

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES**

November 18, 2005

**HUMAN RESOURCES MEMORANDUM 13-05**

**TO: EXECUTIVE BRANCH EMPLOYEES ORDERED TO ACTIVE  
DUTY**

**SUBJECT: SUMMARY OF EMPLOYMENT BENEFITS FOR EMPLOYEES  
WHO ARE ORDERED INTO THE ARMED FORCES (Supersedes  
HR Memo 15-02 dated November 25, 2002)**

The attached materials are designed to answer employment-related questions that you or your family may have with respect to your service in the U.S. Armed Forces. Although these materials are intended to be a summary, and should not be substituted for actual statutes from which they derive, they have been developed in consultation with appropriate resources and are based in large part on frequently asked questions from supervisors, human resource professionals, and your colleagues.

In order to ensure the most efficient sharing of information, this package is being distributed through your human resource representatives. The Bureau of Human Resources will remain in close contact with human resource staff to coordinate responses to other questions that may arise. Additional employment-related information will be published and distributed as the need arises.

I hope that you find this information helpful. In closing, please accept my sincere appreciation for your service to our country.

*S/ Alicia Kellogg*  
Alicia Kellogg, Director  
Bureau of Human Resources

AK/pjs

Enclosures: Civil Service Bulletin 11.16B, *Policy and Procedures Governing Military Leave*  
Employee Health Insurance, *Anthem Blue Cross Blue Shield and Northeast Delta*  
*Dental Coverage (05/05/05)*  
Maine State Retirement System, *EFFECTS OF MILITARY SERVICE WHILE ON*  
*LEAVE OF ABSENCE FROM MSRS-COVERED EMPLOYMENT (05/12/05)*  
Employer Support of the Guard and Reserve website: <http://www.esgr.org/>