

POLICY LETTER

DATE 1 FEB 2010

OPR DEMA/SA-A

SUBJECT: Solicitation in DEMA Facilities

REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)

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