

ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER NO. 10.06

POLICY LETTER

DATE 1 FEB 2010

OPR DEMA/SA

SUBJECT: DEMA Legislative Initiatives

**REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)**

1. It is the policy of this Agency that proposed legislation will be reviewed by legal staff and receive prior approval by The Adjutant General. This policy letter announces the procedure to be followed when it is determined that a need exists to propose or amend legislation. The Director, Division of State Activities (DEMA/SA) will coordinate these activities on behalf of The Adjutant General.
2. Each Division Director will discuss the need with The Adjutant General, apprising him of the benefit of proposed legislation. If approved to proceed:
 - a. Prepare and submit a position paper to include statutes impacted and verbiage required.
 - b. Determine fiscal impact, if any, on state, cities, counties, or other political sub-divisions. In coordination with the Department Budget Office, compute an estimated fiscal impact for a period of three years, using formats provided by the Budget Office.
 - c. Only officials of this agency designated as a lobbyist, in writing by The Adjutant General, will carry the bill through the legislative process.
3. All lobbying activity will conform to statutory requirements. DEMA/SA is responsible to register all authorized lobbyists and file the required reports with the Secretary of State.



HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General