



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

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

DVEM Policy and Procedure Statement 24-04

November 18, 2024

TO: All Defense, Veterans and Emergency Management Employees

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

SUBJECT: Preparing Official Correspondence

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1. This policy supersedes DVEM Policy and Procedure Statement 21-04, dated May 20, 2021, subject as above. This policy will remain in effect until rescinded or superseded.
 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; 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

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

Brigadier General Diane L. Dunn
Commissioner and Adjutant General