1. Numbered policy letters are the vehicle by which Department policies are disseminated. Policy letters cover a broad range of subjects, each one indicating TAG emphasis on a particular policy issue. Policy letters generally apply to all elements of the Department of Emergency & Military Affairs, but occasionally address issues unique to a specific activity within DEMA.

2. The Administrative Services Office is responsible for the publication of DEMA policy letters. The Office of Primary Responsibility (OPR) will draft a proposed policy letter and staff it through interested parties and present it in final draft form to the Administrative Services Office who will review it for consistency with other policies, prepare the official letter and submit it to The Adjutant General for signature.

3. As a policy letter is published, it will be distributed as indicated in paragraph 4. It is the responsibility of all recipients of policy letters to insure appropriate dissemination to all subordinate activities. The Administrative Services Office will maintain the official set of policy letters for the Department.

4. Distribution for all policy letters will be as follows:

   The Adjutant General
   Assistant Adjutant General, Army
   Assistant Adjutant General, Air
   Assistant Adjutant General, Joint
   Director, Division of Emergency Management
   Director, Division of State Activities
   Chief of Staff, AZ ARNG
   Director of Staff, AZ ANG
   Chief of Staff, Joint
   Executive Officer, ANG
   Senior Army Advisor
   Inspector General
   Chief Auditor
   Staff Judge Advocate
   State Public Affairs Office
   US Property and Fiscal Office
   State Resource Management Office
   State Purchasing Office
   Facilities Management Office
   Human Resources Office (federal)
   State Human Resources Office
   Administrative Services Officer (official copy holder)
   Commandant, Project Challenge

   JCNTF
   Commander, 91 CST
   Commander, 198 RSG
   Commander, 107 ACS
   Commander, 158 MEB
   Commander, 161 ARW
   Commander, 214 RG
   Commander, 162 FW
   Commander, 98 AVN TC
   Commander, Camp Navajo
   Commander, WAATS
   Commander, RTI
   Commander, MEDCOM
   DCSAVS
   DCS, G-6
   DCS, G-4
   DCS, G-3
   DCS, G-1
   Asst. Div. Director, AZ Emer Resp Comm
   Asst. Div. Director, Preparedness, ADEM
   Asst. Div. Director, Logistics, ADEM
   Asst. Div. Director, Operations, ADEM
   Asst. Div. Director, Recovery, ADEM

   HUGO E. SALAZAR
   Major General, AZ ARNG
   The Adjutant General

This supersedes Policy Letter 10.01 dated 16 JANUARY 2009
## APPENDIX A - DEMA DIRECTIVES

### DEMA PAM 10.1 1 February 2010

<table>
<thead>
<tr>
<th>Directive Number and Title</th>
<th>Proponent</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong> Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.1 DEMA Publications</td>
<td>DEMA/JP-P</td>
<td>1 Oct 2007</td>
</tr>
<tr>
<td>PAM 10.1 Index of DEMA Publications</td>
<td>DEMA/SA-A</td>
<td>1 Feb 2010</td>
</tr>
<tr>
<td>10.2 General Staff</td>
<td>DEMA-TAG</td>
<td>15 Feb 1995</td>
</tr>
<tr>
<td>10.3 Internal Audit Policy &amp; Procedures</td>
<td>DEMA-AU</td>
<td>2 Aug 1995</td>
</tr>
<tr>
<td>10.4 Mail Administration</td>
<td>DEMA/JP-R</td>
<td>1 Oct 2002</td>
</tr>
<tr>
<td>10.5 Vacant</td>
<td></td>
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<tr>
<td>10.6 Records Management</td>
<td>DEMA-RM</td>
<td>15 Jan 1996</td>
</tr>
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</table>

**Statutory References:**

ARS 26 DEMA
ARS 38 General Government Administration

<table>
<thead>
<tr>
<th>Directive Number and Title</th>
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<th>Date</th>
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<tbody>
<tr>
<td><strong>20</strong> Human Resources</td>
<td></td>
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<tr>
<td>20.1 State Human Resources Administration</td>
<td>DEMA/JP-P</td>
<td>1 Oct 2007</td>
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<tr>
<td>20.2 Use of Volunteers as Emergency Workers</td>
<td>DEMA/SA-A</td>
<td>16 Nov 2009</td>
</tr>
<tr>
<td>21.1 State Unit Allowance</td>
<td>DEMA-MWR</td>
<td>13 Aug 1997</td>
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<tr>
<td>22.01 Rescinded 1 Oct 2007 – replaced by Directive 20.1 State Human Resources Administration</td>
<td></td>
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<tr>
<td>25.2 Military Technician Personnel: Technician Assistance Program</td>
<td>AZAA-HRO</td>
<td>10 Dec 1996</td>
</tr>
<tr>
<td>25.5 ARNG &amp; ANG Technician Personnel: Environmental Differential &amp; Hazard Pay (EDP/HP)</td>
<td>AZAA-HRO</td>
<td>July 2001</td>
</tr>
<tr>
<td>25.6 Merit Placement Plan</td>
<td>AZAA-HRO</td>
<td>1 Oct 1998</td>
</tr>
<tr>
<td>25.7 Vacant</td>
<td></td>
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<tr>
<td>25.8 State Active Duty Administration</td>
<td>DEMA/JP-P</td>
<td>1 Oct 2007</td>
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**Statutory References**

ARS 41 State Personnel Administration
### APPENDIX A - DEMA DIRECTIVES (continued)

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<table>
<thead>
<tr>
<th>Directive Number</th>
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<tr>
<td><strong>30</strong></td>
<td><strong>Public Affairs</strong></td>
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<tr>
<td><strong>40</strong></td>
<td><strong>Finance</strong></td>
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<tr>
<td>40.1</td>
<td>Vacant</td>
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<td>40.2</td>
<td>Departmental Procurement (State)</td>
<td>DEMA/SA-D</td>
<td>1 Jun 2009</td>
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<td>40.3</td>
<td>Financial Management of DEMA Programs</td>
<td>DEMA-RMD</td>
<td>1 Dec 1997</td>
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<td>40.4</td>
<td>State Education Reimbursement (SER)</td>
<td>DEMA-RMD</td>
<td>1 Aug 1995</td>
</tr>
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<td>40.5</td>
<td>Officer's Uniform and Equipment Allowance</td>
<td>DEMA-RMD</td>
<td>1 Mar 1996</td>
</tr>
<tr>
<td>40.6</td>
<td>Arizona State Travel Procedures</td>
<td>DEMA/SA-R</td>
<td>9 May 2008</td>
</tr>
<tr>
<td>40.7</td>
<td>Fleet Fuel Card Usage</td>
<td>DEMA/SA-A</td>
<td>9 Apr 2009</td>
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</tbody>
</table>

**Statutory References**

ARS 35 State Fiscal Management

| **50**           | **Property/Facilities Management**              |             |                 |
| 50.01            | State Property Management                       | DEMA/JP-R   | 1 Apr 2001      |
| 50.02            | Real Property Planning Board                    | DEMA/JP-F   | 1 Nov 2001      |
| 50.03            | Recycle Program                                 | DEMA/JP-R   | 1 Jan 2001      |

| **60**           | **Requests for Assistance or Equipment**        |             |                 |

| **70**           | **Risk Management/Loss Prevention**             |             |                 |
| 70.1             | Loss Control Program                            | DEMA-RMG    | 1 Aug 1994      |
| 70.2             | Exposure Control Plan                           | DEMA-RMG    | 1 Aug 1994      |
| 70.3             | Facility Emergency Plan                         | DEMA-RMG    | 1 Aug 1994      |
| 70.4             | Rescinded 1 Apr 2001 – replaced by Directive 50.01 State Property Management |             |                 |

| **80**           | **Security**                                    |             |                 |
## APPENDIX B – POLICY LETTERS

DEMA PAM 10.1 1 February 2010

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<thead>
<tr>
<th>Letter Number and Title</th>
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<tr>
<td><strong>10</strong> Administration</td>
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<td>10.01 Policy Letters</td>
<td>DEMA/SA-A</td>
<td>1 Feb 2010</td>
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<td>10.02 Chain of Command</td>
<td>DEMA-TAG</td>
<td>16 Jul 2009</td>
</tr>
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<td>10.03 Official Correspondence</td>
<td>DEMA-TAG</td>
<td>1 Feb 2010</td>
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<tr>
<td>10.04 Contact with Governor's Office and Other Officials</td>
<td>DEMA-TAG</td>
<td>16 Jul 2009</td>
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<td>10.05 Solicitation in DEMA Facilities</td>
<td>DEMA/SA-A</td>
<td>1 Feb 2010</td>
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<tr>
<td>10.06 DEMA Legislative Initiatives</td>
<td>DEMA-JP</td>
<td>7 Jul 1999</td>
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<td>10.07 Proclamations</td>
<td>ADEM</td>
<td>16 Jul 2009</td>
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<td>10.08 Visits by or Invitations to General Officers and VIPs</td>
<td>DEMA-TAG</td>
<td>16 Jul 2009</td>
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<td>10.09 Vacant</td>
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<td>10.10 Reporting of Significant Events</td>
<td>AZAA-PT</td>
<td>7 Jul 1999</td>
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<td>10.11 Vacant</td>
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<td>10.12 Proprietary Rights in Computer Software</td>
<td>DEMA/JP-P</td>
<td>7 Jul 1999</td>
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<td>10.13 Use of Agency Computers</td>
<td>DEMA/JP-P</td>
<td>7 Jul 1999</td>
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<td>10.14 Rescinded 1 Feb 2010 – replaced by Policy Letter 50.06 Environmental Policy</td>
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<td>10.15 Cellular Phone Usage</td>
<td>DEMA/JP-P</td>
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<td>10.16 Consumption and Serving of Alcoholic Beverages on Installations</td>
<td>AZAA-CS</td>
<td>16 Jan 2009</td>
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<td>10.17 Obtaining the Signature of The Adjutant General</td>
<td>DEMA-TAG</td>
<td>12 Mar 2007</td>
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<td><strong>20</strong> Human Resources</td>
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<td>20.01 Sexual Harassment</td>
<td>AZAA-HRE</td>
<td>2 Feb 2009</td>
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<td></td>
<td>DEMA/JP-P</td>
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<td>20.02 Procedure for Grievances Involving Supervisor/Chain of Command</td>
<td>DEMA-TAG</td>
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<td>20.03 Diversity as a Leadership Strategy</td>
<td>AZAA-HR-LRS</td>
<td>2 Feb 2009</td>
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<td>20.04 ADA Grievance Procedures</td>
<td>DEMA-TAG</td>
<td>7 Jul 1999</td>
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<tr>
<td>20.05 Smoking Policy</td>
<td>DEMA/JP-P</td>
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<td>20.06 DEMA Drug-Free Workplace</td>
<td>DEMA/JP-P</td>
<td>7 Jul 1999</td>
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<td>Letter Number and Title</td>
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<td>20.08 Equal Opportunity/Affirmative Action</td>
<td>DEMA/JP-P</td>
<td>1 Aug 2001</td>
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<tr>
<td>20.09 Dress and Grooming Standards for Civilian Attire</td>
<td>DEMA/JP-P</td>
<td>1 Sept 2009</td>
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<td>20.10 Reserved</td>
<td>AZAA-HRO DEMA/JP-P</td>
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<td>20.11 Use of DEMA Physical Fitness Facilities</td>
<td>AZAA-HRO DEMA/JP-P</td>
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**25 Personnel, Military**

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<tr>
<th>Letter Number and Title</th>
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<tr>
<td>25.01 Uniforms/State Employees and Competitive Technicians</td>
<td>AZAA-ZB</td>
<td>16 Jul 2009</td>
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**30 Public Affairs**

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<td>30.01 Civilian Distinguished Visitor (CDV)</td>
<td>DEMA/JP-A</td>
<td>7 Jul 1999</td>
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<td>30.02 Reports of Contact</td>
<td>DEMA-TAG</td>
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**40 Finance**

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<tr>
<td>40.01 Obligation of Funds</td>
<td>DEMA/JP-P</td>
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**50 Property/Facilities Management**

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<tr>
<th>Letter Number and Title</th>
<th>Proponent</th>
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<tr>
<td>50.01 State Property Management</td>
<td>DEMA/JP-R</td>
<td>7 Jul 1999</td>
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<td>50.02 Vacant</td>
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<tr>
<td>50.03 Vehicle Restraint and Protective Systems</td>
<td>AZAA-PRT</td>
<td>1 May 2000</td>
</tr>
<tr>
<td>50.04 State Asset Accountability</td>
<td>DEMA/JP-R</td>
<td>1 Apr 2001</td>
</tr>
<tr>
<td>50.05 Registration, Titling and Licensing of DEMA-owned Vehicles and Trailers</td>
<td>DEMA/JP-R</td>
<td>1 Jun 2002</td>
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<tr>
<td>50.06 Environmental Policy</td>
<td>AZAA-FMO</td>
<td>1 Feb 2010</td>
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**60 Requests for Assistance or Equipment**

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<th>Letter Number and Title</th>
<th>Proponent</th>
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<tr>
<td>60.01 Vacant</td>
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<tr>
<td>60.02 Search or Rescue Requests</td>
<td>DEMA-TAG</td>
<td>7 Jul 1999</td>
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<td>60.03 Vacant</td>
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## APPENDIX B – POLICY LETTERS (continued)

DEMA PAM 10.1

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<tr>
<td><strong>70</strong></td>
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<td>70.01</td>
<td>DEMA Policy on Loss Control</td>
<td>DEMA/JP-P</td>
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<td>70.02</td>
<td>Use of Cell Phones/Communication Devices While Operating a Motor Vehicle</td>
<td>AZAA-AV-S</td>
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<td><strong>80</strong></td>
<td><strong>Security</strong></td>
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<tr>
<td>80.01</td>
<td>Workplace Violence</td>
<td>AZAA-DOMS</td>
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### APPENDIX C – AZNG Regulations and Other Related Internal Publications

DEMA PAM 10.1 1 February 2010

<table>
<thead>
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<th>Number</th>
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<tr>
<td></td>
<td>AZNG REGULATIONS</td>
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<td>20-1</td>
<td>Military Aide to the Governor</td>
<td>DEMA-RM</td>
<td>1 Aug 1996</td>
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<tr>
<td>20-3</td>
<td>Retention and Separation Policy for Members of the Army and Air National Guard</td>
<td>DEMA-RM</td>
<td>19 Jan 2000</td>
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<tr>
<td>30-1</td>
<td>Naming of Armories and Bases</td>
<td>DEMA-RM</td>
<td>1 Aug 1996</td>
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<td>50-1</td>
<td>Facilities Operations</td>
<td>AZAA-FMO</td>
<td>1 Aug 1997</td>
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<tr>
<td>350-6</td>
<td>Range and Training Site Regulation</td>
<td>AZAA-PTO</td>
<td>1 Feb 1993</td>
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</table>

**NOTE:** AZNG Regulations are approved through the General Staff and signed by the Governor.

**Related STARC AZ Pamphlets**

<table>
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<tr>
<th>Number</th>
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<th>Proponent</th>
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<td>420-17</td>
<td>Armory Board Procedures</td>
<td>AZAA-FMO</td>
<td>1 Aug 1997</td>
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<tr>
<td>SUBJECT: Signature Authority</td>
<td>REGULAR POLICY LETTER DISTRIBUTION</td>
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<td></td>
<td>(POLICY LETTER 10.01)</td>
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1. In the absence of The Adjutant General, The Arizona National Guard Director of the Joint Staff will have signature authority on behalf of The Adjutant General.

2. In the event both The Adjutant General and the Director of the Joint Staff are absent, notification will be given in advance designating signature authority for that period.

MICHAEL T. McGUIRE  
Major General, AZ ANG  
The Adjutant General

This supersedes and renames Policy Letter 10.02 dated 16 July 2009
1.0 General

The Governor will appoint a General Staff which will be an advisory board to the Governor and to The Adjutant General in all military and disaster preparedness affairs of the state. This procedure was established by the General Staff meeting on 8 July 1978 and approved by the Governor on 11 August 1978.

2.0 Membership

The General Staff will consist of The Adjutant General and four active commissioned officers of the National Guard, two each from the Army and Air National Guard above the grade of Captain. The Adjutant General will be the chairman of the General Staff.

3.0 Term of Appointment

The term of each member will be four years except for The Adjutant General. The initial appointments shall be for one National Guard officer, one year; one National Guard officer, two years; one National Guard officer, three years; and one National Guard officer four years; term to expire on 31 January each year. Upon expiration of the term of a member, a successor shall be appointed for a full term of four years. Appointment to fill a vacancy resulting other than from expiration of term, shall be for the unexpired portion of the term only.

4.0 Duties

Duties of the General Staff will include, but not be limited to:

a. Formulate the programs and policies of the National Guard.

b. Make recommendations to the Governor pertaining to the addition, deletion and organization of National Guard units.

This regulation supersedes DEMA Regulation 12-21-1, 15 Feb 86.
c. Make recommendations to The Adjutant General pertaining stationing of National Guard Units.

d. Make recommendations to The Adjutant General pertaining to the organization and functions of disaster preparedness.

e. Approve regulations for the use of National Guard facilities.

f. Approve and authorize the issue of awards and decorations through The Adjutant General.

The proponent of this Regulation is the office of The Adjutant General. Users are invited to send comments and suggested improvements to OTAG, AZ, ATTN: DEMA-RM, 5636 East McDowell Road, Phoenix, Arizona 85008-3495.

BY ORDER OF THE GOVERNOR:

[Signature]

COL John A. McMurdie
Resource Manager
1. DEMA letterhead stationery (with gold seals) will be used only for official correspondence. Official correspondence is defined as that which represents the official position of The Adjutant General.

2. Division Directors may authorize other letterhead stationery for their use and that of their subordinate organizations, as they deem appropriate. Division level stationery may not have gold seals and must identify the name of the agency director. The division director’s name may be added under that of the agency.

3. The following signature blocks are authorized for official DEMA correspondence:

   HUGO E. SALAZAR  
   Major General, AZ ARNG  
   The Adjutant General

   ALBERTO C. GONZALEZ  
   Brigadier General, AZ ARNG  
   Director, Army National Guard

   LOUIS B. TRAMMELL  
   Director, Division of Emergency Management

4. Signature blocks will be placed on correspondence in the proper location according to instructions provided in Air Force Manual 37-126 or Army Regulation 25-50, as appropriate. Civilian signature blocks are placed according to appropriate civilian format.

5. When correspondence is prepared at the Division of Emergency Management or Division of State Activities requiring the signature of The Adjutant General, the following signature block will be used:

   HUGO E. SALAZAR  
   Major General, AZ ARNG  
   Director

This supersedes Policy Letter 10.03 dated 1 AUG 2011
INTERNAL AUDIT

1.0 GENERAL

The purpose of this directive is to set forth Department of Emergency and Military Affairs (DEMA) policies, standards and guidelines for the internal audit function.

2.0 APPLICABILITY

This directive applies to all units within DEMA.

3.0 SCOPE AND OBJECTIVE

The objectives of the internal audit function are to assist all members of DEMA with the effective discharge of their responsibilities by providing them with analyses, appraisals, recommendations and pertinent comments regarding the areas reviewed, and to perform the duties mandated by ARS §§ 26-102 and 35-192, and A.A.C. Title 8, Chapter 2. The Chief Auditor is concerned with any phase of activity in which management may be served. This involves going beyond the accounting and financial records to obtain a full understanding of the operations under review. The attainment of this overall objective involves:

Review and assess the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.

Assess the adequacy of systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports, and should determine whether the organization is in compliance.

Evaluate the Department's system for safeguarding assets and, as appropriate, verifying the existence of such assets.

Assess the economy and efficiency with which resources are employed.

Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
4.0 AUTHORITIES

a. Arizona Revised Statute (ARS) § 26-102, and ARS § 35-192 (as they apply to the Department auditor).

b. Arizona Administrative Code Title 8, Chapter 2.


d. Government Auditing Standards issued by the Comptroller General of the United States.

5.0 INDEPENDENCE

Independence is essential to both the attainment of objectives and the effectiveness of the internal audit function. The auditors should be free from personal and external impairments to independence, should be organizationally independent, and should maintain an independent attitude and appearance in all matters relating to the audit work. The Chief Auditor reports directly to the Adjutant General to ensure a broad range of audit coverage and an adequate consideration of the audit findings and recommendations resulting in efficient remediation of those findings and recommendations. All Department audit personnel, resources and functions shall be consolidated in the office of the Chief Auditor.

Neither the Chief Auditor nor the audit staff shall develop and/or install procedures, prepare records, or engage in any other activity which they would normally review and appraise, and which could reasonably be construed to compromise the independence of the internal auditors. However, the Chief Auditor may recommend standards of control to be applied in the development of systems and procedures.

6.0 RESPONSIBILITY

6.1 General

The Chief Auditor has overall responsibility for audit resources and for conducting all internal audits of the Department of Emergency and Military Affairs.

The Chief Auditor is the Adjutant General's single point of contact to monitor all matters relating to internal and external audits of DEMA activities. The distribution of external reports of audit are first sent to the Chief Auditor, who will evaluate the reports and forward findings to the appropriate Division or office for review, corrective action and preparation of draft responses. The Chief Auditor will coordinate preparation of the Department's response to external audits. The Adjutant General
6.1.1

The audit function will periodically conduct financial and compliance audits of each division and office in the Department, as well as audits on state or state managed funds to include federal funds as required (ARS § 26-102).

6.1.2

The Chief Auditor shall determine, within the Department, compliance with purchasing and bidding procedures prescribed by law (ARS § 26-102).

6.1.3

The Chief Auditor shall review liabilities incurred and expenditures made by the Division of Emergency Management for each emergency declared by the Governor in accordance with ARS § 35-192, and submit a written report to the Emergency Council at 90-day intervals during the emergency and conduct a final review of each emergency within ninety days after termination of the emergency.

6.1.4

The audit office will establish the necessary audit procedures and systems to assure continuity of operations and the quality of the work performed.

6.2

In the performance of their functions, the Chief Auditor and audit staff have no direct responsibilities for, nor authority over any of the activities reviewed. Therefore, the internal audit and appraisal does not in any way relieve other persons in the organization of the responsibilities assigned to them.

6.3

As a representative of the Adjutant General, the Chief Auditor is authorized access to all of the Department’s records, management information systems, properties, and personnel relevant to the subject under review. The Chief Auditor is free to review and appraise all Department policies, plans, procedures, records and systems. Notwithstanding any of the foregoing, review of files in the office of the Staff Judge Advocate will only be done with the prior written approval of the Staff Judge Advocate and the attorney working on the individual file.
6.4

The Chief Auditor may cross over organizational lines and appraise interoffice or interdivision activities, procedures and systems.

BY ORDER OF THE GOVERNOR:

THE ADJUTANT GENERAL

COL John A. McMurdie
Resource Manager
**ARIZONA**
Department of Emergency and Military Affairs

**POLICY LETTER**

<table>
<thead>
<tr>
<th>SUBJECT: Contact with Governor's Office and Other Officials</th>
<th>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any contact made with the Governor's Office will be through The Adjutant General or one of the division directors.</td>
<td></td>
</tr>
</tbody>
</table>

2. Any contact made with State and Federal Elected Officials, Civic Group Leaders, or any General Officer outside of the Arizona National Guard will be through The Adjutant General or one of the division directors.

3. A Report of Contact (as required by DEMA Policy Letter 30.02) will be completed without exception for any contact made to or from the Governor's Office, State and Federal Elected Officials, Civic Group Leaders, or any General Officer outside of the Arizona National Guard. Such reports will be forwarded to The Adjutant General.

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**HUGO E. SALAZAR**
Major General, AZ ARNG
The Adjutant General

**This supersedes Policy Letter 10.04 dated 29 AUG 06**
ADMINISTRATION

Official Mail Management

1.0 GENERAL

This directive establishes policy, procedures and guidelines for the Arizona Department of Emergency and Military Affairs (DEMA) Mailroom personnel and the customer.

2.0 SCOPE

This directive applies to all users of the DEMA Mailroom services provided at Papago Park Military Reservation (PPMR), the Phoenix Metropolitan area, and throughout the State of Arizona. This directive may be supplemented at the command level or at geographic locations outside the Phoenix metropolitan area as required. A copy of any supplement should be forwarded to the DEMA Mailroom Manager, DEMA/JP-R

3.0 RESPONSIBILITIES

a. The DEMA Resource Manager, DEMA/JP-R, exercises overall supervision of mail/distribution services.

b. The Mailroom Manager, DEMA/JP-R, is responsible for the direct supervision of all Mailroom personnel.

4.0 SERVICES PROVIDED

The Mailroom provides: USPS mail delivery; internal distribution; inter/intra-office and inter-agency distribution; receipt, delivery and shipping of FEDEX and UPS parcels; and courier service to selected areas in the Phoenix Metropolitan area. The Mailroom Manager provides administrative guidance and policy oversight to all DEMA mailroom functions throughout the state of Arizona

4.1 Mailbox Service

Mail delivery is provided by a system of mailboxes established in the Headquarters Building, M5101, PPMR. Boxes are assigned on the basis of normal delivery volume.

This directive supersedes DEMA Directive 10.4, dated 1 November 1995.
4. 1 Mailbox Changes

Requests for changes in mailbox assignment are to be made in writing to DEMA/JP-R, giving the reasons for the desired change. Requests will be considered based on availability.

4. 2 Security of Mailbox Combination

Security of the mailbox combination is the responsibility of the assigned user.

4.2 Distribution

4.2.1 Mailbox Distribution

Mail will be deposited to the addressee’s mailbox as it is received, and may be picked up at the convenience of the user. Notice of oversized packages will be placed in the addressee’s box, and may be retrieved during normal duty hours: 0630 – 1600.

4.2.2 Internal Distribution

Internal distribution should be transmitted in an envelope to prevent loss/damage and addressed using the correct office symbol. Mailroom personnel are not responsible for improperly addressed mail/distribution. Users should refer to STARC AZ PAM 340-9 for proper office symbols.

4.2.3 Command Wing Mail

Mail and packages addressed to Command Wing personnel will be hand-delivered daily by the Mailroom Manager or another DEMA Resource Manager’s Office employee.

4.3 Official Use of Mailroom

Mailroom services are provided for official business only. Mailroom personnel will not deliver personal mail with the exception of that addressed to active duty personnel in transit.

5.0 COURIER PICK-UP AND DELIVERY SCHEDULES

The DEMA Resource Manager will provide Mailroom and courier support for the Department of Emergency and Military Affairs (DEMA) activities located in the Phoenix Metropolitan area.
5.1 Courier Schedule

The courier is scheduled to leave PPMR at 1000 hours and return at approximately 1200 hours on all normal work days. The courier will make the following stops (any additional stops will be approved by the Mailroom Manager):

Morning

- McDowell USPS Station (for incoming mail)
- 161st Air Refueling Wing (Sky Harbor)
- Soldier Support Center M5315
- Recruiting M5331
- FMO M5330
- DEMA Purchasing & Contracting M5330
- AZ RTI M5320
- Publications M5341
- ADOA Interagency Mail Room, 1802 W. Jackson
- ADOA State Capitol Complex, 100 N. 15th Ave., to include:
  - ADOA Administrative Offices
  - GAO Office
  - Human Resources Office
- 107th Air Traffic Squadron (PPMR)

Afternoon

- USPFO Administration Building M5801
- USPFO Warehouse M5804
- Moreland Street Armory M5705
- Office of Human Resources (HRO) M5555
- Health Services M5501
- USPS GMF Post Office, Van Buren Street, Phoenix

5.2 Courier Mail Deposit Deadlines

Courier mail must be in the Mailroom no later than 0945 to ensure same day delivery. Mail received after 1000 will be delivered the next business day.

6.0 U.S. MAIL

United States Postal Service (USPS) mail will be handled in accordance with the USPS Domestic Mail Manual.
6.1 Outgoing Mail

Outgoing mail will be deposited in the appropriate collection box at the Mailroom and must comply with postal regulations. Official mail will be metered and charged to the proper customer account. Outgoing mail will be delivered to the U.S. Post Office daily at 1500 hours, and must arrive at the Mailroom no later than 1400 hours to be guaranteed delivery to USPS on the same day.

6.2 Incoming Mail

Incoming USPS mail will be delivered to the addressee’s mailbox as it arrives. It is the responsibility of each office to advise its correspondents of the correct address and office symbol to expedite delivery. Although every effort will be made to deliver all mail, the Mailroom personnel are not responsible for delayed delivery of improperly addressed mail.

6.3 Personal Mail

Personal mail will not be accepted for delivery and will be returned to the USPS for return to the originator. The DEMA Resource Manager will approve any exception to this in writing. Outgoing personal mail will be accepted at any time provided it is properly stamped. USPS personnel pick up outgoing personal and official mail daily for deposit into the USPS mail system.

6.4 Opening Mail

Mail will not be opened by DEMA Mailroom personnel.

6.5 Generic Mail addressed to Adjutant General and Unidentifiable Mail

Generic mail addressed to the Adjutant General, and any unidentifiable mail, will be opened only by the Mailroom Manager, or by someone in the DEMA Resource Manager’s office. Every effort will be made to properly distribute this type of mail to the appropriate office or employee.

7.0 SECURITY

7. Access to Mailroom

Access to the Mailroom is restricted to Mailroom personnel only. In the absence of the Mailroom personnel and the Mailroom Manager, the Administrative Services Office personnel (Room E-3) are authorized to accept delivery of mail or packages. They are not authorized to issue or deliver any item from the mailroom. Keys to the Mailroom will only be issued to individuals authorized
7.2 Mailbox-Mailroom Break-ins

All mailroom or mailbox tampering, theft or vandalism will be reported immediately to the Mailroom Manager and PPMR Security Manager. The PPMR Security Manager will inform the Phoenix Police Department and the appropriate U.S. Postal Service personnel.

7.3 Suspicious Mail

The USPS has provided guidelines for identifying suspicious letters and packages. Mailroom personnel will become familiar with these guidelines. Posters are displayed identifying USPS guidelines for dealing with suspicious mail. Every effort will be made to provide for the safety of the customer and the Mailroom personnel at all times.

The following internal guidelines will be followed regarding suspicious mail:

- Contact PPMR Security and POMSO.
- PPMR Security or POMSO will call the Phoenix Police Department.
- Contact the Mailroom Manager.
- Do not touch the letter or package if at all possible.
- Leave the letter or package in the Mailroom.
- Exit the Mailroom and wait for PPMR Security personnel.

8.0 CLASSIFIED MAIL

8.1 Access

The Mailroom Manager and all permanent Mailroom personnel are required to obtain and retain a SECRET security clearance as a requirement of employment. Temporary personnel are not required to obtain a clearance. All Mailroom personnel are allowed to handle accountable mail, i.e. registered, certified, etc. Only those individuals with a SECRET clearance will handle the distribution of classified mail.

8.2 Incoming Classified Mail

All classified mail will be handled in the following manner:

a. Classified mail will not be opened. If the outer envelope is received opened, and the inner envelope is unopened, leave the item as is and hand carry it to the proper person, not automatically to the addressee. Opened classified mail will be delivered to the Custodian of Classified Information, as listed below.
b. The classified envelope will be hand carried immediately to Room F-3, Custodian of Classified Information, POMSO Office, AZAA-PTM, and turned over to one of the following personnel:

Custodian of Classified Information
DCS Plans, Operations, Training and Security (AZAA-PT)
Secretary (AZAA-PTM)
Plans, Operations and Military Support Officer (POMSO)
PPMR Security Manager

c. In the event one of the above personnel is not available to receive the classified document, it will not be left unattended. Contact PPMR Security and inform the person on duty that a classified document needs to be secured. PPMR Security will contact a custodian of classified information who will come to the Mailroom to take physical possession of the classified document. Under no circumstance will the classified document be left unattended or in the custody of an employee that does not have a security clearance.

8.3 Outgoing Mail

It shall be the responsibility of the sender of classified information to ensure it is properly transmitted IAW AR 380.5. The following is not all inclusive instructions for transmission of classified information, but is intended for Mailroom personnel so they are aware of basic mailing procedures:

a. SECRET documents must be sent by Registered Mail

b. Whenever classified information is transmitted, it shall be enclosed in two opaque, sealed envelopes, boxes or heavy wrappings.

c. Material used for packaging shall be of such strength and durability as to provide security protection while in transit, to prevent items from breaking out of the container, and to facilitate the detection of any tampering with the container. The wrappings of the outer envelope shall conceal all classified markings.

BY THE ORDER OF THE GOVERNOR:

DAVID P. RATA CZAK
Major General, AZ AZRNG
The Adjutant General

Michael E. Virgin
Director, Joint Programs
1. Definitions:

**Solicitation** includes any effort to advertise, sell, announce or make available a product or service, including free, profit and non-profit activities, commercial and volunteer activities.

**Facility Commander/Manager** refers to the armory, base or installation commander. For ADEM managed facilities, refers to the Director, Division of Emergency Management. For the Papago Park Complex (exclusive of armories), refers to the DEMA Administrative Services Officer.

2. Policy:

The State of Arizona and Department of Emergency and Military Affairs do not endorse products, services or outside activities nor do they support their sales, advertising or distribution. Employees of the department (to include AZNG members) are officers of the State and are subject to the above mentioned provision when in a duty status.

a. Vendors are not to conduct business in/on any DEMA facility without express approval in writing by the Facility Commander/Manager.

b. Employee solicitation of non-profit items (such as Girl Scout cookies, bulletin board announcements, etc.) are permitted in the workplace with the approval of the Facility Commander/Manager. Such activities will not interfere in any way with job performance or mission accomplishment.

c. Bulletin boards are the responsibility of the Facility Commander/Manager and announcements/notices will be placed on the bulletin boards only by express approval by the Facility Commander/Manager. Bulletin boards established by a negotiated union agreement will be subject to the provisions of the agreement.

HUGO E. SALAZAR  
Major General, AZ ARNG  
The Adjutant General

This supersedes Policy Letter 10.05 dated 7 JUL 99
1. It is the policy of this Agency that proposed legislation will be reviewed by legal staff and receive prior approval by The Adjutant General. This policy letter announces the procedure to be followed when it is determined that a need exists to propose or amend legislation. The Director, Division of State Activities (DEMA/SA) will coordinate these activities on behalf of The Adjutant General.

2. Each Division Director will discuss the need with The Adjutant General, apprising him of the benefit of proposed legislation. If approved to proceed:
   
   a. Prepare and submit a position paper to include statutes impacted and verbiage required.
   
   b. Determine fiscal impact, if any, on state, cities, counties, or other political sub-divisions. In coordination with the Department Budget Office, compute an estimated fiscal impact for a period of three years, using formats provided by the Budget Office.
   
   c. Only officials of this agency designated as a lobbyist, in writing by The Adjutant General, will carry the bill through the legislative process.

3. All lobbying activity will conform to statutory requirements. DEMA/SA is responsible to register all authorized lobbyists and file the required reports with the Secretary of State.

HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General
1.0 GENERAL

1.1 Applicability

This regulation is applicable to the Department of Emergency and Military Affairs (DEMA) and all subordinate organizations. Those functions which are covered by federal records management regulations will adhere to the appropriate federal regulation; supplemental guidance will be provided for military activities by the appropriate staff office.

1.2 Authority

The Department of Library, Archives, and Public Records (DLAPR) has statutory responsibility for all state records management guidance and any supplemental policy must be approved by that department. The primary source document for all state agencies is the State Records Management Manual (DLAPR) May 1992.

1.3 Purpose

The purpose of a records management system is to:

a. Provide guidance for all elements of DEMA.

b. Establish criteria for significant record events.

c. Coordinate record keeping efforts to provide an efficient and effective system.

d. Provide a Department standard.

e. Establish a uniform authority for maintenance and destruction of state records.

1.4 Responsibilities

a. The Resource Manager has overall responsibility for Records Management to DEMA.
b. The Records Manager is designated as the agency records manager and is responsible for:

- The promulgation of rules and policies.
- Monitoring work units for compliance.
- Determining necessary updates and revisions.

c. Managers are responsible for implementation and compliance within their work unit.

d. The Records Committee (comprised of the Administrative Services Officer, Records Manager, and one representative each of ADEM, Army NG, Camp Navajo, and Project Challenge) will advise the Resource Manager of the sufficiency of the program, needed changes or revisions, program enhancements and will also function as the Forms Review Committee.

e. All references to records and their life cycle and requirements are in terms of the original documents and any official copy. Any other copy or non-record should be destroyed as soon as its value is not equal to the retention cost and effort. Retention of these should be kept to a minimum.

2.0 DEFINITIONS

2.1 Record

a. All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received, by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because the informational and historical value of the data contained therein.

b. Records as defined above are the property of the State of Arizona. They are in no sense personal property nor are they the property of a specific agency or political subdivision (AR §41-1347).

c. It is frequently assumed that records are only paper materials. In the definition above the phrase "regardless of physical form or characteristics" greatly expands on that original assumption. Records may include machine-readable output, still
photographs, motion pictures, audio recordings, charts, maps, drawings, plans, video recordings, and micrographics.

2.2 Non-Record

The definition of records encompasses a broad spectrum of recorded information; but not all recorded information is a record. Non-record materials may include:

- Reading file copies of correspondence.
- Tickler, follow-up, or suspense copies of correspondence.
- Identical, duplicate copies of all documents maintained in same file.
- Extra copies of printed or processed materials, official copies of which have been retained for record purposes.
- Superseded manuals and other directives maintained outside office that is responsible for retaining them.
- Materials documenting such fringe activities of agencies as employee welfare activities and charitable fund drive.
- Routing slips.
- Working papers.
- Drafts of reports and correspondence.
- Transmittal sheets.
- Blank forms.
- Transcribed stenographic material.
- Processed or published material that are received from other activities and that require no action and are not required for any kind of documentation (the originating office or activity is required to maintain record copies).
- Catalogs, trade journals, and other publications or papers that are received from government agencies, commercial firms, or private institutions and that require no action and are not part of a case upon which action is taken.
• Correspondence and other records of short-term value that, after action has been completed, have neither evidential nor informational value, such as request for publications and communications on hotel reservations, reproduction materials, such as stencils and offset plates.

• Information copies of correspondence and other papers on which no documented administrative action is taken.

• Physical exhibits, artifacts, and material objects lacking documentary values.

3.0 RECORDS MANAGEMENT PHILOSOPHY

Records are retained and maintained for the purpose of conducting state business. As a consequence, records will be maintained at the locations where they can best serve the demand. During their active life, records will be maintained in the office of origin. When the record life arrives at the point that it is no longer active, (usually after being held for one additional year) it will be transferred to the DEMA Record Center. When demand for a record diminishes to nil, it will be destroyed in compliance with established disposition schedules unless it is determined to be a permanent record in which case it will be placed in the state archives. Non-records are maintained by the office which has an interest in them; they are not to be forwarded to a record holding center, but are destroyed by the user.

PAPER REQUIREMENTS

With the exception of the specific exemptions listed in the State Records Management Manual, all state records must be on 8½ X 11 inch paper. Any special exemptions must be approved in accordance with AR §39-103.

LIFE CYCLE OF RECORDS

5.1

The Active phase of a record begins at its creation and continues as long as there is a need for common or frequent reference to it. During this phase, it is to be kept in the originating/using office. When the activity of the record decreases to a very low level it is considered "Inactive". During this phase in accordance with the retention schedule, it will be transferred to the DEMA Records Center.
DEMA DIRECTIVE 10.6
15 January 1996

- Correspondence and other records of short-term value that, after action has been completed, have neither evidential nor informational value, such as request for publications and communications on hotel reservations, reproduction materials, such as stencils and offset plates.

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5.2

Subsequent to the inactive phase, a decision must be made. Records that are permanent will be transferred to the state archives. All others will be destroyed. See section 9.0 for the life cycle of a specific record series.

5.3

"Chart 1" shows a visual description of a record life cycle.

6.0 ACTIVE RECORDS

6.1 Filing Systems

Each office that maintains files will prepare a file disposition plan. This plan is to be kept as the first file in the system. A copy of the file disposition plan will be sent to DEMA-RM and updated as needed.

6.2 File Reduction

A file should not be kept unless it is necessary for the conduct of business. Copy and reading files should not be maintained. Coordination and distribution documents should be made only as needed.
7.0 RECORDS CENTER

7.1

The DEMA Records Center is maintained by DEMA-RM. It is located in a joint-use area in the rear of the State Procurement Office, Building 350 in Papago Park. Additional storage space for inactive records with a five-year or more disposition date is in a joint-use area in the rear of Building 349 also located in Papago Park. Arizona Division of Emergency Management maintains a records center in Building 341.

7.2

Inactive Records for TAG, Resource Management, and the Chief Auditor are maintained in the DEMA Records Center.

7.3

Inactive Records will be placed in approved boxes by disposal date. Records with different disposal dates will not be mixed in the same box.

a. Transfer to DEMA Records Center: Records will be transferred to DEMA-RM on a Records Storage Transfer Form (DEMA 052-R/11/95 see Appendix 2). This form is to be completely filled out and the disposition information must agree with the retention schedules in this regulation or the State Records Management Manual, May 1992.

b. Retrieval from the DEMA Records Center: Request for inactive records held in the DEMA Records Center will be made on Retrieval Request Form (DEMA 053-R/11/95 see Appendix 2.2). Retrieval requests will be filled within two work days.

c. ADEM uses the State Records Center in accordance with DLAPR published policies.

9.0 RECORDS RETENTION/DISPOSITION SCHEDULES

Appendix 1 contains the approved schedules for DEMA. These schedules have been approved by DLAPR and have the force of law. Any destruction which does not conform to these schedules must be granted in writing, in advance by the DLAPR. All records of destruction will be maintained by DEMA-RM.
10.0 FORMS MANAGEMENT

10.1

The Forms Review Committee will approve all state forms created by DEMA. The draft of a new form will be forwarded to DEMA-RM for committee approval prior to printing.

Composition

The forms committee is comprised of a representative of the Administrative Services Officer and a representative for ADEM and AZARNG.

a. Forms numbering. All state forms will be numbered as follows:
   • Prefix: Designated Department and Division.
   • Department, DEMA
   • ARNG or ANG, DEMA/DMA
   • ADEM, DEMA/DEM
   • Number a sequential form number by Division.

b. Suffix: The date that the form was put into the system or most recent revision.

d. Examples:
   • DEMA/ADEM, 043-12/87
   • DEMA, 102-R12/87

10.2

The form number will be assigned by the Forms Committee when the form is approved and will be placed in the lower left hand corner of the form when it is printed.
11.0 ADMINISTRATION

DEMA-RM will keep a master file of all forms.

BY ORDER OF THE GOVERNOR:

THE ADJUTANT GENERAL

COL John A. McMurdie
Resource Manager
<table>
<thead>
<tr>
<th>RECORDS SERIES</th>
<th>RS-CODE</th>
<th>LENGTH (YR)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Listings (include inventory reports, accounting information and account histories)</td>
<td></td>
<td></td>
<td>After account closed (inactivated).</td>
</tr>
<tr>
<td>Audit Reports</td>
<td></td>
<td></td>
<td>After received.</td>
</tr>
<tr>
<td>Fixed Asset Files (capital equipment)</td>
<td></td>
<td></td>
<td>After authorization date.</td>
</tr>
<tr>
<td>Fixed Assets Inventory (data base)</td>
<td></td>
<td></td>
<td>After latest action: annual expenditure report submitted or asset disposed of.</td>
</tr>
<tr>
<td>Transfer Documentation (duplicate copies of materials filed in gaining and losing accounts)</td>
<td></td>
<td></td>
<td>After fiscal year prepared or received.</td>
</tr>
</tbody>
</table>

1. 45 CFR Part 74, Subpart D, § 74.136, 74.138, 74.139, 74.140(a).
<table>
<thead>
<tr>
<th>RECORDS SERIES</th>
<th>RETENTION PERIOD (YRS)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Active Duty Records</td>
<td></td>
<td>After end of calendar year of emergency duty.</td>
</tr>
<tr>
<td>(including orders, requests for orders, pay vouchers and supporting documents).</td>
<td>2 3</td>
<td></td>
</tr>
<tr>
<td>Support Agreement Support Documents</td>
<td></td>
<td>After end of Federal fiscal year.</td>
</tr>
<tr>
<td>(including bills and supporting documents, cost distribution tables and formulas.)</td>
<td>2 3</td>
<td></td>
</tr>
</tbody>
</table>

*Dept. of Emergency and Military Affairs Records Center.*
<table>
<thead>
<tr>
<th>RECORDS SERIES</th>
<th>RETENTION PERIOD (YRS)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPRS Election</td>
<td>2</td>
<td>5 years from date of election</td>
</tr>
<tr>
<td>Board minutes</td>
<td>Perm</td>
<td>Perm</td>
</tr>
<tr>
<td>Notices of board meetings, agendas,</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>board member packets, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECORDS SERIES</td>
<td>FUNCTION</td>
<td>OFFICE ADMINISTRATION</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
<td>------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Specific case or project</td>
<td>After date created or received</td>
</tr>
<tr>
<td></td>
<td>Transitory Materials including correspondence of limited reference value, letters of transmittal and informational bulletins</td>
<td>3mos.</td>
</tr>
<tr>
<td></td>
<td>Reference Materials including duplicate files, correspondence drafts, periodicals, catalogs, published reports, etc.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Working Documents including notes, drafts, teeder reports, logs, etc.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Progress/Activity Reports (except agency annual report)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Office Internal Management Records including work procedures, office assignments, etc.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Employee Time and Leave Records (unit of assignment copy only)</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Financial Records (office copies only) including order requisitions, purchase orders, claims, travel claims, invoices, etc.</td>
<td>-</td>
</tr>
<tr>
<td>RECORDS SERIES</td>
<td>RETENTION PERIOD (YRS)</td>
<td>REMARKS</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>1 Agency Budget Request</td>
<td>3</td>
<td>After fiscal year submitted</td>
</tr>
<tr>
<td>2 Subordinate Division and Unit Budget Requests</td>
<td>3</td>
<td>After fiscal year submitted</td>
</tr>
<tr>
<td>3 Budget, approved and appropriated</td>
<td>3</td>
<td>After fiscal year concerned</td>
</tr>
<tr>
<td>4 Expense Accounting Records including agency copies of all claims, warrant registers, purchase orders, etc.</td>
<td>3</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>a. State funded programs</td>
<td>5</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>b. Federally funded projects and non-renewable grants</td>
<td>5</td>
<td>After fiscal year of final voucher payment</td>
</tr>
<tr>
<td>c. Federally funded continuing programs and renewable grants</td>
<td>5</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>5 Employee Time and Leave Records (official agency record)</td>
<td>3</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>(29CFR516.2 two years)</td>
<td>3</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>6 (HRMS40) Employee Notice Personnel/Payroll Data Add - Change - Delete</td>
<td>3</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>7 Payroll Deduction Records</td>
<td>4</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>(29CFR404.1256)</td>
<td>4</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>8 Deposits with State Treasurer</td>
<td>3</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>9 Contracts (official agency copy)</td>
<td>6</td>
<td>After fiscal year fulfilled</td>
</tr>
<tr>
<td>10 Capital Equipment Inventory</td>
<td>3</td>
<td>After fiscal year created</td>
</tr>
<tr>
<td>11 Financial Audit Reports (agency copy)</td>
<td>3</td>
<td>After fiscal year created</td>
</tr>
</tbody>
</table>

*RETENTION PERIOD MUST MEET OR EXCEED THE REQUIREMENTS OF THE FEDERAL FUNDING AGENCY*
<table>
<thead>
<tr>
<th>RECORDS SERIES</th>
<th>RETENTION PERIOD (YRS.)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes of Board or Commission Meetings (original/official document only)</td>
<td>Perm. 0</td>
<td>Microfilm annually for security. Microfilm stored permanently at DLAIPR.</td>
</tr>
<tr>
<td>Agency Directives and/or Policies including org. charts (original/official copy)</td>
<td>Perm. 0</td>
<td>Microfilm as volume justifies.</td>
</tr>
<tr>
<td>Agency Annual Reports required by statute or administrative rule</td>
<td>30 0</td>
<td>After year reported (Permanent copy at DLAIPR)</td>
</tr>
<tr>
<td>Legislation Files including case files for current proposed legislation</td>
<td>1 0</td>
<td>After passed into law or defeated and abandoned</td>
</tr>
<tr>
<td>Intergovernmental Agreements (IGAs) (agency copies)</td>
<td>3 0</td>
<td>After cancelled, suspended or expired</td>
</tr>
<tr>
<td>Certificates of Records Destruction (agency copy)</td>
<td>2 0</td>
<td>After fiscal year records destroyed</td>
</tr>
<tr>
<td>Records Retention and Disposition Schedules</td>
<td>1 0</td>
<td>After revised</td>
</tr>
<tr>
<td>Requests for Microform/Imaging Utilization</td>
<td>2 6</td>
<td>After program or application terminated</td>
</tr>
<tr>
<td>Audit Reports (agency copies)</td>
<td>5 0</td>
<td>After audit completed</td>
</tr>
<tr>
<td>Final reports of special committees, consultants, task forces and venture teams - no action resulting from report</td>
<td>5 0</td>
<td>After report submitted</td>
</tr>
<tr>
<td>Final reports of special committees, consultants, task forces and venture teams - resulting in a project or program</td>
<td>-</td>
<td>File with project or program records</td>
</tr>
<tr>
<td>Minutes, agendas, notes, recordings, correspondence, etc. of working non-directed committees, boards, task forces, etc.</td>
<td>3 0</td>
<td>After calendar year created</td>
</tr>
<tr>
<td>RECORDS SERIES</td>
<td>RETENTION PERIOD (YRS)</td>
<td>TOTAL</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>1 Employee Personnel Files including signed loyalty oath (official agency file)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2 Employee Personnel Summary (card file or data base file)</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>3 Statistical Listings of employees</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 Position Description (PDQ)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>5 Requests for Classification of new positions or reclassification of existing positions</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>6 Grievance Files (confidential)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>7 Agency Employee Training Files including attendance lists, class outlines, etc.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>8 Employee Tuition Refund Program Records</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>9 Occupational Safety and Health Records including accident reports &amp; annual summaries</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>0 Accident Prevention Programs including lists of first aid trained personnel</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1 Group Insurance Records (agency copy)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2 Reduction in Force Records including computation documents and recap. summaries</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>3 Employee medical and exposure records including lists of hazardous materials exposed to; pre employment physicals; results of exams; medical opinions; diagnoses; employee medical complaints; etc.</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>4 Form 1-9 (Proof of legal residency in U.S.A.)</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
DEMA RECORDS MANAGEMENT CENTER
RETRIEVAL REQUEST

<table>
<thead>
<tr>
<th>BOX NO.</th>
<th>RECORD SERIES DESCRIPTION</th>
<th>ORG UNIT</th>
</tr>
</thead>
</table>

SPECIFIC RECORD, DOCUMENT, NAME OR NUMBER, AND DATE OF RECORD

<table>
<thead>
<tr>
<th>TYPE OF REQUEST</th>
<th>EXPLAIN IF REQUEST NOT FILLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIT</td>
<td></td>
</tr>
<tr>
<td>MAIL</td>
<td></td>
</tr>
</tbody>
</table>

REQUEST RECEIVED BY | DATE | REQUEST FILLED BY | DATE |
|--------------------|------|-------------------|------|

Requested Document(s) to be:  Sent by Interagency Mail  Picked Up

Sign below and return to DEMA Records Management Center, Attn: DEMA-RM

Date

DEMA Form 053-R/11/95
1. DEPARTMENT NAME: Department of Emergency & Military Affairs

2. ORG UNIT: Division and Office Symbol

3. REQUESTED BY: Self explanatory

4. TELEPHONE NUMBER: Self explanatory

5. BOX NUMBER: Enter box number on transmittal form to DEMA Records Center

6. RECORD SERIES DESCRIPTION: Employee personnel files, Claims, etc.

7. SPECIFIC FOLDER OR DOCUMENT: Folder 1413, Henry Fonda file

8. REQUESTED DOCUMENTS: To be sent by Interagency mail, picked up, etc.
1. Place one form on outside of each box sent to DEMA Records Center.
2. Do not fill a box with records having different destruction dates.
3. Do not pack box too tightly. Leave at least two inches of space for refiles and records located after transferring the box (interfiles).

<table>
<thead>
<tr>
<th>RECORDS TRANSMITTAL</th>
<th>AGENCY NAME</th>
<th>NAME OF PREPAREE</th>
<th>BOX NO.</th>
<th>CURRENT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMA RECORDS CENTER (DEMA-RM)</td>
<td>DATES COVERED BY RECORDS</td>
<td>RECORDS SERIES DESCRIPTION</td>
<td>DESTRUCTION DATE (MO/yr)</td>
<td>TOTAL RETENTION PERIOD (YEARS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>THRU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **AGENCY NAME**

Use office symbol and include Division/Section.

2. **BOX NO.**

Beginning with the number "1" write a separate number on each box to be transferred. Enter this number in the "Box No." of the transfer form accompanying this box. Each box must be numbered and requires a separate transfer form.

3. **DATES COVERED BY RECORDS**

List the earliest and latest month and year of records packed in this box i.e., 1/95 to 12/95. If month is not indicated, earliest date is assumed to be January and latest date to be December. Records will not be destroyed until after last day of destruction month.

4. **TOTAL RETENTION PERIOD**

Enter the total retention period listed on your retention schedule. This period includes retention in both your office and the DEMA Records Center.

5. **RECORDS SERIES DESCRIPTION**

Enter the record series exactly as listed on your retention schedule. Records will not be accepted if the record name is inaccurate or not on a retention schedule. Indicate special titles in parenthesis if helpful, i.e. Expense Accounting Records (travel claims). If the record series is general correspondence not related to a specific case or project, then no sub-titles are required.

6. **DESTRUCTION DATE**

Add the "thru" date, item "3" above, and the "Total Retention Period" item "4" above. Enter the sum in this block, i.e., 12/95 plus three years retention equals 12/98.

7. **INDEXING**

Enter the information you need to retrieve a record from this box, i.e., Allen, Bruce K. thru Johnson, Robert F.; M thru S; Travel claims RM0229 thru RM0558.
<table>
<thead>
<tr>
<th>POLICY LETTER NO. 10.07</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE 16 JULY 2009</td>
</tr>
<tr>
<td>OPR ADEM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBJECT: Proclamations</th>
</tr>
</thead>
</table>

| REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01) |

1. The Adjutant General will be briefed when conditions occur requiring a proclamation by the Governor’s office. All proposed proclamations will be prepared in draft by the Division of Emergency Management for submission to the Governor’s office. In accordance with ARS 26-172 (c), if utilization of the National Guard is anticipated, the proclamation should include the Governor’s authorization for partial or complete mobilization.

2. Distribution of all proclamations will be made as follows:

   - ADEM
   - TAG
   - AZAA-PT
   - DEMA-AU
   - DEMA-JP
   - AZAA-ZB

3. Upon termination of the declared emergency, the Division of Emergency Management will accomplish the necessary coordination and prepare the required documentation to close the original proclamation. Emergencies will be closed as early as practicable.

   [Signature]

   HUGO E. SALAZAR
   Major General, AZ ARNG
   The Adjutant General

This supersedes Policy Letter 10.07 dated 7 JUL 99
<table>
<thead>
<tr>
<th>SUBJECT: Visits by or Invitations To General Officers and VIPs</th>
<th>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</th>
</tr>
</thead>
</table>
1. Occasionally, civilian or military divisions within DEMA will receive visits by general officers or other dignitaries, either from Arizona or outside of the state. There are occasions when it is desirable to extend an invitation to VIP's to attend a ceremony, Open House, dinner, etc.

2. Letters of invitation may be addressed from the division directors, but are to be routed through The Adjutant General before they are sent. Such letters should be accompanied by an itinerary or other pertinent information so that The Adjutant General may be fully informed regarding plans for the activity. No invitations should be extended without authorization from the Office of The Adjutant General.

3. The Office of The Adjutant General will be informed as soon as any information is received that a general officer or other VIP is expected. A Report of Contact (as required by DEMA Policy Letter 30.02) listing all information regarding the visit, i.e. reason/purpose, arrival and departure times, modes of travel, etc., should be provided as soon as available, with any additional follow-up information provided as it is obtained.

HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General

This supersedes Policy Letter 10.08 dated 1 MAY 2003
1. The following are requirements for reporting any emergency or significant event to the office of The Adjutant General (i.e., life and death emergencies, accident reporting, bomb threats, etc.).

2. Major commands are reminded that the assigned Staff Duty Officer (SDO) is the point of contact for the HQ STARC during non-duty hours and weekends. The SDO is a full-time technician assigned to the HQ STARC.

3. The following numbers will be used in the event of any emergency or situation that warrants immediate notification of the office of The Adjutant General.
   a. Pager Number (602)590-0663
   b. Papago Park Military Reservation (602) 267-2739
      Security Desk (24 Hours)
      (long distance callers may call collect)

4. The SDO number is on an automatic pager system and the following instructions apply:
   • Call the Staff Duty Officer number
   • Listen for the beeps
   • Enter the number you want called back
   • After this, enter the # sign and hang up
   • Your call will be returned as soon as possible

   Please note: This pager will only work on a touch tone telephone.

5. Point of contact for this Headquarters is the Deputy Chief of Staff, Plans, Operations, Training and Security, (602) 267-2775.

   [Signature]
   DAVID P. RATACZAK
   Major General, AZ ARNG
   The Adjutant General
The Federal Law provides protection for computer software. The owner of the copyright has the exclusive right to copy or distribute its software. Criminal penalties may be imposed on those who willfully infringe on a software manufacturer’s copyright.

In order to ensure compliance with the pertinent laws and regulations the following actions are mandatory:

a. The Army and Air Guard, through their respective designated offices, will establish such regulations as necessary to ensure compliance with the law. These regulations will be considered as items of interest on all appropriate inspections and will be included in the corresponding audit cycles. Any discrepancy determined by such an investigation or audit will be reported to the Adjutant General through the Chief Auditor, DEMA-AU.

b. The Resource Manager is the Proprietary Rights Compliance Officer for all state computer software in the Department of Emergency and Military Affairs. Any software purchased through DEMA State Purchasing and Contracting Office will be registered with the State Property Manager’s office. Emergency Management software programs will be registered with ADEM-Information Management. Software programs once installed on a particular computer system and registered with DEMA-RM, will not be installed on another system unless a record of transfer is furnished to the State Property Manager’s office. The license, manuals, and program diskettes should be maintained on site with the computer. No registered/licensed program will be installed on another computer system that violates the license or copyright. Computer contents will be compared periodically to the register by DEMA-RM. Any discrepancies will be considered a violation and corrected immediately. The Chief Auditor will, through the internal review process, insure compliance with established procedures.

c. All new employee orientations and supervisor seminars will contain instructions regarding these requirements and the employees will receive a copy of this policy.

d. Any violations of this policy will be considered a serious violation and may result in disciplinary action.
Agency owned computers are provided to employees for the exclusive purpose of conducting agency business. Any other use is contrary to the policy of this Department.

Employees will not use computers, software, or ancillary equipment for any business of a personal nature. The Chief Auditor will conduct periodic inspections of computers to verify that such personal use is not occurring. Violation of this policy constitutes cause for disciplinary action up to and including dismissal.

New employee and supervisor training seminars will include instruction regarding this policy. All current state employees will sign a copy of this policy (sample attached) verifying receipt, and each new state employee will sign in like manner. The signed copy will be placed in the state employee's official personnel file.

DAVID P. RATAczAK  
Major General, AZ ARNG  
The Adjutant General

I have received and read this policy letter:

______________________________  ____________________________
Signature                              Date

______________________________
Print your name
1. It is the policy of Arizona Department of Emergency & Military Affairs (DEMA) that usage of Government cellular phones shall be prudent and responsible. It is the responsibility of all state and federal employees of this agency to follow the procedures outlined in this policy letter.

2. The use of Government (state, federal) cellular phones shall be limited to the conduct of official business. Such official business calls may include emergency calls and calls determined to be necessary in the best interest of the Government.

3. Personal calls (such as calls to speak to spouse/minor children or to arrange for emergency repairs to residence or automobile) may properly be authorized as being in the best interest of the Government if the call is consistent with the following criteria:

   (a) It does not adversely affect the performance of official duties.

   (b) It is of reasonable duration and frequency.

   (c) It could not reasonably have been made at another time.

   (d) A standard (non-cellular) telephone could practicably not be used.

   (e) Long distance personal calls on a cellular phone are not authorized under any circumstances.

4. Each Division Director (ADEM, AZARNG, AZANG, DEMA/JP) is responsible to authorize the procurement, assignment and use of cellular phones within the corresponding division. The Division Director will establish accountability procedures as follows:

   (a) Assign cellular phones to individuals on a permanent basis via a hand receipt or other document in which the individual has accepted responsibility for the phone and calls made and received from it.

   (b) Maintain a log for those phones which will not be used by one individual, but by different individuals at different times (e.g. Staff Duty Officer). This log will include at a minimum:

      - Activity
      - Name
      - Phone ID
      - Date/Time logged out
      - Date/Time logged in

5. Each Senior Commander/Program Manager authorized cellular phones shall certify cellular phone billings for compliance with this policy letter. When required, the Senior Commander/Program Manager will facilitate collection action to the government for calls deemed to be outside the parameters described in Paragraphs 2 and 3 of this policy. Invoices and supporting documentation will be sent to the respective paying office.

HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General

This supersedes Policy Letter 10.15 dated 7 July 99.
Arizona
Department of Emergency and Military Affairs

Policy Letter NO. 10.16

DATE  17 July 2014  OPR: JA

Subject: Consumption and Serving of Alcoholic Beverages on Installations

Ensure Widest Distribution (Policy Letter 10.1)

1. This policy applies to all military personnel, federal technicians, state employees, and government contractors.

2. The intent of this policy is to protect and ensure the safety of the workforce and government property.

3. Subject to the exceptions set forth in paragraphs 5 and 6, the following activities are prohibited on federal, state, or commercial properties or facilities, owned or leased, under the operational control of the Department of Emergency and Military Affairs (DEMMA):
   a. consuming alcoholic beverages
   b. selling/serving/purchasing alcoholic beverages
   c. reporting to the workplace under the influence of alcohol

4. Individuals may not consume alcoholic beverages during duty hours, while off the properties/facilities described in paragraph 3. Furthermore, individuals may not consume alcoholic beverages off property while wearing any portion of his/her official U.S. military uniform.

5. In limited circumstances, exceptions to this policy may be authorized by the Army or Air Component Commanders, the Director of Emergency Management, and the Director Joint Staff. Said authority may be further delegated in writing by the Army or Air Component Commanders, but no lower than an O-6 commander, or higher, in the chain of command. Requests for exceptions to these rules must be in writing. Said requests require all of the following:
   a. Proof that the property/facility/installation where the proposed event will be held has the appropriate level of dram shop/indemnity insurance.
   b. Acknowledgement that the requesting organization’s commander/director is responsible for ensuring that only those of legal age will consume alcohol and that all alcohol will be consumed responsibly.
   c. A risk assessment that: (1) describes the particular event in detail, (2) identifies all foreseen risks to health/safety/property, etc., and (3) explains all courses of action to adequately mitigate those risks.
   d. A legal review by the Office of the Staff Judge Advocate to ensure compliance with this policy and all applicable service regulations and state/federal laws related to the purchase/service/sale/consumption of alcohol.

6. Alcoholic beverages consumed at Morale Welfare Recreation (MWR) facilities or unit clubs are exempt from the prohibitions in paragraph 3a and 3b above. However, these facilities must comply with branch specific regulations/instructions and any applicable state/federal laws governing the purchase/service/sale/consumption of alcohol.

7. Violations of this policy are punitive in nature. All individuals described above are subject to discipline. In particular, military personnel may face administrative action, non-judicial punishment, or judicial action under the Arizona Code of Military Justice (ACMJ). Contractor personnel violating this policy may be barred from the installation, with resulting consequences for the contractor.

Michael T. McGuire
Major General, AZNG
The Adjutant General

This supersedes Policy Letter 10.16 dated 16 January 2009
The following are the minimum requirements for obtaining the signature of The Adjutant General:

a. Army/Land Component Command:
   i. JAG (if applicable)
   ii. Initials from the Chief of Staff
   iii. Initials from the Director, Army National Guard

b. Air/Joint Staff:
   i. Initials from the Executive Staff Officer
   ii. Initials from the Director, Air National Guard

c. Emergency Management:
   i. Initials from the Director, Emergency Management

d. State Activities:
   i. Initials from the DEMA Senior Executive Officer

The following divisions will use the command channel reflected below:

a. Federal HRO: Air
b. USP&FO: Army
c. CST: Joint Staff
d. JCNTF: Air
e. FMO: Army

Presenting a document to The Adjutant General without following this process will result in a delay of signature. The purpose of this process is not necessarily for approval but intended to keep the respective Director apprised of current issues. The Adjutant General will not sign a document without first receiving validation from the appropriate Director.

HUGO E. SALAZAR  
Major General, AZ ARNG  
The Adjutant General

This supersedes Policy Letter 10.17 dated 12 MARCH 2007
1. The Arizona Department of Emergency and Military Affairs (DEMA) is an organization of trained, professional military and civilian personnel ready to accomplish our mission. We as an organization recognize the importance of sustainability in regards to Mission, Environment, Social and Economic concerns in our own operations and in our community. We are committed to creating a sustainable organization.

2. The scope of our sustainability policy includes all work divisions and military units under the command of The Adjutant General, to include the Army National Guard, Air National Guard, Joint Staff, Emergency Management, and State Activities. This policy also applies to contractors whose activities support the mission of our agency.

3. The guiding principles behind our sustainability policy include:
   a. Assessing the effects our operations have on Arizona’s resources as well as our local community.
   b. Meeting or exceeding environmental, health and safety legal requirements.
   c. Supporting partnerships on sustainability initiatives in the communities where we do business.
   d. Making changes to support our mission not only for today but for the long term future.
   e. Empowering employees to practice these principles on a daily basis through education and training, and by creating a workplace with a supportive culture in which opportunities for improvement are sought out, shared and implemented when possible.
   f. Making a commitment to continual improvement.

4. The Arizona Department of Emergency and Military Affairs’s Sustainability Policy will assist us in moving from mission support to mission sustainment. Our policy commitments will enable us to develop and maintain operating practices that will enhance and sustain our ability to meet our mission readiness requirements for current and future State and National defense needs.

HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General
ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER NO. 10.19

DATE 29 FEB 2012  OPR NGAZ-SJA

POLICY LETTER

SUBJECT: Whistleblower and Anti-Reprisal Policy

REFERENCES:
(a) 10 U.S.C. § 38-531, Military Whistleblower Protection Act
(b) 5 U.S.C. § 2302, Prohibited Personnel Practices
(c) 31 U.S.C. § 3730, Anti-Retaliation, False Claims Act
(d) 29 U.S.C. § 660, Anti-Retaliation, Occupational Health & Safety Act
(e) DODD 7050.06, “Military Whistleblower Protection,” July 23, 2007
(f) DODD 5500.7-R, “Joint Ethics Regulation (JER),” March 23, 2006
(g) A.R.S. § 38-531, et seq., Arizona State Whistleblower Protection

PURPOSE:

1. This policy, coupled with applicable regulations and instructions, constitutes the Whistleblower Protection Policy for members of the Arizona Department of Emergency and Military Affairs (AZ DEMA).

APPLICABILITY:

2. This policy applies to all members of AZ DEMA, to include Arizona National Guard military service members in any status, as well as all federal and state civilian technicians assigned to AZ DEMA.

3. This policy does not apply to claims of reprisal arising from statutes or regulations addressing unlawful discrimination. Claims of reprisal based upon discrimination concerns are addressed by separate regulations and policy.

POLICY:

4. It is the policy of AZ DEMA to ensure compliance with the United States and Arizona Constitutions, as well as applicable laws and regulations governing (1) fraud, waste and abuse; (2) health and safety; and/or (3) criminal activity. To that end, members of AZ DEMA are encouraged and expected to report suspected violations of any of the above to the respective member’s immediate Chain of Command. If circumstances make it impossible or clearly impractical to use his/her immediate Chain of Command, the member may make the report to successively higher members in the Chain of Command, up to and including the Adjutant General. Nothing in this paragraph is meant to limit a member’s right to report alleged misconduct to the Inspector General, to a Member of Congress, or, in the case of state employees, to a Public Body pursuant to applicable state statutes.

5. AZ DEMA has a zero tolerance policy toward reprisal. No person shall restrict a member of AZ DEMA from reporting in good faith a violation of any of the above. No person may take or threaten to take an unfavorable personnel action, or withhold or threaten to withhold a favorable personnel action, in reprisal against any member of AZ DEMA for making a good faith report of suspected misconduct.

6. Allegations brought to the attention of AZ DEMA, including allegations of reprisal in violation of this policy, will be investigated through appropriate state, federal, or military channels within AZ DEMA. The investigating authority within AZ DEMA will make an initial inquiry to determine whether there is sufficient evidence to support a formal investigation of the allegations.
CONTINUATION POLICY LETTER NO. 10.19  SUBJECT: Whistleblower and Anti-Reprisal Policy

7. Only good faith reports of alleged misconduct are protected by this policy. Reports are made in good faith when the member making the report has a reasonable belief that the allegations are accurate, even if the allegations are ultimately found to be unsubstantiated. Allegations that are not made with a reasonable belief of their accuracy or those that are clearly made for an improper purpose (such as to unjustly defame another member of AZ DEMA) are not made in good faith. In addition, although members are encouraged to make good faith reports, members are expected to adhere to acceptable standards of civility and respect for superiors when communicating the report of alleged misconduct.

8. The point of contact reference this policy is MAJ Scott A. Blaney at 602-267-2669.

HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General

DEFINITIONS APPLICABLE TO THIS POLICY

1. Chain of Command. Includes, for purposes of this policy, not only the succession of commanding officers from a superior to a subordinate through which command is exercised, but also the succession of officers, enlisted members or civilian personnel through whom administrative control is exercised, including supervision and rating of performance.

2. Member. All employees of AZ DEMA, including federal dual status technicians and non-dual status technicians, state employees, and all military service members in the Arizona National Guard, regardless of status.

3. Personnel Action. Any action taken on a member of AZ DEMA that affects, or has the potential to affect, that member’s current position or career. Such actions include but are not limited to: (1) a promotion; (2) a disciplinary or other corrective action; (3) a transfer or reassignment; (4) a performance evaluation; (5) a decision on pay, benefits, awards, or training; (6) referral for mental health evaluations under DoD Directive 6490.1; (7) hiring, reinstatement, restoration, or elimination of the member’s position without a reduction in force by reason of lack of monies or work; and (7) any other significant change in duties or responsibilities inconsistent with the AZ DEMA member’s grade or position.

4. Public Body. As to state employees, means: (1) the Arizona Attorney General; (2) the Arizona Legislature; (3) the Governor of Arizona; (4) a federal, state or local law enforcement agency; or (5) the County Attorney (see A.R.S. §§ 38-531, 532).

5. Reprisal. Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action because a member of AZ DEMA reported or prepared to report allegations of misconduct pursuant to this policy.
PURPOSE: This policy establishes the basic principles that govern the Arizona Department of Emergency & Military Affairs (DEMA) relations with Tribal Governments in the State of Arizona.

INTRODUCTION: DEMA’s mission is to promote, protect and defend the health, safety, peace and quality of life of the citizens of our communities, state and nation. There are 22 federally-recognized Tribal nations in Arizona that combined have jurisdiction over approximately 28% of the state’s land mass. DEMA respects the unique sovereign nation-to-state relationship between the Tribes in Arizona and the State of Arizona.

The State of Arizona and Tribes recognize that no jurisdiction has the standalone capacity to attend to all emergencies and disasters that affect both the State of Arizona and the Tribes in Arizona. Emergencies and disasters do not respect political boundaries; therefore, encouraging cooperation with Tribes in Arizona will benefit all levels of government. Program-level interaction, and collaboration and partnership will develop mutual trust and understanding. DEMA believes that this policy will strengthen the relationship between the State of Arizona and Tribal governments.

POLICY: DEMA will encourage collaboration with the Tribes in Arizona to increase the safety and wellbeing of the citizens of Arizona. The following policies support that endeavor:

1. DEMA recognizes the sovereignty of Tribal governments and their jurisdiction over lands within Indian Country as defined by federal law. The definition of federal law includes all lands within reservation boundaries [18 U.S.C.A. §1151].

2. DEMA’s support to the Tribes will not be used as a basis of authority within Indian Country.

3. DEMA is committed to developing cooperative relationships and agreements with the Tribes and will respect the concerns of each Tribal nation.

4. DEMA will, to the extent practicable and permitted by law, seek input from appropriate elected or appointed Tribal officials before undertaking any action or policy that will, or is reasonably believed to, have the potential to affect a Tribal community or its members.

5. DEMA will, to the fullest extent possible and to the best of its ability, integrate the input generated from Tribal consultation into its decision-making processes to achieve mutually acceptable solutions.

6. DEMA recognizes that the federal government has the primary responsibility for assisting Tribes with emergency management activities; however, DEMA will provide assistance and support to the Tribes whenever it is requested as permitted by State law.

7. DEMA supports the strengthening of Tribal capacity for emergency management activities and will offer Tribes the ability to apply for any grant under which the Tribes can be a sub-grantee to the State.
8. DEMA will designate a member of the staff to assume responsibility for the agency’s implementation of the Tribal Consultation Policy and to act as the principle point of contact for Tribal issues. This individual will be designated as the Tribal Liaison. (Arizona Revised Statutes 41-2051 Section C).

PROCEDURES:

1. DEMA will coordinate emergency management, state activities and Army/Air National Guard activities and/or assistance to a Tribal government through the appropriate Tribal Official.

2. DEMA staff will engage in the consultation process with Tribes by various means, depending on the situation. However, that process will always be with the senior elected or appointed Tribal Official, unless otherwise noted by the Tribe. Consultation may consist of, but is not limited to: face-to-face meetings or other verbal communications; official correspondence from DEMA; surveys or other requests for feedback; workshops and conferences; and/or email communication.

3. DEMA will inform appropriate regional responses partners, including County Emergency Manager(s), of any DEMA-Tribal emergency management activities occurring within their shared jurisdictional areas and will request reciprocity by these regional response partners out of respect for the concerns of the citizens of the State of Arizona.

4. DEMA will assist Tribal governments in developing emergency management programs by providing training and technical assistance to the extent resources allow.

5. DEMA will assist Tribal governments in their response to and recovery from emergencies as provided by State law and to the extent resources allow.

6. DEMA will enter into Intergovernmental Agreements or Memoranda of Understanding, including but not limited to the Arizona Mutual Aide Compact (AZMAC), when considered mutually appropriate by DEMA and the respective Tribal Government.

7. DEMA staff will coordinate with and/or inform the DEMA Tribal Liaison when initiating contact with Tribes.

8. DEMA staff will relay Tribal issues, including requests from Tribes for technical assistance, to the DEMA Tribal Liaison who will coordinate with the appropriate command.

MICHAEL T. McGUIRE
Major General, AZNG
The Adjutant General

Note: This policy does not create a contract for employment between any employee and the Department of Emergency and Military Affairs (DEMA). Nothing in this policy changes the fact that all uncovered employees of the State are at-will employees and serve at the pleasure of the appointing authority. This policy supersedes all previous policy letters addressing this subject.
ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER

SUBJECT: Code of Ethical Conduct

REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)

1. Integrity and Honesty: Members of this Agency do what is right, legally and morally, regardless of whether someone is watching.

2. Responsible Leadership: Leaders within this Agency shall responsibly manage those areas within the scope of their supervisory control.

3. Open Lines of Communication: We must have an environment in which Members may ask questions or report violations of this Code or applicable laws or regulations without fear of reprisal. Most issues can and should be resolved at the lowest supervisory level and Members are encouraged to utilize supervisors’ and commanders’ open door policies to voice concerns. Members shall disclose credible allegations of waste, fraud, abuse, and corruption to appropriate authorities within the Agency.

4. Dedication to Equal Opportunity: Members shall adhere to all applicable laws, regulations, and policies that provide equal opportunity for all individuals regardless of race, color, religion, sex, national origin, age, or disability.

5. Inappropriate Relationships: Members shall avoid personal relationships with other Members that are prohibited by regulations or that are, or appear to be, exploitative or coercive in nature or those that create an actual or clearly predictable adverse impact on discipline or morale.

6. Protection of Agency Records and Information: Members must adhere to established laws, regulations, and procedures regarding the release of Agency records and information, including personal information. Further, while any Member may speak to the media, only designated individuals may speak on the Agency’s behalf.

7. Fiscal Responsibility: Members shall protect and conserve Federal and State property and financial resources and shall not use them for other than authorized purposes.

8. Conflicts of Interest: Members shall not use their official position for private gain and shall avoid conflicts of interest, whether actual or potential. Additionally, Members involved in the procurement process must work to preserve the integrity of the government contracting process at the state and federal levels.

9. Safety and Health: Members must comply with federal and state health and safety laws and regulations. All Members regardless of position or rank are responsible for correcting coworkers when unsafe acts or hazardous conditions are observed and they must inform their supervisor if the unsafe act or condition continues.

10. Avoiding the Appearance of Impropriety: Members shall endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards.

MICHAEL T. MCGUIRE
Brigadier General, AZ ANG
The Adjutant General