



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS - NEW YORK  
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LATHAM, NY 12110-3514

7 OCT 2021

MNAG-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: E-mail Signature Block Policy

1. References:

a. Army Regulation 25-13, subject: Army Telecommunications and Unified Capabilities, 11 June 2017.

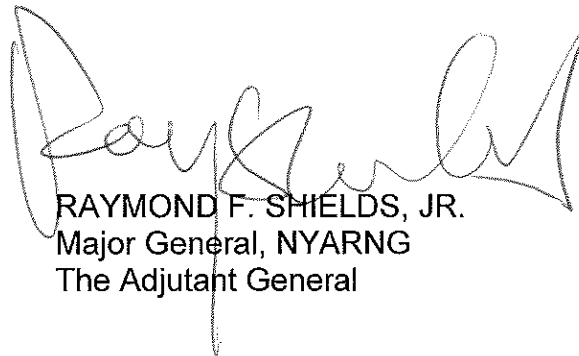
b. Air Force Manual 33-152, subject: Communications and Information, 1 June 2012.

2. Applicability. This policy applies to all users of the Department of Defense network/e-mail (.mil) for the Division of Military and Naval Affairs, the New York National Guard, and the State's Defense Forces.

3. Customized signature blocks will not contain slogans, quotes, or other personalized information as part of the individual sender's signature block on e-mails sent from your official (.mil) account.

4. Signature blocks will be used and formatted as follows:

Grade, First and Last Name  
Title  
Organization  
Office Phone Number  
Government Cell Number  
E-mail address



RAYMOND F. SHIELDS, JR.  
Major General, NYARNG  
The Adjutant General

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