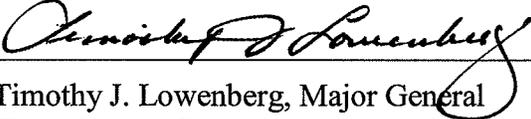


**Unified Washington Military Department and National Guard Policy
No. 10-01**

Title	Unified Policies
References	
Military Dept. No.	DIR-006-10
WAARNG Policy No.	
WAANG Policy No.	
Information Contact	Special Assistant to the Director (SAD) Building #1 (253) 512-7712
Effective Date	July 1, 2010
Revised	New
Approved By	 Timothy J. Lowenberg, Major General The Adjutant General WMD Director

Purpose

This policy describes the criteria, responsibilities, and process for creating, revising, and rescinding Unified Washington Military Department and National Guard Policies (“Unified Policies”).

Scope

This policy applies to all state and federal civilian employees of the Washington Military Department (WMD) and all members of the Washington National Guard (WNG).

Policy

1. A Unified Policy is:
 - a. Used to address areas of concern common to the WMD and WNG, including but not limited to Camp Murray security, parking, real property, and environmental programs.
 - b. Developed in coordination with the WMD Special Assistant to the Director (SAD) and WNG Chiefs or Directors of Staff.
 - c. Signed by The Adjutant General (TAG).
 - d. Applicable to all state and federal civilian employees of the WMD and all members of the WNG.

2. The WMD SAD and WNG Chiefs or Directors of Staff shall, according to the processes and channels normally used for WMD or WNG division-specific policymaking:
 - a. Upon receiving a draft Unified Policy:
 - i. Distribute the policy for review and approval.
 - ii. Document feedback received.
 - iii. Send the edited version to the WMD SAD and WNG Chiefs or Directors of Staff, and repeat steps i-iii until consensus is reached.
 - iv. Forward feedback documentation and approval signatures from WNG divisions to the WMD SAD. WMD SAD shall submit the documentation and final draft policy for signature by TAG.
 - b. Upon receiving a Unified Policy signed by TAG:
 - i. Disseminate the policy to all staff.
 - ii. Post the policy to internal (Intranet) websites and portals.
 - iii. Retain a copy of the Unified Policy according to retention guidelines. WMD SAD shall retain the original.
 - iv. Review the policy and submit a revised draft to the WMD SAD and WNG Chiefs or Directors of Staff as necessary.
 - c. Rescind the Unified Policy by submitting a draft rescission memorandum to TAG for signature using the process in paragraph 2(a), steps i-iv.