Arizona Department Of Emergency and Military Affairs
STATE ACTIVE DUTY LETTER ORDER/REQUEST/EQUIPMENT INVOICE

DEMA LETTER Order No:
DEMA-RMA USE ONLY

TO: DEMA/JP-P
THROUGH: MSO/DEMA-RM
SUBJECT: SAD Letter Order
DATE:

FROM:

MISSION

Mission:

Authority: ARS 26-172 (Emergency) / ARS 26-175 (Non_Emergency)

Reporting Info:

Mission Dates:

SPECIAL INSTRUCTIONS (special Allowances, funding, etc.)

Mission	Name, mission number or fire number and nature of mission
Reporting Info	Where, when, and to whom members report
From	Members' home unit or task force
Mission Dates	Start & end dates of period unit will cover
Special Instructions	Unusual allowances, travel, funding, etc.
Tvl Status Boxes	Travel may only be authorized by MSO of DEMA-RMD

DEMA-RMA USE ONLY

REVIEWED BY
DATE:

remarks/exceptions

READY FOR PAYMENT

DEMA-RMA USE ONLY

PCA:	INDEX:	DATE RCV'D:

PAYROLL
PAID
DATE:

EQUIPMENT
PAID
DATE:

PERSONNEL

NAME	SSN	RANK	UIC	DUTY DATES

☐ Continuation attached

REQUEST/CERTIFICATION OF PERFORMANCE

Name: Phone:
Date:

I certify that duty was performed as indicated: Signature of certifying official

Name: Date:

Signature of Approving Official

☐ Per Diem Authorized
☐ Travel Status Authorized

This letter order confirms VOCO. By the direction of the Governor, you are ordered into active military service for the State of Arizona.

BY ORDER OF THE GOVERNOR:

Official:

David P. Rataczak, Major General, AZ ARNG
The Adjutant General

Admin. Services Officer Date