



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

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(207) 430-6000

DVEM Policy and Procedure Statement 21-06

May 20, 2021

TO: All Defense, Veterans and Emergency Management Employees

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

SUBJECT: State of Maine Employee Awards and Recognition

1. This policy supersedes DVEM Policy and Procedure Statement 19-06, dated October 1, 2019, subject as above. Unless sooner rescinded or superseded, this policy will expire on May 31, 2023.
2. It is the desire of the department to properly recognize employees' hard work and dedication to duty. Regarding this, Bureau Directors and Agency heads will implement the following:
 - a. Retirements: (This does not apply to employees leaving the department for reasons other than retirement.) At a minimum the department will provide the following to each employee who retires from the State of Maine:
 - Provide a State of Maine flag flown over the Capital in honor of the retiree's service. This must be coordinated with a legislator from the district in which the employee lives. Flags will be paid for by the department.
 - Provide a Certificate of Congratulations from the Governor. This request can be made using the following link: https://www.maine.gov/governor/mills/contact/congratulatory_letter.
 - An engraved plaque delineating the employee's service to the State. Engraving services are available within the department or can be contracted.
 - The flag, certificate, and plaque will be presented to the employee at a retirement ceremony or event by a senior member of the department's administration; TAG, Deputy Commissioner, or Bureau Director. It is not required but each bureau may supplement the retirement recognition with a bureau specific token of their own design. Employees will be consulted concerning the content, timing, location, and attendance list for their retirement ceremony. Bureau Directors/Agency Heads will make every attempt to satisfy the employee's wishes.

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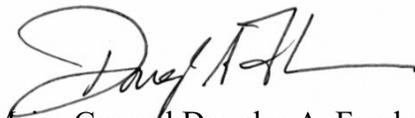
b. Awards: State employees are also eligible for several different awards.

c. Longevity: Longevity awards are determined by an employee's documented length of service. Their service is monitored by the Bureau of Human Resources who notifies the department when an employee reaches a specific milestone. Awards are given in increments of 10 years; 10-year, 20-year, 30-year and so on. Longevity awards will be formally presented to employees in a bureau forum or event that gives the employee's achievement bureau-wide exposure. An invitation to the recognition event will be sent to the Office of the Commissioner.

d. Employee/Manager of the Year: The State of Maine sponsors an annual Employee of the Year and Manager of the Year award. An employee and manager from each department or major agency within the State is recognized by the Governor. The Department of Defense, Veterans, and Emergency Management will have an opportunity to select a winner in each category. The process of nomination and selection is spearheaded by the Deputy Commissioner and final selection is by the Commissioner. This process occurs in the fall of each year. Winners and their spouse/significant other will be invited to a ceremony at the Blaine House. The ceremony will be attended by a senior member of the employee's/manager's bureau/agency and the Commissioner. The actual award will be presented by the Governor and Commissioner.

e. Commissioner Coin: Coins may be presented to employees for commendable achievement or service. Supervisors through their respective Bureau Director/Agency Heads may nominate an employee to be "coined" by the Commissioner. Nominations will be in writing, should include a narrative outlining reasons/specific accomplishment that warrants special recognition and shall be endorsed by the Bureau Director/Agency Head. Coins will be presented by the Commissioner at a time and location deemed appropriate by the Bureau Director/Agency Head and the Commissioner.

3. Point of Contact is the Deputy Commissioner at (207) 430-5997.



Major General Douglas A. Farnham
Commissioner and Adjutant General