



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

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

**DVEM Policy and Procedure Statement 24-02**

November 18, 2024

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

**FROM:** Brigadier General Diane L. Dunn, Commissioner and Adjutant General

**SUBJECT:** DVEM Employee Out-Processing

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1. This policy supersedes DVEM Policy and Procedure Statement 21-02, dated May 20, 2021, subject as above. This policy will remain in effect until rescinded or superseded. This policy applies to **STATE** employees only.
  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

A handwritten signature in black ink that reads "Diane L. Dunn".

Brigadier General Diane L. Dunn  
Commissioner and Adjutant General