

MILITARY DEPARTMENT  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P.O. Box 269101  
Sacramento, California 95826-9101



CAAG-GA

7 June 2011

## MEMORANDUM FOR Servicemembers and Employees of the California Military Department

SUBJECT: Policy Memorandum 2011-05 – Communication with Elected Officials

1. The California Military Department's command communication process is vital to ensure we accomplish our state and federal missions. Strong, positive working relationships with the National Guard Bureau, our federal, state, and local elected officials, and the communities we serve, are essential to achieving a well-resourced and politically supported California National Guard. We must ensure a coordinated, accurate, and timely process of engagement.
2. All commands, activities and individuals within the California National Guard and the California Military Department shall ensure prior coordination with their component commanders and the Office of Government Affairs prior to formally engaging with the Governor's staff, members of the California Congressional Delegation and staff, the California Legislature and staff, and local elected officials and staff.
3. This guidance does not preclude every Servicemember's right to communicate with elected officials in a personal capacity. Title 10 United States Code Section 1034 specifically provides that "[n]o person may restrict a member of the armed forces in communicating with a Member of Congress or Inspector General." This includes legislative inquiries in which Servicemembers request assistance from their elected officials to resolve issues or problems related to their service in the California National Guard. Commanders are required to route legislative inquiries received at the unit level directly to the Office of Government Affairs; under no circumstances does the unit handle them directly. Servicemembers are expected to utilize their chain of command prior to resorting to such action, however, I expect commanders and supervisors at all levels of command to ensure Servicemembers are free and encouraged to pursue such communication in a personal capacity.
4. Following coordination with component commanders and the Office of Government Affairs, unit commanders and other designated personnel are encouraged to communicate and cooperate with local elected officials and their staff with professional, accurate, and timely information to the maximum extent possible. This policy ensures we continue to provide the necessary information to our elected officials and maintain good community relations by keeping them advised of Guard activities.

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5. Thank you for your support and for ensuring the California Military Department message is accurate and consistent. Should you have any questions regarding this policy, please contact the Office of Government Affairs at (916) 854-3705.

A handwritten signature in black ink, appearing to read 'David S. Baldwin', with a long horizontal flourish extending to the right.

DAVID S. BALDWIN  
Major General  
The Adjutant General