

MEMORANDUM

State of Alaska

TO: All Personnel Officers

DATE: December 15, 1990

FILE NO:

TELEPHONE NO: 465-4430

THRU:

SUBJECT: Personnel Memorandum 90-6
(Reissues Personnel
Memorandum 86-11)

FROM: David K. F. Otto *DKFO*
Director
Division of Personnel
Department of Administration

AS 39.20.340 was amended effective August 3, 1976, to extend military leave to employees to participate in search and rescue missions under direct military control. This will most directly affect members of the Civil Air Patrol and the Coast Guard Auxiliary, but may involve other reserve components.

In each case, such absence will be reported by the submission of a leave application/report form. In the boxes designated "Leave Type" the box entitled "Mil. Train" will be checked and the slip will be completed in the normal fashion.

Approved leave must be documented by the "Mission R.C.C. Number" (CAP); a copy of the "Mission Man-hour Card" (CGA); or the corresponding document for other reserve components. The immediate supervisor is responsible for assuring the participation of the employee under military orders. If any question exists on an employee's participation, the Coast Guard Auxiliary, the Civil Air Patrol, or other reserve component will provide the supervisor with a copy of the military orders.

Collective bargaining agreements should also be reviewed for provisions concerning military leave.

DKFO/KR/gyr
14/4/2750093g.kp