



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
PUBLIC AFFAIRS OFFICE
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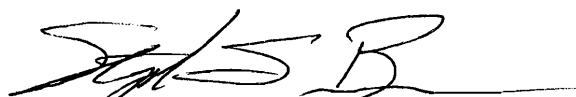
14 APRIL 2010

MEMORANDUM FOR DISTRIBUTION

FROM JFHQ-OR/PA

SUBJECT: Public Affairs Guidance Regarding Black Border Letters

1. A Black Border Letter is an announcement to all Oregon Military Department personnel in the event of a member or retired member's death.
2. Black Border Letters will be created for individuals who are; KIA, E-8 and above, O-5 and above, or at the discretion of the Chief of Joint Staff.
3. Required information to create a Black Border Letter:
 - (a) Recent photo of the deceased in .jpg format
 - (b) Date of Birth, Date of Death
 - (c) Accurate biographical data of the individual
 - (d) Cause of death
4. Creation and Distribution:
 - (a) Units are encouraged to create Black Borders Letter and distro them as needed for personnel that do not meet the above guidelines.
 - (b) Units are recommended to provide the required information for the Black Border Letter in a timely and accurate manner.
5. POC for distribution:
 - (a) Assistant to the Joint Chief of Staff, SSG Richard Wirfs;
richard.m.wirfs@ng.army.mil
 - (b) Executive Assistant to The Adjutant General, Tracy Ann Gill;
tracy.a.gill@us.army.mil
 - (c) Executive Assistant to Chief of staff Air, Terri Kroeker; Terri.kroeker@ang.af.mil
6. POC for further information about this request is the undersigned at Deputy PAO, Capt. Stephen Bomar at 503-584-3885.


STEPHEN S. BOMAR, Capt., ORARNG
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