

State of Arizona  
Department of Emergency & Military Affairs  
1 February 2010


DEMA PAM 10.1  
Index of DEMA Publications

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1. In accordance with DEMA Directive 10.1, the listing in Appendix A represents a comprehensive listing of all directives published by this department. DEMA Policy letters are found at Appendix B.

BY ORDER OF THE GOVERNOR:



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

Supersedes DEMA-PAM 10.01 dated 1 January 2008

## APPENDIX A - DEMA DIRECTIVES

DEMA PAM 10.1

1 February 2010

Directive Number and Title		Proponent	Date
<b>10</b>	<b>Administration</b>		
10.1	DEMA Publications	DEMA/JP-P	1 Oct 2007
PAM 10.1	Index of DEMA Publications	DEMA/SA-A	1 Feb 2010
10.2	General Staff	DEMA-TAG	15 Feb 1995
10.3	Internal Audit Policy & Procedures	DEMA-AU	2 Aug 1995
10.4	Mail Administration	DEMA/JP-R	1 Oct 2002
10.5	Vacant		
10.6	Records Management	DEMA-RM	15 Jan 1996
	<b>Statutory References:</b>		
ARS 26	DEMA		
ARS 38	General Government Administration		
<b>20</b>	<b>Human Resources</b>		
20.1	State Human Resources Administration	DEMA/JP-P	1 Oct 2007
20.2	Use of Volunteers as Emergency Workers	DEMA/SA-A	16 Nov 2009
21.1	State Unit Allowance	DEMA-MWR	13 Aug 1997
22.01	Rescinded 1 Oct 2007 – replaced by Directive 20.1 State Human Resources Administration		
25.1	Military Technician Personnel: AZ NG Incentive Awards Plan	AZAA-HRO	1 Feb 1998
25.2	Military Technician Personnel: Technician Assistance Program	AZAA-HRO	10 Dec 1996
25.3	Military Technician Personnel: Technician Performance Appraisal Plan	AZAA-HRO	1 Feb 1998
25.4	Military Technician Personnel: Alternative Dispute Resolution Program	AZAA-HRO	15 May 1998
25.5	ARNG & ANG Technician Personnel: Environmental Differential & Hazard Pay (EDP/HP)	AZAA-HRO	July 2001
25.6	Merit Placement Plan	AZAA-HRO	1 Oct 1998
25.7	Vacant		
25.8	State Active Duty Administration	DEMA/JP-P	1 Oct 2007
	<b>Statutory References</b>		
ARS 41	State Personnel Administration		

## APPENDIX A - DEMA DIRECTIVES (continued)

DEMA PAM 10.1

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Directive Number and Title	Proponent	Date
<b>30</b>	<b>Public Affairs</b>	
<b>40</b>	<b>Finance</b>	
40.1	Vacant	
40.2	Departmental Procurement (State)	DEMA/SA-D 1 Jun 2009
40.3	Financial Management of DEMA Programs	DEMA-RMD 1 Dec 1997
40.4	State Education Reimbursement (SER)	DEMA-RMD 1 Aug 1995
40.5	Officer's Uniform and Equipment Allowance	DEMA-RMD 1 Mar 1996
40.6	Arizona State Travel Procedures	DEMA/SA-R 9 May 2008
40.7	Fleet Fuel Card Usage	DEMA/SA-A 9 Apr 2009
	<b>Statutory References</b>	
ARS 35	State Fiscal Management	
<b>50</b>	<b>Property/Facilities Management</b>	
50.01	State Property Management	DEMA/JP-R 1 Apr 2001
50.02	Real Property Planning Board	DEMA/JP-F 1 Nov 2001
50.03	Recycle Program	DEMA/JP-R 1 Jan 2001
<b>60</b>	<b>Requests for Assistance or Equipment</b>	
60.1	Loan, Lease and Use of Federal Property	DEMA/JP-A 12 Mar 1998
<b>70</b>	<b>Risk Management/Loss Prevention</b>	
70.1	Loss Control Program	DEMA-RMG 1 Aug 1994
70.2	Exposure Control Plan	DEMA-RMG 1 Aug 1994
70.3	Facility Emergency Plan	DEMA-RMG 1 Aug 1994
70.4	Rescinded 1 Apr 2001 – replaced by Directive 50.01 State Property Management	
<b>80</b>	<b>Security</b>	

## APPENDIX B – POLICY LETTERS

DEMA PAM 10.1

1 February 2010

Letter Number and Title	Proponent	Date
<b>10</b>	<b>Administration</b>	
10.01	Policy Letters	DEMA/SA-A 1 Feb 2010
10.02	Chain of Command	DEMA-TAG 16 Jul 2009
10.03	Official Correspondence	DEMA-TAG 1 Feb 2010
10.04	Contact with Governor's Office and Other Officials	DEMA-TAG 16 Jul 2009
10.05	Solicitation in DEMA Facilities	DEMA/SA-A 1 Feb 2010
10.06	DEMA Legislative Initiatives	DEMA-JP 7 Jul 1999
10.07	Proclamations	ADEM 16 Jul 2009
10.08	Visits by or Invitations to General Officers and VIPs	DEMA-TAG 16 Jul 2009
10.09	Vacant	
10.10	Reporting of Significant Events	AZAA-PT 7 Jul 1999
10.11	Vacant	
10.12	Proprietary Rights in Computer Software	DEMA/JP-P 7 Jul 1999
10.13	Use of Agency Computers	DEMA/JP-P 7 Jul 1999
10.14	Rescinded 1 Feb 2010 – replaced by Policy Letter 50.06 Environmental Policy	
10.15	Cellular Phone Usage	DEMA/JP-P 16 Jan 2009
10.16	Consumption and Serving of Alcoholic Beverages on Installations	AZAA-CS 16 Jan 2009
10.17	Obtaining the Signature of The Adjutant General	DEMA-TAG 12 Mar 2007
<b>20</b>	<b>Human Resources</b>	
20.01	Sexual Harassment	AZAA-HRE DEMA/JP-P 2 Feb 2009
20.02	Procedure for Grievances Involving Supervisor/ Chain of Command	DEMA-TAG 2 Feb 2009
20.03	Diversity as a Leadership Strategy	AZAA-HR-LRS 2 Feb 2009
20.04	ADA Grievance Procedures	DEMA-TAG 7 Jul 1999
20.05	Smoking Policy	DEMA/JP-P 2 Feb 2009
20.06	DEMA Drug-Free Workplace	DEMA/JP-P 7 Jul 1999

## APPENDIX B – POLICY LETTERS (continued)

DEMA PAM 10.1

1 February 2010

Letter Number and Title	Proponent	Date
20.07	Rescinded 1 Jan 2008 – replaced by Policy Letter 20.08 Equal Opportunity/Affirmative Action	
20.08	Equal Opportunity/Affirmative Action	DEMA-TAG AZAA-HRE 2 Feb 2009
20.09	Dress and Grooming Standards for Civilian Attire	DEMA/JP-P 1 Aug 2001
20.10	Reserved	
20.11	Use of DEMA Physical Fitness Facilities	AZAA-HRO DEMA/JP-P 1 Sept 2009
<b>25</b>	<b>Personnel, Military</b>	
25.01	Uniforms/State Employees and Competitive Technicians	AZAA-ZB 16 Jul 2009
<b>30</b>	<b>Public Affairs</b>	
30.01	Civilian Distinguished Visitor (CDV)	DEMA/JP-A 7 Jul 1999
30.02	Reports of Contact	DEMA-TAG 7 Jul 1999
<b>40</b>	<b>Finance</b>	
40.01	Obligation of Funds	DEMA/JP-P 7 Jul 1999
<b>50</b>	<b>Property/Facilities Management</b>	
50.01	State Property Management	DEMA/JP-R 7 Jul 1999
50.02	Vacant	
50.03	Vehicle Restraint and Protective Systems	AZAA-PRT 1 May 2000
50.04	State Asset Accountability	DEMA/JP-R 1 Apr 2001
50.05	Registration, Titling and Licensing of DEMA-owned Vehicles and Trailers	DEMA/JP-R 1 Jun 2002
50.06	Environmental Policy	AZAA-FMO 1 Feb 2010
<b>60</b>	<b>Requests for Assistance or Equipment</b>	
60.01	Vacant	
60.02	Search or Rescue Requests	DEMA-TAG 7 Jul 1999
60.03	Vacant	

## APPENDIX B – POLICY LETTERS (continued)

DEMA PAM 10.1

1 February 2010

Letter Number and Title	Proponent	Date
<b>70</b> <b>Risk Management/Loss Prevention</b>		
70.01           DEMA Policy on Loss Control	DEMA/JP-P	7 Jul 1999
70.02           Use of Cell Phones/Communication Devices While Operating a Motor Vehicle	AZAA-AV-S	15 Feb 2007
<b>80</b> <b>Security</b>		
80.01           Workplace Violence	AZAA-DOMS	1 Feb 2010

APPENDIX C – AZNG Regulations and  
Other Related Internal Publications

DEMA PAM 10.1

1 February 2010

Number	Title	Proponent	Date
<b>AZNG REGULATIONS</b>			
20-1	Military Aide to the Governor	DEMA-RM	1 Aug 1996
20-2	Moral, Welfare and Recreation	DEMA-RM	15 Nov 2000
20-3	Retention and Separation Policy for Members of the Army and Air National Guard	DEMA-RM	19 Jan 2000
30-1	Naming of Armories and Bases	DEMA-RM	1 Aug 1996
50-1	Facilities Operations	AZAA-FMO	1 Aug 1997
350-6	Range and Training Site Regulation	AZAA-PTO	1 Feb 1993

NOTE: AZNG Regulations are approved through the General Staff and signed by the Governor.

**Related STARC AZ Pamphlets**

420-17	Armory Board Procedures	AZAA-FMO	1 Aug 1997
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