

STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS STANDARD OPERATING PROCEDURES		NO	PAGE 1 of 1
		ISSUED Jan 16, 2008 (Supersedes Index Dated Feb 14, 2007)	EFFECTIVE Upon Issuance
SUBJECT	Standard Operating Procedure Index		
Chapter Title Date			
1	General Admin Procedures	Aug 8, 2005	
2	Financial Management	TBD	
3	Approving Officers	Mar 1, 2006	
4	Agency Journal Entries	TBD	
5	Field Warrants	TBD	
6	Travel	Apr 24, 2006	
	Change 1		
7	Budgeting	TBD	
8	Reimbursable Service Agreements	TBD	
9	Labor Relations	Aug 8, 2005	
10	State Active Duty	Feb 15, 2005	
11	Grievances	Aug 6, 2005	
12	Pay Administration	TBD	
13a	Employee Leave	Feb 8, 2007	
13b	Family Medical Leave/Alaska Family Leave	Jun 1, 2006	
14	Training	Aug 8, 2005	
15	Safety and Risk Management	Aug 8, 2005	
16	Employee Discipline	Aug 8, 2005	
17	Drug Alcohol Testing and Discipline	Aug 8, 2005	
18	Procurement and Property Mgt Change 1 Change 2 Change 3	Aug 8, 2005	
19	Requests for Copies of Records	Jul 12, 2006	
20	Voice Mail Procedures	Jul 12, 2006	
21	Email Procedures	Jul 12, 2006	
22	Processing Written Communications	Feb 8, 2007	