



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

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DVEM Policy and Procedure Statement 24-06

November 18, 2024

TO: All Defense, Veterans and Emergency Management Employees

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

SUBJECT: State of Maine Employee Awards and Recognition

1. This policy supersedes DVEM Policy and Procedure Statement 21-06, 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 This policy will remain in effect until rescinded or superseded.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. DVEM strives to recognize employees for their hard work and dedication. Bureau Directors and Agency Heads will implement the following recognition:

a. Retirements. The department will provide the following for each employee retiring from the State of Maine (excluding non-retirement departures):

- A State of Maine flag flown over the Capitol in honor of the retiree's service, coordinated with a legislator from the retiree's district. The department covers flag expenses.

- A Letter of Congratulations from the Governor, requested via this link: https://www.maine.gov/governor/mills/contact/congratulatory_letter.

- An engraved plaque highlighting the retiree's service. Engraving services can be sourced within the department or contracted.

- The flag, certificate, and plaque will be presented at a retirement ceremony or event by a senior department member (TAG, Deputy Commissioner, or Bureau Director/Agency Head). Each bureau may supplement recognition with a bureau-specific token, if desired. Employees will be consulted regarding ceremony details (content, timing, location, and attendees), and Bureau Directors/Agency Heads will strive to meet the employee's preferences.

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

- Longevity Awards Program: Employees become eligible for longevity awards after 10 years of continuous service, with subsequent awards presented in 5-year increments (e.g., 15 years, 20 years, etc.). Continuous service includes all authorized leaves of absence since the employee's last date of hire into a status-granting position. The Bureau of Human Resources monitors service duration and notifies the department when an employee reaches a milestone. Longevity awards are formally presented at a bureau forum or event to ensure bureau-wide recognition, with an invitation extended to the Office of the Commissioner for the recognition event.

- Employee/Manager of the Year: The William Twarog Employee and Manager of the Year Awards, sponsored by the State of Maine, recognize outstanding individuals from each department or major agency within the state. The Department of Defense, Veterans, and Emergency Management (DVEM) will select one employee and one manager for this honor. The nomination process, led by the Deputy Commissioner, with final selections made by the Commissioner each fall. Winners, along with a guest, will be invited to a special ceremony at the Blaine House, attended by a senior member of their bureau or agency, and the Commissioner. The awards will be presented by the Governor and Commissioner.

- Commissioner Coin Recognition Program: Coins may be awarded to employees for commendable achievements or exceptional service. Supervisors can nominate employees through their respective Bureau Director/Agency Head for this recognition. Nominations must be submitted in writing and include a detailed narrative explaining the specific accomplishments warranting special recognition. The nomination must also be endorsed by the Bureau Director/Agency Head. If approved, the Commissioner will present the coin at a time and location agreed upon by the Bureau Director/Agency Head and the Commissioner.

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



Brigadier General Diane L. Dunn
Commissioner and Adjutant General