

ARIZONA Department of Emergency and Military Affairs POLICY	POLICY LETTER NO. 10.04	
	DATE 24 Jan 25	OPR DEMA-TAG
SUBJECT: Contact with High-Level Officials	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. Applicability: This policy applies to all Department of Emergency and Military Affairs (DEMA) personnel.

2. Purpose: Ensure appropriate leadership is notified of high-level official contact.

3. References: N/A.

4. Policy:

a. Notify the appropriate leadership chain, in conjunction with the Office of The Adjutant General (OTAG), at the earliest opportunity regarding actions with any of the following individuals or their offices:


- 1) Elected or appointed public officials. (e.g., governors, mayors, cabinet members, state/federal senators, or representatives, etc.)
- 2) Military O-9s, O-10s, Adjutants General
- 3) Federal civilian equivalent to O-9, or higher. (e.g., Senior Executive Service (SES) levels 3, 2 or 1)
- 4) Foreign equivalents to any of the above

b. The following, and similar, actions require notification:

- 1) Invitation for events
- 2) Initial contact regarding a subject
- 3) Requests for information
- 4) Meetings/Visits

5. Protected Communication: Nothing in this policy is intended to nor should it be interpreted to interfere with, prohibit, or require the disclosure of a lawful communication with a Member of Congress or an Inspector General, or any other communication protected from disclosure by applicable law or regulation.

6. Administration: The point of contact for this policy is the Command Chief of Staff at 602-267-2890.


 KERRY L. MUEHLENBECK
 Major General, AZ ANG
 The Adjutant General