

**DEPARTMENT OF THE ARMY**

**VERMONT ARMY NATIONAL GUARD**

**JOINT FORCE HEADQUARTERS**

**789 VERMONT NATIONAL GUARD ROAD COLCHESTER, VT 05446**

OFFICE SYMBOL (10) DATE

MEMORANDUM FOR Director, Joint Staff, Joint Force Headquarters, Colchester, VT

SUBJECT: Annual Review of Joint Policy Memorandums / State level Duty Appointments

1. An annual review of (*policy memorandums) (additional duty appointments*) under this proponent Directorate/Special Staff Section has been completed.
2. The following memorandums require updating and will be drafted for staffing NLT \_\_\_\_\_\_.

(*Policy)(Additional Duty*) Memorandum # Title Dated

1. The following memorandums are current:

(*Policy)(Additional Duty)* Memorandum # Title Dated

1. The following memorandums are obsolete and the DJS Office is to remove the (*Policy/Duty appointment*) from the TAG SharePoint *Policy/Duty Appointment* libraries.

(*Policy)(Additional Duty*) Memorandum# Title Dated

1. The DJS Office will scan this annual review statement with the policy and/or duty appointment and post to the TAG SharePoint Policy and/or Duty Appointment library.

NAME

RANK, BRANCH

Title