29, 2020, subject as above. Unless sooner rescinded or superseded, this policy will expire on May 31, 2023.
 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. 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.
 6. Signature blocks for the Commissioner/Adjutant General; Assistant Adjutant General-Army; Land Component Commander; Command Chief Warrant Officer; State Command Sergeant Major; Army Chief of Staff; and Deputy Commissioner are shown in enclosure 3.
 7. Point of Contact is Command Group at (207) 430-6000.

3 Encls


Major General Douglas A. Farnham
Commissioner and Adjutant General