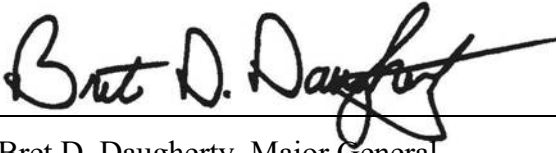


## Unified Washington Military Department and National Guard Policy No. 10-01

<b>Title</b>	Unified Policies
<b>Cross-Reference Number</b>	DIR-006-10
<b>Information Contact</b>	Intergovernmental Affairs & Policy Director Building #1 (253) 512-7712
<b>Effective Date</b>	July 1, 2010
<b>Mandatory Review Date</b>	February 26, 2024
<b>Revised Date</b>	February 26, 2020
<b>Approved By</b>	 Bret D. Daugherty, 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 (WANG).

### Policy

1. A Unified Policy is:
  - a. Used to address areas of concern common to the WMD and WANG, including but not limited to Camp Murray security, parking, real property, and environmental programs.
  - b. Developed in coordination with the WMD Intergovernmental Affairs & Policy Director (IGAP) and WANG Chiefs or Directors of Staff.
  - c. Reviewed by the Staff Judge Advocate for legal sufficiency.
  - d. Signed by The Adjutant General (TAG).
  - e. Applicable to all state and federal civilian employees of the WMD and all members of the WANG.

2. The WMD IGAP and WANG Chiefs or Directors of Staff shall through the processes and channels normally used for WMD or WANG 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 IGAP and WANG Chiefs or Directors of Staff and repeat steps i-iii until consensus is reached.
    - iv. Forward feedback documentation and approval signatures from WANG divisions to the WMD IGAP. WMD IGAP shall submit the documentation and final draft policy for legal sufficiency review to the Staff Judge Advocate (SJA).
    - v. After the SJA completes their review, the IGAP will forward the policy to the Chief of Staff to obtain TAG's signature.
  - b. Upon receiving a Unified Policy signed by TAG:
    - i. Disseminate the policy to all staff.
    - ii. Post the policy to the appropriate websites and portals.
    - iii. Retain a copy of the Unified Policy according to retention guidelines. WMD IGAP shall retain the original.
    - iv. Review the policy and submit a revised draft to the WMD IGAP and WANG Chiefs or Directors of Staff as necessary.
  - c. Conduct a mandatory review every four years after the later of the effective or revised date of each policy. Mandatory reviews should be completed within six months of the mandatory review date.
  - d. Rescind the Unified Policy by submitting a draft rescission memorandum to TAG for signature using the process in paragraph 2(a), steps i-iv.