

ARIZONA Department of Emergency and Military Affairs POLICY	POLICY LETTER NO. 10.04	
	DATE 1 Jan 22	OPR NGAZ-DAS
SUBJECT: Contact with High Level Officials	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

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

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

3. References: N/A.

4. Policy:

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

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

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

- i. Invitation for events
- ii. Initial contact regarding a subject
- iii. Requests for Information
- iv. Meetings/Visits

5. Administration: Point of Contact (POC) for this policy is: DAS/Executive Officer, 602-267-2758, DSN 853-2758.



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