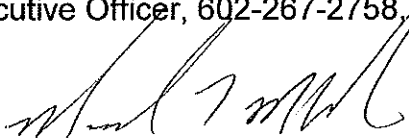


ARIZONA Department of Emergency and Military Affairs POLICY	NO. 10.01	
	DATE: 11 Dec 2019	OPR: NGAZ-DAS
Subject: Policy Letter Creation and Distribution	Distribution: IAW 10.01	

1. **Applicability:** This policy applies to:
All Department of Emergency and Military Affairs (DEMA) members.
2. **Purpose:** Communicate the processes for creation, approval, and distribution of policy letters approved by The Adjutant General (TAG).
3. **References:** N/A, no other sources provide guidance on DEMA policy letters.
4. **Policy:**
 - a. Numbered policy letters are the vehicle by which department policies are disseminated.
 - b. Policy letters do not create a contract for employment between any employee and DEMA. Nothing in policy letters changes the fact that all uncovered employees of the State are at-will employees and serve at the pleasure of the appointing authority.
 - c. Creation:
 - i. The Office of Primary Responsibility (OPR) drafts proposed policy letter.
 - ii. Follow the format and layout (items 1-5) of this policy letter unless clarity dictates.
 - iii. The OPR staffs the draft policy letter thru all relevant offices and consolidates inputs.
 - iv. Upon review and approval by all relevant parties, the OPR presents the policy to the Division of Administrative Services (DAS).
 - d. Approval: The DAS reviews proposed policy letter, coordinates with the OPR for updates, and submits final version to TAG for approval/signature.
 - e. Publication/Distribution:
 - i. The DAS is responsible for the publication and initial distribution of policy letters.
 - ii. Publish signed policy letters to the DEMA policy website location at:
<https://dema.az.gov/administrative-services/dema-policies>.
 - iii. Distribute initial notification and a copy of the policy letter to: Air Component, Land Component, Joint Task Force (JTF), Division of Emergency Management, and DAS.
 - iv. Components/Divisions/JTF in-turn ensure dissemination to all relevant subordinate sections.
 - f. Records Maintenance: The DAS maintains the official set of TAG signed policy letters.
5. **Administration:**
 - a. Point of Contact for this policy is: DAS/Executive Officer, 602-267-2758, DSN 853-2758.


 MICHAEL T. McGUIRE
 Major General, AZNG
 The Adjutant General