



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

08 MAR 2023

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.
- b. Air Force Manual 33-152, subject: User Responsibilities and Guidance for Information Systems.

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 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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