

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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November 28, 2008

Bill Ritter, Jr.
Governor

Policy Title: Policy Letter Format

H. Michael Edwards
Major General
The Adjutant General

Effective Date: 15 December 2008

Summary: Provides Format for Policy Letters

Applicability: Staff Proponents of Policy Letters

Staff Proponent: Deputy Director

Supersedes: None

A. Purpose: To provide Department format for Policy Letters

(A brief statement of what the policy is about.)

B. Background: (A brief statement of what has changed or why we need the policy.)

Over the years we have had several formats for policy letters. In the past, we have used a combination of Army numbering systems and simple titles. In an effort to gain some uniformity and simplified use, this letter establishes the new single format.

C. Definitions: (Provide a brief definition of any new or uncommon terms that are introduced.

It may be that none are required, in which case enter "None".)

D. Policy:

1. Effective 15 December 2008 all new policies and revisions of old policies will use this format.
2. An existing policy need not be changed just to update format.
3. Choose a clear short title like "Travel" or "Time Sheets." Do not use "policy" in the title (we know it is a policy because it is a policy letter).
4. Be clear and concise—you can't anticipate every situation.
5. Coordinate drafts with other staff sections/divisions as appropriate or required.
6. No policy letter will have an effective date that is before the date of the policy letter.
7. No policy letter will go into effect until approved by the Executive Director or Deputy.

8. All policy letters, once approved, will be posted on the DMVA website and sent out via e-mail. The Department Website manager will place them on the website at the request of the Deputy's Assistant.
9. The Deputy's Assistant will maintain a book of all original policy letters and an electronic version of same.

Official:

//signed//

H. Michael Edwards
The Adjutant General

Distribution: DMVA Staff Proponents
DMVA Website