



Arkansas Department of Military
 Cabinet Secretary - Major General Jonathan M. Stubbs,
 The Adjutant General

DOTM Policy Acknowledgement Form

Department of Military has the responsibility of establishing policies and procedures that applicable to the agency at the same time adhering to the Department of Transformation and Shared Services polices. The following policies are listed on our Department of Military Website <https://military.arkansas.gov/> to be reviewed at the employee’s convenience. Employee 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
- 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

TAG Policies

- 2023-05 Referral of Major Felony and Sexual Assault Investigations on ARNG Property Facilities to the Local Law Enforcement
- 2023-04 Open Door Policy
- 2021-24 Inspection of Vehicles Entering or Exiting Arkansas National Guard Military Reservations
- 2021-23 Use of Cellular Phones in Vehicles
- 2021-13 Use and Possession of Medical Marijuana
- 2021-12 Possession of Privately Owned Firearms on NG AR Property-Facilities
- 2020-25 News Media Contact and Public Affairs Guidance
- 2020-15 Tobacco Use and Electronic Cigarettes in the Workplace
- 2018-06 Nepotism

TSS/OPM Personnel Policy

Department of Transportation and Shared Services Personnel Policy

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

 Employee Printed Name

 Employee’s Signature

 Date

 Supervisor’s Printed Name

 Supervisor’s Signature

 Date

The Acknowledgment will be given to the employee’s supervisor for record. **A copy must be sent to HR.**