



Arkansas Department of Military

Cabinet Secretary – Brigadier General Olen Chad Bridges,
The Adjutant General

DOTM Policy Acknowledgement Form

The Department of Military has the responsibility of establishing policies and procedures that are applicable to the agency at the same time adhering to the Department of Transformation and Shared Services policies. The following policies are listed on our Department of Military Website <https://military.arkansas.gov/> to be reviewed at the employee's convenience. Employees will sign below that they have been instructed to view all policies listed below on our website, and by signing you are acknowledging you have received the departments policies listed below.

DOTM Policies

- Policy 1 Workplace Professionalism Policy
- Policy 2 Code of Conduct
- Policy 3 Theft and Anti-Fraud Policy
- Policy 4 Compressed Work Schedule
- Policy 5 Employee Physical Fitness Program
- Policy 6 Inclement Weather Policy
- Policy 7 Social Media Policy
- Policy 8 Incident Reporting
- Policy 9 Background Checks
- Policy 10 Time Keeping and Job Abandonment Policy
- Policy 11 Divisive Concepts in Operations and Training Policy
- Policy 12 Overtime and Compensatory Leave Time Policy
- Policy 13 Americans-With-Disabilities Act Policy and Forms
- Policy 14 Uniform Grievance Policy
- Policy 15 Drug and Alcohol Testing Policy
- Policy 16 Ineligibility for Rehire and Exception Process
- Policy 17 Initial, Transferred, Promoted, or Demoted Employee Probation Period Policy
- Policy 18 Equal Employment Opportunity Policy and Complaint Procedures
- Policy 19 State-Hiring-Process-and-Procedures
- Policy 20 Inclement Weather and Situational Telework Policy
- Policy 21 Employee Disciplinary Procedure
- Policy 22 Special Compensation Awards Program
- Policy 23 Public Safety Agility Test (PAT), Physical Health Assessment (PHA), and Annual Physical Agility
- Policy 24 Infant at Work Program
- ***** Information Technology Agreement

TAG Policies

- 2024-14 Prohibition of Surreptitious Recordings in Arkansas National Guard Installations and Instrumentalities
- 2024-13 Workplace Violence Policy
- 2024-10 Use and Possession of Medical Marijuana
- 2024-05 Inspection of Vehicles Entering or Exiting Arkansas National Guard Military Reservations
- 2024-04 Use of Tobacco and Electronic Cigarettes in the Workplace
- 2023-05 Referral of Major Felony and Sexual Assault Investigations on ARNG Property Facilities to Local Law Enforcement
- 2023-04 Open Door Policy
- 2021-23 Use of Cellular Phones in Vehicles
- 2021-12 Possession of Privately Owned Firearms on NG AR Property-Facilities
- 2020-25 News Media Contact and Public Affairs Guidance
- 2018-06 Nepotism

I _____ am acknowledging that I have been made aware of the policies above, and that they can be viewed at any time via the departments website Department of Military <https://military.arkansas.gov/>.

Employee Printed Name

Date

Employee Personnel Number

Employee Signature

Date

Supervisor Printed Name

Date

Supervisor Signature

Date

Directions: Keep a signed copy for your files and return the second signed form to the Human Resource Office to be placed in the employees' permanent file.

Revised July 10, 2025