**OUTLOOK SIGNATURE BLOCK**

**Office policy:**

* Operations personnel must list the central office number (613-992-0787) and toll free numbers (1-888-828-3626) in their signature.
* Graphics and pictures (i.e.: smiley faces, emoticons, symbols, etc.) or representations of associations / organizations one belongs to (or used to belong to) are notpermitted.
* Sayings, quotes, poetry or banners are not to be included anywhere in the signature block.
* Short disclaimer to be included at the end of the e-mail signature (see example at the end of this document).

**Discretionary items:**

* We must remain mindful of our unique position within the government as well as our arm’s length relationship with DND/CF. More specifically, we must be particularly aware of possible perception considering our constituents and their legitimate expectation for impartial treatment. For this reason, the office discourages the inclusion of former rank (for those with prior with military service), decoration notations (ie: the Canadian Forces Decoration - CD), and professional association titles or initials within the signature block.
* The abilities and achievements associated with post-secondary education are recognized by the Office but degree / certificate initials after one’s name can, at times, lead to confusion (especially when the degree earned is not related to the job being done). The inclusion of academic notations in e-mail signatures, while discouraged, will be left to individual discretion.
* You may include a link to the office website provided you use the universally accessible link (<http://www.ombudsman.forces.gc.ca>).
* Please see your Director should you require technical assistance in creating or amending your e-mail signature.

**Sample signature:**

John Smith

Investigator, Office of the Ombudsman DND / CF

Department of National Deference/ Government of Canada

Smith.J@forces.gc.ca / Tel :( 613)992-0787/ Fax :( 613)992-3167/ Toll Free: 1-888-828-3626

www.ombudsman.forces.gc.ca

Enquêteur, Bureau de l’Ombudsman MDN/FC

Ministère de la Défense nationale / Gouvernement du Canada

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Si vous avez reçu ce courriel par erreur, veuillez le supprimer et m'en aviser.