



Douglas A. Ducey  
GOVERNOR

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

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Major General Michael T. McGuire  
THE ADJUTANT GENERAL

26 January 2017

MEMORANDUM FOR Division of Emergency Management Preparedness Assistant Director  
and REP Branch

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 17-003:  
Nuclear Emergency Management Fund (NEMF)

1. References. Arizona Revised Statutes, Title [26-305.01](#) and [26-306.01](#)
2. Purpose. Delegate authority for development of the biennial multi-agency NEMF budget and appropriation bill to DEMA-EM Preparedness Assistant Director.
3. ARS 26-306.01 requires the DEMA-EM Director to recommend to the Legislature an amount necessary to develop, maintain and support the State plan before October 31 in each even numbered year. The Emergency Management Division will solicit budget requests from State agencies and other agencies or offices which participate in the State planning and preparedness activities as listed in ARS 26-305.01.B.
4. ARS Title 26-305.01.B. authorizes the Director to designate other agencies or offices that support State planning. Agency budget requests will be provided to justify the Director's recommendation in each appropriation year. Requests shall include detailed cost information.
5. A draft appropriation bill and justification will be submitted by the Department of Emergency and Military Affairs for submission to the Legislature.
6. In preparation of the NEMF Budget the Preparedness Assistant Director, on behalf of the Director, will:
  - a. Prepare the solicitation for budget requests.
  - b. Compile the cost detail and justification to support the recommendation.
  - c. Ensure all requests for funds are pertinent.

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- d. Brief DEMA-EM Director and gain concurrence
  - e. Coordinate the proposed budget with the Palo Verde Nuclear Generating Station (PVNGS) Liaison.
  - f. Draft the appropriation bill in conjunction with Arizona Public Service and PVNGS, review, and approve the proposed budget and bill.
7. Audit. The Director will coordinate with DEMA Finance to conduct an NEMF audit on a biennial basis as per ARS 26-306.02.



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

CF:  
Deputy Director DEMA-EM  
Grant Administration AD  
DEMA CFO