


<b>ARIZONA</b> <b>Department of Emergency and Military Affairs</b> <b>POLICY</b>	<b>NO. 10.04</b>	
	<b>DATE:</b> 10 Jan 2020	<b>OPR:</b> NGAZ-DAS
<b>Subject:</b> Contact with High Level Officials	<b>Distribution:</b> IAW 10.01	

1. **Applicability:** This policy applies to:  
All Department of Emergency and Military Affairs (DEMA) members.
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:**
  - a. Point of Contact for this policy is: DAS/Executive Officer, 602-267-2758, DSN 853-2758.

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

This policy letter supersedes Policy Letters 10.04 and 10.08 dated 16 July 2009 and 30.02 dated 7 July 1999