



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

MNAG-TAG

07 FEB 2024

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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EVERYONE, PLEASE ADD TITLE TO  
YOU EMAILS. THANK YOU.