

<b>ARIZONA</b> Department of Emergency and Military Affairs  <b>POLICY LETTER</b>	<b>POLICY LETTER NO. 10.03</b>	
	<b>DATE 1 AUG 2011</b>	<b>OPR DEMA-TAG</b>
<b>SUBJECT:</b> Official Correspondence	<b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b>	

1. DEMA letterhead stationery (with gold seals) will be used only for official correspondence. Official correspondence is defined as that which represents the official position of The Adjutant General.

2. Division Directors may authorize other letterhead stationery for their use and that of their subordinate organizations, as they deem appropriate. Division level stationery may not have gold seals and must identify the name of the agency director. The division director's name may be added under that of the agency.

3. The following signature blocks are authorized for official DEMA correspondence:

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

ALBERTO C. GONZALEZ  
 Brigadier General, AZ ARNG  
 Director, Army National Guard

MICHAEL G. COLANGELO  
 Brigadier General, AZ ANG  
 Director, Air National Guard


LOUIS B. TRAMMELL  
 Director, Division of Emergency Management

EDWARD L. FLINN  
 Director, Division of State Activities

4. Signature blocks will be placed on correspondence in the proper location according to instructions provided in Air Force Manual 37-126 or Army Regulation 25-50, as appropriate. Civilian signature blocks are placed according to appropriate civilian format.

5. When correspondence is prepared at the Division of Emergency Management or Division of State Activities requiring the signature of The Adjutant General, the following signature block will be used:

HUGO E. SALAZAR  
 Major General, AZ ARNG  
 Director

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