

DES Administrative Policy & Procedures



Chapter: 1 Department of Economic Security
Article: 92 Office of the Director
Subject: 03 Tribal Government Relations
Process Owner: Office of Tribal Relations
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DES 1-92-03 Tribal Government Relations

I. POLICY STATEMENT

The Department of Economic Security (DES) recognizes the unique government-to-government relationship shared by the State of Arizona and Tribes and is committed to improving the quality, availability, and accessibility of human service programs to Arizona's 22 federally recognized Tribes.

This policy provides DES Employees with guidance for ensuring the unique needs of Tribes are recognized in the DES decision-making process, including through Consultation, prior to taking action on a Significant Issue that may impact one or more Tribes. The policy also provides guidance to Employees to ensure robust communication and interaction with Tribes and other external entities who coordinate with Tribes.

II. APPLICABILITY

This policy applies to all Employees and Tribes.

III. AUTHORITY

[2 U.S.C. Chapter 25](#)

Unfunded Mandates Reform

[25 U.S.C. Chapter 18](#)

Indian Health Care

[25 U.S.C. Chapter 46](#)

Indian Self-Determination and Education and Assistance

42 U.S.C. Chapter 34	Equal Opportunity Program
42 U.S.C. Chapter 35	Programs for Older Americans
A.R.S. § 41-1954	Powers and duties
A.R.S. § 41-2051	Governor's office on tribal relations; director; responsibilities of state agencies; report
E.O. 2024-04	Creating the Governor's Talent Ready AZ Workforce Cabinet
E.O. 2006-14	Consultation and Cooperation with Arizona Tribes

IV. DEFINITIONS

Business Day: Monday through Friday, excluding state holidays listed in [A.R.S. § 1-301](#).

Consultation: A two-way, government-to-government exchange of information and dialogue between official representatives of DES and official representatives of a Tribe regarding a Significant Issue that DES conducts prior to taking action on the Significant Issue.

Director: The Employee who is appointed by the Governor to oversee the direction, operation, and control of DES.

Division: A programmatic, functional, operational, or administrative area or section of DES that reports to an Assistant Director or, in the absence of an Assistant Director, directly to a Deputy Director or the equivalent, or the Director, and for whom the Director has ultimate responsibility.

Division Management: An executive leader of a Division that may include an Assistant Director, Deputy Assistant Director, or Program Administrator.

Division Tribal Liaison: A designated Employee funded by that Division who, in coordination with the Office of Tribal Relations, communicates with Tribal members, Tribal employees, Tribal community partners, and Tribal Leaders or Tribes' key management personnel to ensure that program-related inquiries, service delivery issues, or contract-related provisions specific to the Division's programs are addressed and to provide or coordinate Division-related technical assistance for Tribes.

Employee: Any individual who is directly employed temporarily or permanently by or with the State of Arizona to conduct DES business on a full-time or part-time basis, regardless of whether the individual is paid. This term does not apply to employees of the State of Arizona who work for other state agencies that assist DES.

Governor's Office on Tribal Relations (GOTR): The area within the Arizona Governor's Office, established by the Arizona Legislature in accordance with [A.R.S. § 41-2051](#), to assist and support Tribal nations and Tribal nation communities in Arizona and to enhance government-to-government relations between the 22 Tribes within the boundaries of Arizona.

Inter-Tribal Organizations: Independent entities that collaborate with Tribal Leaders to ensure the self-determination of Tribes by advocating for and participating in the development of policies, programs, and services that collectively impact Tribal communities.

Office of Tribal Relations (OTR): The area within DES, regardless of the current or future name, responsible for coordinating Tribal activity with Division Tribal Liaisons and serving as the primary DES contact for Tribes; communicating with Tribal Leaders, councils, local government, leadership, and Employees; liaising with the Governor's Office on Tribal Relations (GOTR); and coordinating the release of DES information to GOTR and Tribes.

Office of Professional Development (OPD): The area within DES, regardless of the current or future name, that provides professional development courses and training for DES Employees and Tribes.

Significant Issue: A concern or topic with potential impact to DES programs or services delivered to Tribal communities, over which DES has discretion, such as budgets, service delivery, or eligibility for benefits or services; or changes identified in relevant policy or regulations. Significant issues include but are not limited to:

- Proposed revisions to this policy;
- Proposed revisions to existing Tribal/State/Federal intergovernmental or contractual language;
- Proposed resource distribution methodologies that may affect payments made to Tribes;
- Proposed state plan amendments, new waiver demonstration requests, waiver renewals, or waiver amendments; and
- Proposed changes to or limitations on eligibility of benefits.

Tribe: A historical clan, band, nation, pueblo, or other community of Native American, Alaska Natives, or Hawaiian Natives in Arizona whose Sovereignty is recognized by the United States. See Appendix A for a list of Arizona's 22 federally recognized Tribes.

Tribal Leader: An elected or duly appointed official of a Tribal government.

Tribal Relations Executive Liaison: The Employee within OTR who facilitates relations between DES and Tribes, ensuring focus on Tribal relations and providing guidance and input regarding Tribal government Consultation, Tribal partnerships, and cultural awareness to build a positive inter-governmental relationship.

V. STANDARDS

A. General Requirements

An Employee shall ensure the Employee's actions are consistent with the recognition of Tribal sovereignty and customs when:

1. Conducting DES business on Tribal land; and
2. Interacting with members of Tribes.

B. Training

1. OPD, in coordination with the Tribal Relations Executive Liaison, shall develop and maintain Tribal relations training, that complies with federal and state law, regulations, rules, Executive Orders, and this policy, including:
 - a. The computer-based TraCorp training, *Tribal Cultural Awareness* (DECOTA5001); and
 - b. Division or program-specific training as needed.
2. Division Tribal Liaisons and Employees who work with Tribes, as identified by Division Management, shall complete DECOTA5001 within:
 - a. 30 calendar days of hire, for new Employees; or
 - b. 45 calendar days of the effective date of this policy, for current Employees who have not already completed the training.

C. Designating Tribal Relations Representatives

1. The Director or designee shall:
 - a. Identify an Employee to serve as the Tribal Relations Executive Liaison; and
 - b. Provide the name and contact information for the Tribal Relations Executive Liaison to:

- i. Tribal Leaders and appropriate Tribal administrative staff from each Tribe; and
 - ii. GOTR.
- 2. Each Division Assistant Director or designee overseeing a DES program, service, or activity administered to members of a Tribe shall:
 - a. Identify at least one Division Employee to serve as a Division Tribal Liaison; and
 - b. Notify the Tribal Relations Executive Liaison of the name and contact information for the Division Tribal Liaison.
- 3. When a new Division Tribal Liaison is designated, the Tribal Relations Executive Liaison shall provide the name and contact information for the Division Tribal Liaison to:
 - a. Tribal Leaders and appropriate Tribal administrative staff from each Tribe; and
 - b. GOTR.
- 4. The Tribal Relations Executive Liaison shall ensure the name and contact information for all Division Tribal Liaisons and the Tribal Relations Executive Liaison is posted to the appropriate public-facing section of the DES website.

D. Tribal Relations Executive Liaison

- 1. The Tribal Relations Executive Liaison shall:
 - a. Serve as the liaison between DES and Tribal Leaders;
 - b. Maintain and make available to Employees a current and accurate listing of the Tribal Leaders and other designated points of contact for each Tribe;
 - c. On at least a quarterly basis:
 - i. Offer to meet with Tribal Leaders representing each Tribe to exchange information and updates regarding DES programs, services, and activities as they relate to Tribes; and
 - ii. Provide Tribal Leaders with updated contact information for OTR and Division Tribal Liaisons.

- d. Serve as the DES liaison with external entities for issues relating to Tribes, including but not limited to:
 - i. Federal agencies;
 - ii. Inter-Tribal Organizations such as:
 - (A) The Advisory Council on Indian Health Care;
 - (B) The Inter-Tribal Council of Arizona;
 - (C) The Indian Health Service Area Offices in Arizona; and
 - (D) Urban Indian Health Programs; and
 - iii. Other state agencies; and
 - b. Coordinate with Division Tribal Liaisons regarding Division activities relating to Tribes.
2. In addition to coordinating Consultations with Tribes in accordance with [Section \(V\)\(G\)](#), the Tribal Relations Executive Liaison or designee may also:
- a. Coordinate the Director or designee's participation in Tribal Consultations sponsored by other agencies, including but not limited to:
 - i. The United States Department of Health and Human Services (DHHS) Office of Intergovernmental and External Affairs;
 - ii. Other federal agencies;
 - iii. The Indian Health Service;
 - iv. The Inter-Tribal Council of Arizona;
 - v. Higher education organizations; and
 - vi. Tribal communities; and
 - b. Coordinate DES participation in working groups, task forces, community events and other activities related to Tribal relations as they pertain to DES business.

E. Division Tribal Liaison Responsibilities

A Division Tribal Liaison shall:

1. Serve as the primary point of contact between Tribes and OTR for topics pertaining to Division programs, services, and activities;
2. Immediately notify the Tribal Relations Executive Liaison when an inquiry or concern received from Tribal members, Tribal Employees, Tribal community partners, and Tribal Leaders or their key management personnel or designee is potentially a Significant Issue;
3. Provide Tribes with current information regarding Division programs, services, and activities;
4. Provide Tribes with relevant information DES receives from external entities; and
5. On at least a quarterly basis, and at the direction of the Tribal Relations Executive Liaison, meet with Tribal Leaders representing each Tribe to exchange information and updates regarding Division programs, services, and activities as they relate to Tribes.

F. Initiating Consultation

1. A Tribal Leader or designee may, using the Tribal Leader or designee's preferred method, submit a verbal or written request for Consultation regarding any Significant Issue to:
 - a. The Director;
 - b. A Deputy Director;
 - c. The Tribal Relations Executive Liaison;
 - d. A member of Division Management; or
 - e. A Division Tribal Liaison.
2. An Employee who receives a request for Consultation from a Tribal Leader or designee shall immediately notify:
 - a. Division Management, in accordance with Division processes;
 - b. The Tribal Relations Executive Liaison; and
 - c. The Division Tribal Liaison.
3. The Tribal Relations Executive Liaison shall:
 - a. Acknowledge a Tribal Leader or designee's request for Consultation;
 - b. Notify the Director or designee of the request for Consultation; and

- c. Plan the Consultation in accordance with Sections [\(V\)\(G\)](#) and [\(VI\)\(C\)](#).
- 4. An Employee who identifies a Significant Issue that may require Consultation shall notify:
 - a. The Division Assistant Director or designee;
 - b. The Tribal Relations Executive Liaison; and
 - c. The Division Tribal Liaison, in accordance with Division processes.
- 5. The Tribal Relations Executive Liaison shall notify the Director or designee of a Significant Issue identified by an Employee that may require Consultation.
- 6. The Director or designee shall determine whether a topic identified by an Employee is a Significant Issue that requires Consultation in coordination with:
 - a. The Tribal Relations Executive Liaison, if the Tribal Relations Executive Liaison is not the Director's designee; and
 - b. Division Management as appropriate.
- 7. The Director or designee, each Deputy Director, and each Division Assistant Director or designee shall:
 - a. Inform the Division Tribal Liaison and the Tribal Relations Executive Liaison after identifying a Significant Issue requiring Consultation; and
 - b. Unless exigent circumstances require that DES take immediate action ensure that, prior to taking action on a Significant Issue:
 - i. DES invites each Tribe that may be impacted to consult regarding the Significant issue in accordance with [Section \(VI\)\(B\)\(2\)](#); and
 - ii. DES Consults with each Tribe who accepts an invitation to consult on the Significant Issue.

G. Planning a Consultation

- 1. The Tribal Relations Executive Liaison shall, upon a determination that Consultation is needed:

- a. Determine which Tribes may be affected by the Significant Issue and should be invited to participate in the Consultation; and
 - b. Select a time, date, and location for the Consultation that is mutually agreeable to DES and participating Tribes.
2. If a Tribe prefers to Consult individually, the Tribal Relations Executive Liaison shall select a time, date, and location for the Consultation that is mutually agreeable to DES and the Tribe.
3. After selecting a time, date, and location for a Consultation, the Tribal Relations Executive Liaison shall, as soon as possible but no later than 60 calendar days prior to the Consultation date, unless extenuating circumstances require shorter notice:
 - a. Create a written Consultation notice that includes the information in [Section \(VI\)\(C\)\(1\)\(a\)](#);
 - b. Provide the Consultation notice to applicable Tribal Leaders and other Tribal staff as determined appropriate by the Tribal Relations Executive Liaison; and
 - c. Post the Consultation notice to the appropriate public-facing section of the DES website.
4. The Tribal Relations Executive Liaison shall ensure:
 - a. Appropriate DES Employees are invited to a Consultation, including but not limited to:
 - i. The Director;
 - ii. Applicable Deputy Directors;
 - iii. Applicable Assistant Directors;
 - iv. Applicable Division Tribal Liaisons; and
 - v. Employees who are subject matter experts in the topics to be discussed; and
 - b. When a Consultation takes place at a DES Location, arrangements are made to secure a meeting space with appropriate accommodations such as adequate seating and technical capacity for virtual attendees;
 - c. Employees are provided with information regarding Tribal protocols, as applicable, prior to Consultation; and

- d. Any comments and materials received from the Tribes are distributed to the appropriate Employees prior to Consultation.
- 5. The Tribal Relations Executive Liaison may, at the Tribal Relations Executive Liaison's discretion:
 - a. Ask Tribal Leaders if they would like external entities, including but not limited to Inter-Tribal Organizations, to be invited to a Consultation; and
 - b. Provide a Consultation notice to external entities a Tribe identifies as appropriate to attend.
- 6. When exigent circumstances require DES to take action on a Significant Issue prior to Consultation, the Tribal Relations Executive Liaison shall ensure a Consultation is planned as soon as practicable, in accordance with this policy.

H. Conducting a Consultation

- 1. The Director or other member of senior DES leadership designated by the Director shall:
 - a. Attend a Consultation in its entirety; and
 - b. Ensure a Consultation includes a verbal recognition of Tribal sovereignty consistent with [Section \(I\)](#).
- 2. The Tribal Relations Executive Liaison or designee shall:
 - a. Document the proceedings during a Consultation in writing, including but not limited to:
 - i. A summary of the recommendations made by Tribal Leaders;
 - ii. Action items identified;
 - iii. A list of the attendees, including each attendee's title and Tribe(s) represented, if applicable; and
 - b. Provide each invited Tribe with an opportunity to submit written recommendations and input after the Consultation regarding Significant Issues discussed at the Consultation.

I. Post-Consultation Activities

- 1. The Director or designee shall ensure that:

- a. After Consultation with a Tribe:
 - i. The Tribe has an opportunity to provide written recommendations and input to DES; and
 - ii. The Tribe's input is integrated into decision making regarding the action or issue with the goal of a mutually agreeable outcome; and
 - b. Tribes are informed regarding:
 - i. What decisions DES made regarding topics discussed during a Consultation;
 - ii. How Tribal input was incorporated into DES decision making; and
 - iii. General reasoning for any Tribal recommendations not incorporated into a final decision DES makes after Consultation.
2. The Tribal Relations Executive Liaison shall post the written summary of the Consultation created in accordance with [Section \(V\)\(H\)\(2\)](#) to the appropriate section of the DES website, upon the approval of:
- a. Participating Tribal Leaders; and
 - b. The Director or designee.

J. Communication with Tribes

- 1. An Employee who receives a non-routine communication from a Tribal Leader or Tribal administrative staff shall:
 - a. Acknowledge the communication; and
 - b. Elevate the communication to the Employee's Division Tribal Liaison.
- 2. A Division Tribal Liaison shall:
 - a. Elevate all communication with Tribal Leaders to the Tribal Relations Executive Liaison;
 - b. Respond to all communication from Tribal administrative staff, including communication elevated to the Division Tribal Liaison by an Employee, unless otherwise directed by the Tribal Relations Executive Liaison; and

- c. Inform the Tribal Relations Executive Liaison about any non-routine communication with Tribes.
- 3. The Tribal Relations Executive Liaison shall:
 - a. Respond to all communication from a Tribal Leader elevated to the Tribal Relations Executive Liaison by an Employee or sent to the Tribal Relations Executive Liaison by a Tribal Leader;
 - b. Establish effective communication channels with Tribal Leaders and administrative staff for Tribal departments relevant to DES business, including but not limited to:
 - i. Social Services;
 - ii. Workforce, including the Workforce Innovation and Opportunity Act (WIOA) Title I-B Adult, Youth, or Dislocated Worker programs, or the Jobs Program;
 - iii. Native Employment Works;
 - iv. Child Support Services;
 - v. Education; and
 - c. Acknowledge and substantively respond to all communication OTR receives from Tribes.
- 4. A Division Assistant Director or designee shall ensure an appropriate Tribal official is notified of an unplanned suspension of or disruption to DES services on Tribal land.

K. Tribal Consultation Report

- 1. The Tribal Relations Executive Liaison shall, on or before October 1st of each year:
 - a. Review this policy;
 - b. Create a DES Tribal Consultation Report in accordance with [A.R.S. § 41-2051\(C\)\(5\)](#) and instructions from GOTR; and
 - c. Submit the DES Tribal Consultation Report to the Director or designee for review.
- 2. The Director or designee shall review a DES Tribal Consultation Report submitted by the Tribal Relations Executive Liaison and return the report to

the Tribal Relations Executive Liaison with the Director or designee's approval or required changes.

3. The Tribal Relations Executive Liaison shall provide a DES Tribal Consultation Report approved by the Director or designee to:
 - a. The DES Director of Public Affairs or designee; and
 - b. The DES webmaster.
4. The Tribal Relations Executive Liaison shall submit a DES Tribal Consultation Report approved by the Director or designee to GOTR in accordance with [Section \(VI\)\(F\)\(4\)](#).
5. The DES webmaster shall publish a DES Tribal Consultation Report approved by the Director or designee to the appropriate public-facing section of the DES website.

L. Division Implementation

1. A Division may create Division policy and procedures relating to Tribal government Consultation and communication that comply with this policy and procedures.
2. Division Management shall submit draft Division policies and procedures relating to Tribal government Consultation and communication to the DES Policy Unit and the Tribal Relations Executive Liaison for review and approval.
3. A Division shall not publish new or revised Division policy or procedures relating to Tribal government Consultation and communication without the approval of both the DES Policy Unit and the Tribal Relations Executive Liaison.

VI. PROCEDURES

A. Designating Tribal Relations Representatives

1. A Division Assistant Director or designee shall, immediately after designating a Division Tribal Liaison, email the Tribal Relations Executive Liaison at destribalrelations@azdes.gov, the Division Tribal Liaison's:
 - a. Name;
 - b. DES email address; and
 - c. DES phone number.

2. The Tribal Relations Executive Liaison shall, within two Business Days of receiving notification of a new Division Tribal Liaison:
 - a. Send a request to the DES web team at contentupdates@azdes.gov to publicly post to the appropriate public-facing section of the DES website the Division Tribal Liaison's name and contact information;
 - b. In writing, provide the name and contact information of the Division Tribal Liaison to:
 - i. GOTR; and
 - ii. Appropriate Tribal Leaders and administrative staff of each Tribe.
3. The Director or designee shall, immediately after designating a Tribal Relations Executive Liaison:
 - a. Email the DES web team at contentupdates@azdes.gov a request to publicly post to the appropriate public-facing section of the DES website the Tribal Relations Executive Liaison's:
 - i. Name;
 - ii. DES email address; and
 - iii. DES phone number; and
 - b. In writing, provide the name and contact information of the Tribal Relations Executive Liaison to:
 - i. GOTR; and
 - ii. The appropriate Tribal Leaders and administrative staff of each Tribe.
4. The DES web team shall post to the appropriate public-facing section of the DES website the name and contact information of a Tribal Relations Executive Liaison or Division Tribal Liaison within two Business Days of receiving a request from the Director or designee or the Tribal Relations Executive Liaison, as applicable.

B. Initiating Consultation

1. Consultation Initiated by a Tribe

- a. An Employee who receives a request for Consultation from a Tribal Leader or designee shall, within one Business Day of receiving the request:
 - i. Complete a draft *Acknowledgement of Tribal Consultation Request* ([FCT-1001A](#)) form; and
 - ii. If the Employee who received the request for Consultation is not the Tribal Relations Executive Liaison, submit the draft FCT-1001A to the Employee's Division Assistant Director or designee via email and to the Tribal Relations Executive Liaison via email at destribalrelations@azdes.gov.
 - b. Tribal Relations Executive Liaison, after receiving a Tribal Leader or designee's request for Consultation directly from the Tribal Leader or designee or indirectly through an Employee, shall, within five Business Days of receipt:
 - i. Complete an FCT-1001A form or review the draft FCT-1001A form the Employee submitted, as applicable;
 - ii. Make any necessary changes to a draft FCT-1001A form the Employee submitted;
 - iii. Send the FCT-1001A form to the Tribal Leader or designee who requested the Consultation using the Tribal Leader or designee's preferred method of contact; and
 - iv. Inform the Director or designee of the request for Consultation.
 - c. The Tribal Relations Executive Liaison shall, within 10 Business Days of receiving a Tribal Leader or designee's request for Consultation, initiate planning the Consultation in accordance with [Section \(V\)\(F\)](#).
2. Consultation Initiated by DES
- a. The Director or designee, a Deputy Director, or a Division Assistant Director shall, within two Business Days of identifying a Significant Issue that may require Consultation, inform via email:
 - i. The applicable Division Tribal Liaison;
 - ii. The Tribal Relations Executive Liaison at destribalrelations@azdes.gov; and

- iii. The applicable Division Assistant Director, if the Division Assistant Director is not the Employee who identified the Significant Issue.
- b. The Tribal Relations Executive Liaison shall, within one Business Day of receiving notification of a Significant Issue that may require Consultation, inform the Director or designee.
- c. The Director or designee shall, within three Business Days of receiving notification of a Significant Issue that may require Consultation, determine if a Consultation is required, in coordination with:
 - i. The Tribal Relations Executive Liaison, if the Tribal Relations Executive Liaison is not the Director's designee; and
 - ii. Division Management as appropriate.

C. Planning a Consultation

- 1. The Tribal Relations Executive Liaison shall, at least 60 calendar days prior to a planned Consultation date, or fewer days when circumstances require:
 - a. Create a written Consultation notice that includes:
 - i. The date, time, and location of the Consultation;
 - ii. Information about the Significant Issue requiring Consultation, including materials such as draft policies or plans;
 - iii. The questions and topics to be discussed at the Consultation;
 - iv. How to request a Tribe-specific Consultation, if needed;
 - v. Electronic access information if the Consultation is virtual;
 - vi. Statutory deadlines or other time constraints that may affect the urgency of the Consultation, including an explanation for short notice if fewer than 60 days notice is given;
 - vii. Methods for providing written comments or other Tribal materials to DES regarding the Significant Issue, including any deadlines for submitting comments or materials, if applicable; and
 - viii. The name and contact information for the Tribal Relations Executive Liaison;

- b. Provide the Consultation notice to applicable Tribal Leaders and, as determined appropriate by the Tribal Relations Executive Liaison, other Tribal staff via email and, if applicable, any alternative method a Tribe requests;
 - c. Make a reasonable effort to confirm receipt of a Consultation notice with every Tribe to whom the notice was sent;
 - d. If applicable, provide the Consultation notice via email to external entities a Tribe requests; and
 - e. Send a request to the DES web team at contentupdates@azdes.gov to publicly post the Consultation notice to the appropriate public-facing section of the DES website.
- 2. When a Tribe provides comments or materials to DES prior to a Consultation, the Tribal Relations Executive Liaison shall send the comments or materials to appropriate DES Employees participating in the Consultation no later than two Business Days before the Consultation, or as soon as possible if the Tribe provides comments or materials within the two Business Days before the Consultation.
 - 3. The DES web team shall post a Consultation notice to the DES website within two Business Days of receiving a request from the Tribal Relations Executive Liaison.

D. Post-Consultation Activities

- 1. The Tribal Relations Executive Liaison shall, no more than two Business Days after a Consultation:
 - a. Provide written notice to each invited Tribe that the Tribe may submit written recommendations and input to DES; and
 - b. Include a deadline for written recommendations that is at least 30 calendar days after the Consultation date, or fewer days when circumstances require.
- 2. The Director or designee shall, within 30 calendar days of making a decision regarding an action or issue discussed during Consultation, inform Tribal Leaders and appropriate Tribal administrative staff in writing:
 - a. What decision DES made;
 - b. How Tribal input was incorporated into DES decision making; and

- c. General reasoning for any Tribal recommendations not incorporated into a final decision DES makes after Consultation.
3. In accordance with [Section \(V\)\(I\)\(2\)](#), if the Tribal Relations Executive Liaison determines it appropriate and receives approval, the Tribal Relations Executive Liaison shall send a request to the DES web team at contentupdates@azdes.gov to publicly post a written summary of the Consultation on the appropriate public-facing section of the DES website.
4. The DES web team shall post the Consultation summary to the DES website within two Business Days of receiving a request from the Tribal Relations Executive Liaison.

E. Communication with Tribes

1. OTR shall accept communications, including requests for Consultation, from Tribal Leaders or designees or Tribal administrative staff via:
 - a. Email at destribalrelations@azdes.gov;
 - b. The [OTR webform](#); or
 - c. Mail at:

1717 W. Jefferson St.
Mail Drop 1181
Phoenix, AZ 85007.
2. An Employee shall:
 - a. Acknowledge a communication from a Tribal Leader or Tribal administrative staff within 24 hours of receipt; and
 - b. Immediately forward a non-routine communication from a Tribal Leader or Tribal administrative staff to the Division Tribal Liaison via email.

F. Tribal Consultation Report

1. The Tribal Relations Executive Liaison shall, upon completing the annual DES Tribal Consultation Report, submit the report via email to the Director or designee at least 10 Business Days prior to October 1st of each year.
2. The Director or designee shall review a DES Tribal Consultation Report submitted by the Tribal Relations Executive Liaison and return the report to

the Tribal Relations Executive Liaison with the Director or designee's approval or required changes.

3. The Tribal Relations Executive Liaison shall, on or before October 1st of each year, provide a DES Tribal Consultation Report approved by the Director or designee to:
 - a. The DES Director of Public Affairs or designee via email at legislativeservices@azdes.gov; and
 - b. The DES webmaster at contentupdates@azdes.gov.
4. The Tribal Relations Executive Liaison shall, on or before October 1st of each year, submit a DES Tribal Consultation Report approved by the Director or designee to GOTR.
5. The DES webmaster shall, on or before October 1st of each year, publish a DES Tribal Consultation Report approved by the Director or designee to the appropriate public-facing section of the DES website.

H. Division Implementation

1. Prior to publishing new or revised Division procedures relating to Tribal Relations, Division Management shall submit the draft procedures by email to:
 - a. The DES Policy Unit at despolicyunit@azdes.gov; and
 - b. The Tribal Relations Executive Liaison at destribalrelations@azdes.gov.
2. The DES Policy Manager and Tribal Relations Executive Liaison shall review a Division's draft Tribal Relations procedures to ensure compliance with state law, rules and this policy and procedures and, within 30 calendar days of receipt, reply to the Division by email to approve the draft or communicate required revisions.

Appendix A

Arizona's 22 Tribes

Ak-Chin Indian Community	Navajo Nation
Cocopah Indian Tribe	Pascua Yaqui Tribe
Colorado River Indian Tribes	Pueblo of Zuni
Fort McDowell Yavapai Nation	Salt River Pima-Maricopa Indian Community
Fort Mojave Indian Tribe	San Carlos Apache Tribe
Fort Yuma Quechan Indian Tribe	San Juan Southern Paiute Tribe
Gila River Indian Community	Tohono O'odham Nation
Havasupai Tribe	Tonto Apache Tribe
Hopi Tribe	White Mountain Apache Tribe
Hualapai Tribe	Yavapai-Apache Nation
Kaibab Band of Paiute Indians	Yavapai-Prescott Indian Tribe