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

This policy letter supersedes Policy Letter 10.04 dated 10 Jan 2020.