

Arizona State Director (SD) Briefing Protocol

To clarify the expectations for the SD briefing and meeting preparation, the following guidance is provided. This protocol is applicable to both decisional and informational briefings, but greater attention and more detail must be given to decisional briefings.

The protocol is not intended to restrict access to the SD/Associate State Director (ASD); both are available at any time to discuss matters with members of the State Leadership Team (SLT). Rather, it is intended to provide a basis for better, more informed and timely decisions and to reduce the need for additional meetings.

1. For all SLT meetings or conference calls, all SLT members are expected to attend. Where conflicts exist the designated acting official will attend. If this is not possible, the ASD must be notified.
2. For all meetings or briefings involving State Office staff, the Deputy State Directors (DSD) or Branch Chiefs will attend.
3. District Managers (DMs), DSDs and Branch Chiefs are expected to be familiar with the subject matter and briefing material prior to meeting with either the SD or the ASD.
4. Any detailed/complex written material requiring the SD's or ASD's signature (i.e., Instruction Memorandums or Information Bulletins, conveyance documents, Memorandum of Understanding/Memorandum of Agreement, etc.) will, in most cases, require a timely briefing with the SD or ASD.
5. Prior to any briefing with the SD/ASD, an organized briefing packet must be provided to the SD's Office by the appropriate DSD a minimum of 2 working days prior to the briefing. Packets must include a briefing paper (or revision of the existing paper if a revision is necessary), any pertinent background papers or information, and maps where necessary.
6. District briefings will be coordinated through and attended by the appropriate DSD. Briefing materials should be submitted to the appropriate DSD a minimum of 4 working days prior to the scheduled SD brief, to allow time for adequate Arizona State Office program review of the materials. The DSD will then forward to the SD office within the established timeframes (2 working days prior to briefing).
7. Prior to any meetings with external publics, a briefing will always be required. In meetings such as these, the SD will be informed of who will be in attendance and the nature of the meeting.
8. All correspondence or decision documents requiring the SD's or ASD's signature must be appropriately reviewed and surnamed.
9. For MOUs or MOAs requiring Solicitor's Office (SOL) review (see H-1786-AZ-1, page 17 and 18), SOL review must be completed prior to the briefing with the SD or ASD. Any request for SOL review must be coordinated through the appropriate DSD for submittal to the SOL.
10. Correspondence and deadline documents requiring signature of the SD or ASD must be delivered with adequate review time.
11. The same protocol will be used for Washington Office briefings to provide for well-prepared and efficient briefing opportunities.