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GOVERNOR

# State of Alabama Department of Corrections

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KIM T. THOMAS  
COMMISSIONER

March 6, 2014

TO: WARDENS CHANGE #1  
DIVISION DIRECTORS ADMINISTRATIVE REGULATION 200

## MILITARY SERVICE BENEFITS Alabama Department of Corrections Employees

PURPOSE: To add Leave and Earnings Statement (LES) to the documents to verify employees called to and dates of active service.

CHANGES TO BE MADE:

**Reference:**

**Action Required:**

AR 200, *Military Service Benefits*, dated June 17, 2005.

Section V. B. 10.

Replace: "Employees shall provide military orders or a certificate of attendance to verify call to and dates of active service."

With the following: "Employees shall provide military orders as verification of call to and dates of active service. In addition, upon completion of that active service, employees shall provide a certificate of attendance OR a Leave and Earnings Statement (LES) to verify attendance."

File this numbered change at the back of the Regulation after annotating both the index and the Regulation to indicate this change has been completed

Advise all personnel in your organization of the change to this regulation.

Kim T. Thomas, J.D.  
Commissioner