

**ARKANSAS DEPARTMENT OF THE MILITARY
STANDARD OPERATING PROCEDURE
LEGISLATIVE AND POLICY SUBMISSION PROCEDURES**

I. PURPOSE

The purpose of this standard operating procedure (SOP) is to establish a standardized procedure for the Department of the Military (DOTM) when submitting any item to the Arkansas Legislative Council (ALC) or any of its subcommittees. This ensures compliance with Executive and Administrative guidance, and allows for appropriate review, coordination, and approval by the Governor's Office, in accordance with applicable deadlines and requirements.

II. APPLICABILITY

This SOP applies to all DOTM employees preparing items for submission to ALC or its subcommittees, including Personnel, PEER, Review, and Administrative Rules, as well as any other applicable legislative body or committee.

III. PROCEDURE

A. General Submission Guidance

1. The DOTM shall not submit any item to the Bureau of Legislative Research (BLR), ALC, or any subcommittee thereof without prior review and approval by the Governor's Office.
2. DOTM employees will courtesy copy the DOTM Chief of Staff on all emails related to submission of items to OPM, the Department of Finance and Administration (DFA), the Division of Building Authority (DBA) and the Office of State Procurement (OSP).
3. Ten (10) business days prior to the Monday of ALC week, DOTM staff will provide a summary of all items submitted for ultimate approval of an ALC or other committee to the DOTM Chief of Staff.
4. Seven (7) business days prior to the Monday of ALC week, the DOTM Chief of Staff will submit to the Governor's Office DOTM Liaison a summary of all intended agency submissions for the upcoming ALC meetings.
5. Submissions must specifically identify any items of a contentious nature or with political, operational, or fiscal impact.

B. Subcommittee-Specific Procedures

1. ALC–Personnel Subcommittee

- DOTM will submit all items to the Office of Personnel Management (OPM).
- OPM will coordinate final submission and approval with the Governor's Office.
- The DOTM HR Director will coordinate with the DOTM Chief of Staff on all matters submitted to OPM and provide a summary of all items submitted at least ten (10) business days prior to the Monday of ALC week.

• ALC–PEER Subcommittee

- Requests for Restricted Reserve funds will only be handled by the DOTM Chief of Staff.
- All other PEER items must be submitted to the Department of Finance and Administration (DFA), Office of Budget.
- DFA will coordinate with the Governor's Office for approval.
- The DOTM CFO will coordinate with the DOTM Chief of Staff on all matters submitted to OPM and provide a summary of all items submitted at least ten (10) business days prior to the Monday of ALC week.

• ALC–Review Subcommittee

- All items must be submitted to the Division of Building Authority (DBA) and the Office of State Procurement (OSP).
- Both entities will coordinate approval through the Governor's Office.
- The DOTM Agency Procurement Administrator will coordinate with the DOTM Chief of Staff on all matters submitted to DBA and OSP and provide a summary of all items submitted at least ten (10) business days prior to the Monday of ALC week.

• ALC–Administrative Rules Subcommittee

- In accordance with Executive Order 23-02, all proposed rules must be submitted to the Governor's Office prior to any action under the Administrative Procedures Act.
- Submit all proposals at least sixty (60) days in advance of the intended effective date.
- DOTM Chief Legal Counsel is the primary point of contact for promulgations of rules.
- The DOTM Chief Legal Counsel will coordinate with the DOTM Chief of Staff on all proposed rules.

• Other ALC Subcommittees

- Submissions must be routed through the Governor's Office no later than ten (10) business days before submission to ALC/BLR.

IV. RESPONSIBILITIES

- A. DOTM staff are responsible for identifying items requiring ALC approval and initiating internal coordination.
- B. DOTM Chief of Staff will serve as the point of contact for the Governor's Office, ensure compliance with submission timelines, and manage tracking of legislative actions.