



Douglas A. Ducey
GOVERNOR

STATE OF ARIZONA
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

5636 East McDowell Road
Phoenix, Arizona 85008-3495
(602) 267-2700 DSN: 853-2700



Major General Michael T. McGuire
THE ADJUTANT GENERAL

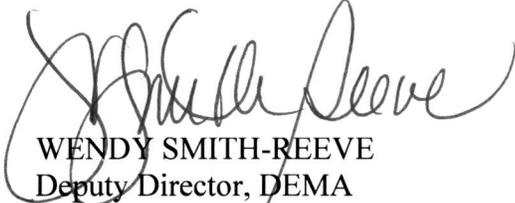
28 October 2016

MEMORANDUM FOR: All DEMA Division of Emergency Management (DEMA-EM) Staff

FROM: Wendy Smith-Reeve, Director
AZ Department of Emergency & Military Affairs, Division of Emergency Mgmt
5636 E McDowell Road
Phoenix, AZ 85008-3495

SUBJECT: DEMA-EM Policy 16-001:
Administrative Policies and Procedures which Require Rescinding

1. After careful review of the administrative policies and procedures identified on the enclosed list and published by the Director of DEMA's Division of Emergency Management in January 2001 for relevance in today's operational posture, it's determined they no longer have relevance and are hereby rescinded.
2. Those few administrative policies and procedures that are relevant will be brought up to date and published as a standalone policy memorandum and disseminated to the Emergency Management staff
3. Point of contact for this action is the Executive Assistant to the Director at (606) 464-6379.


WENDY SMITH-REEVE
Deputy Director, DEMA
Director, AZ Division of Emergency
Management

CF:
Deputy Director DEMA-EM
Operations and Coordination AD
Preparedness AD
Grants Administration AD
Public Information Officer
Communication Technology and Assurance Director

The below list of policies and procedures were reviewed for relevance in today's operational posture by the responsible section heads and were found to be no longer relevant or in need on updating.

| <u>Policy #</u> | <u>Subject</u> | <u>ADEM Section</u> |
|-----------------|---|-------------------------|
| A1-3 | Standards of Conduct | Director's Office |
| A1-4 | Suggestion Box | Director's Office |
| A1-5 | Newsletter | PIO |
| A1-6 | Trip Reports | Director's Office |
| A1-7 | Emergency Response | OPS / Coordination |
| A1-8 | Telecommuting | Director's Office |
| A1-9 | Authority to Approve Publications | PIO |
| A1-10 | Safety Program | OPS / Coordination |
| A1-11 | After Action Reviews (AARs) | Director's Office |
| A2-1 | Public Relations | PIO |
| A2-2 | News Media Relations | PIO |
| A3-1 | Personnel Requisition & Selection | HRO |
| A3-2 | In/Out Processing | HRO |
| A3-3 | Outside Employment | HRO |
| A3-4 | Leave | HRO |
| A3-5 | Compensatory Leave | HRO |
| A3-6 | Identification Cards and Badges | HRO |
| A3-7 | Performance Appraisals | HRO |
| A3-8 | Recognition and Awards Program | HRO |
| A3-9 | Work-site Injuries | HRO |
| A3-10 | Work Hours and Absences | HRO |
| A4-1 | Staff Training | Preparedness / Training |
| A5-1 | Property Loss Control Program | OPS / Coordination |
| A5-2 | Use of State Vehicles | OPS / Coordination |
| A5-3 | Cellular Phone Usage | OPS / Coordination |
| A6-1 | Processing of Cash Receipts | Finance |
| A6-2 | Procurement | Finance |
| A6-3 | Purchasing Card Program | Finance |
| A6-4 | Travel Cards | Finance |
| A6-5 | Travel | Finance |
| A6-6 | Time and Attendance | Finance / HRO |
| A6-7 | On-Call Duty Compensation | Finance / HRO |
| A6-8 | Adjunct Instructors | Finance / Preparedness |
| A6-9 | Propriety of Expenditures & Eligibility Casts | Finance |
| A6-10 | Draw of Federal Grant Funds | Finance |
| A6-11 | County EMPG Program | Grants |
| A6-12 | Nuclear Emergency Management Fund | Grants |
| A7-1 | Division Policy and Procedure File | Director's Office |
| A7-2 | Activities Calendar | Division Wide |
| A7-3 | Records Management | Division Wide |
| A7-4 | Telecommunications | Division Wide |
| A7-5 | Mail and Distribution | Division Wide |
| A7-6 | Reproduction and release of Public Records | PIO |
| A8-1 | Computer Hardware and Software | IT |