

POLICY LETTER

DATE 1 FEB 2010


OPR DEMA/SA-A

SUBJECT: Policy Letters

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

1. Numbered policy letters are the vehicle by which Department policies are disseminated. Policy letters cover a broad range of subjects, each one indicating TAG emphasis on a particular policy issue. Policy letters generally apply to all elements of the Department of Emergency & Military Affairs, but occasionally address issues unique to a specific activity within DEMA.
2. The Administrative Services Office is responsible for the publication of DEMA policy letters. The Office of Primary Responsibility (OPR) will draft a proposed policy letter and staff it through interested parties and present it in final draft form to the Administrative Services Office who will review it for consistency with other policies, prepare the official letter and submit it to The Adjutant General for signature.
3. As a policy letter is published, it will be distributed as indicated in paragraph 4. It is the responsibility of all recipients of policy letters to insure appropriate dissemination to all subordinate activities. The Administrative Services Office will maintain the official set of policy letters for the Department.
4. Distribution for all policy letters will be as follows:

The Adjutant General	JCNTF
Assistant Adjutant General, Army	Commander, 91 CST
Assistant Adjutant General, Air	Commander, 198 RSG
Assistant Adjutant General, Joint	Commander, 107 ACS
Director, Division of Emergency Management	Commander, 158 MEB
Director, Division of State Activities	Commander, 161 ARW
Chief of Staff, AZ ARNG	Commander, 214 RG
Director of Staff, AZ ANG	Commander, 162 FW
Chief of Staff, Joint	Commander, 98 AVN TC
Executive Officer, ANG	Commander, Camp Navajo
Senior Army Advisor	Commander, WAATS
Inspector General	Commander, RTI
Chief Auditor	Commander, MEDCOM
Staff Judge Advocate	DCSAVS
State Public Affairs Office	DCS, G-6
US Property and Fiscal Office	DCS, G-4
State Resource Management Office	DCS, G-3
State Purchasing Office	DCS, G-1
Facilities Management Office	Asst. Div. Director, AZ Emer Resp Comm
Human Resources Office (federal)	Asst. Div. Director, Preparedness, ADEM
State Human Resources Office	Asst. Div. Director, Logistics, ADEM
Administrative Services Officer (official copy holder)	Asst. Div. Director, Operations, ADEM
Commandant, Project Challenge	Asst. Div. Director, Recovery, ADEM


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