

STATE OF ALABAMA DEPARTMENT OF VETERANS AFFAIRS  
ADMINISTRATIVE CODE

CHAPTER 920-X-1  
ORGANIZATION AND GENERAL INFORMATION

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920-X-1-.01      The Alabama Department of Veterans Affairs.

(1) The Alabama Department of Veterans Affairs (ADVA) was established in 1945 by a legislative act that merged into a single, consolidated agency, the State Service Commissioner, a part of the Governor's Office, and the Veteran Service Officers who were throughout the counties. The ADVA's vision is to ensure that all veterans and their families understand and receive all the benefits, support, care, and recognition that they have earned and are entitled to, by expertly administering all current programs, anticipating future needs, and taking appropriate action to meet them. To achieve this, it is the ADVA'S mission to promote awareness, assist eligible veterans, their families, and survivors to receive from the U. S. and State Governments any and all benefits to which they may be entitled under existing or future laws.

(2) The Alabama Department of Veterans Affairs' executive official is the Commissioner, who reports directly to the Governor. The agency is assisted and overseen by the State Board of Veterans Affairs. There is one Deputy Commissioner of Veterans Affairs. The agency is divided into both functional and administrative programs. The programs include the Alabama GI Dependent Scholarship, the State Veteran Cemeteries, Outreach, Field Operations, and State Veterans Homes. The administrative programs include support services, accounting, and legal services.

(3) Internal policies and the Employee Handbook are updated and distributed annually to ADVA employees.

(4) Open Records Request: Alabama makes public records available to Alabama citizens, subject to exceptions specified by law and in accordance with Executive Order 734. Citizens may request access to the Alabama Department of Veterans Affairs' public records by accessing the "Public Records" link on the agency's website, <https://va.alabama.gov>.

(5) Contact: The Alabama Department of Veterans Affairs headquarters is located at:

RSA Union Building  
100 N. Union Street  
Suite 850  
Montgomery, AL 36104  
334-242-5077

<https://va.alabama.gov>

Correspondence should be mailed to:

Alabama Department of Veterans Affairs

PO Box 1509

Montgomery, AL 36102

Other locations can be located by contacting the headquarters or visiting <https://va.alabama.gov>.

(6) Under extenuating circumstances, the ADVA may limit or otherwise bar an individual from entering an ADVA facility. In these circumstances, the ADVA will issue a letter informing the individual of the action. The individual may petition the ADVA Commissioner to remove the limitation after one (1) year.

**Author:** Jeffrey L. Newton

**Statutory Authority:** Code of Ala. 1975, §§ 31-5-5, 31-5-6.

**History: New Rule:** Filed January 4, 2001; effective February 8, 2001. **Repealed and New Rule:** Published September 30, 2025; effective November 14, 2025.

920-X-1-.02      The State Board of Veterans Affairs.

Unless otherwise explicitly provided by law, the following are policies and procedures by which the business of the State Board of Veterans Affairs (Board) shall be conducted:

(1) The Chair of the Board (Chair) shall be the presiding officer for each Board meeting. The Chair may select another member to chair any or all Board meetings.

(2) The Alabama Department of Veterans Affairs (ADVA) Commissioner shall be an ex-officio member of the Board.

(3) A Vice Chair shall be elected from the current members by a majority vote of the Board for a term of either four years or the end of their membership on the Board, whichever is less. At the meeting prior to the expiration of the term as Vice Chair, an election of a new Vice Chair shall occur, and that person will assume the role of Vice Chair for the next scheduled meeting of the Board.

(4) The Vice Chair may be removed from his or her elected position prior to the expiration of their term for good cause shown, as determined by three-fourths vote of the Board; in the event of their failure to appear and answer the roll call for two (2) consecutive meetings; in the event of incapacitation (as determined by the Board); or in the event of the death of the Vice Chair.

(5) Regular meetings of the Board shall be held on the second Thursday in each of the following months: January, April, July and October. In the event a meeting date falls on a legal holiday, then such meeting shall be held as determined by the Chair or Vice Chair. Unless otherwise specified in the call, all meetings shall be held in Montgomery, Alabama, at the headquarters of the Department. Such meetings shall be for the purpose of:

(a) Advising the Commissioner on veterans' matters that are within the scope of the department's authority.

(b) Developing policy recommendations for the state regarding veterans and veterans' affairs.

(c) Recommending initiatives to assist the well-being of veterans and veterans' families.

(d) Assisting the Commissioner and department as needed and as otherwise provided by law.

(6) Special meetings of the Board may be called by the Chair, the Vice Chair, the Commissioner, or upon request of a minimum of five (5) members of the Board. The time and place of the meeting shall be designated in the request for the special meeting. The board secretary will send notice to each board member in writing, which may include e-mail communication, or by telephone at least twenty-four (24) hours prior to the meeting, stating the time, location and matters for the meeting. Only matters listed in the notice may be discussed at the special meeting.

(7) The Vice Chair and Commissioner shall prepare an agenda that includes items they select and items requested by members of the Board. The Vice Chair and the Commissioner will submit the proposed agenda to the Chair, or other member selected by the Chair, for approval.

(8) For regular meetings of the Board, requests for items to be placed on the agenda, including resolutions, shall be filed (together with a copy of any proposed resolution or other pertinent informational items) with the Vice Chair and the Commissioner at least fourteen (14) days before the scheduled meeting except requests by Board members which must be filed in time to be added to the agenda for approval. Before each meeting, the Vice Chair and the Commissioner shall send to the Board the agenda, together with resolutions and other informational items, and with appropriate comments and/or recommendations, for receipt at least seven (7) days before the date and time of the scheduled meeting of the Board.

(9) All meetings of the Board shall be conducted in accordance with Robert's Rules of Order, Newly Revised (as amended). The Department's legal counsel shall serve as parliamentarian for all meetings.

(10) The following shall be the general order of business at all regular meetings of the Board:

Call to order

Invocation and Pledge of Allegiance to the United States Flag

Roll call and establishment of a quorum

Approval of the minutes of previous meetings

Committee Reports (as needed)

Action Items

- Unfinished Business
- New Business

Commissioner's report

Public Comment (when allowed)

Good of the Order

Announce date, time, and place of next regular meeting

(11) There shall be no representation of any member by proxy excluding the authority of the Governor to designate any individual to serve in his or her place as provided in Ala. Code § 36-13-17 (1975).

(12) The Chair shall have the power to appoint members to the various committees and name the committee chair except that the Board shall elect all standing committee chairs by a majority vote. The Chair may delegate their power to appoint members and/or name committee chairs to another member.

(13) The Chair of the Board shall serve as an ex officio member of all committees appointed.

(14) The secretary (appointed by the Commissioner from the Department) shall prepare the minutes from all regular and special Board meetings and submit them for consideration seven (7) days prior to the next regular meeting of the Board. The minutes, when approved, of each meeting of the Board shall be the official and controlling record of the meeting and shall be kept by the secretary.

(15) Board members shall be entitled to compensation of one hundred dollars (\$100) for each day they physically attend meetings of the Board, meetings of a Board committee on which they serve, and other events as authorized by the Commissioner. However, members who attend meetings or authorized events via telecommunications shall not be entitled to compensation.

(16) The Commissioner will be the contact person for all members of the Board. The Deputy Commissioner may act on the Commissioner's behalf.

(17) Any decision of the Board made prior to the effective date of this regulation that authorized the expenditure of monies from the Veterans Assistance Fund for a specified program or project within a program shall constitute a general, on-going authorization for the expensing of Veterans Assistance Fund monies for that program. Programs previously authorized include, but are not limited to, the Alabama State Veterans Cemetery program, the Alabama State Veterans Homes program, the Veteran Service Offices program, and the Outreach program. Any decision of the Board made subsequent to the effective date of this regulation that authorizes the expenditure of monies from the Veterans Assistance Fund for a specified program shall also constitute a general, on-going authorization for the expensing of Veterans Assistance Fund monies for that program unless an amount or timeframe for those expenses is specifically stated in the decision.

**Author:** Jeffrey L. Newton

**Statutory Authority:** Code of Ala. 1975, § 31-5-3.

**History:** Filed September 30, 1982. **Amended:** Filed January 4, 2001; effective February 8, 2001. **Repealed and New Rule:** Published September 30, 2025; effective November 14, 2025.

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#### **920-X-1-.03      The State Service Commissioner (Repealed).**

**(Repealed)**

**Author:** Frank Wilkes

**Statutory Authority:** Code of Ala. 1975, §31-5-6.

**History:** Filed September 30, 1982. **Amended (Title Only):** Filed January 4, 2001; effective February 8, 2001. **Repealed:** Published September 30, 2025; effective November 14, 2025.

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#### **920-X-1-.04      General Description (Repealed).**

**(Repealed)**

**Author:** Clyde Marsh

**Statutory Authority:** Code of Ala. 1975, §§31-5-6, 31-5-7.

**History:** Filed September 30, 1982. **Amended:** Filed January 7, 1999; effective February 11, 1999. **Amended:** Filed April 11, 2011; effective May 16, 2011. **Repealed:** Published September 30, 2025; effective November 14, 2025.

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920-X-1-.05      Statutory Provisions And Delegation Of Authority (Repealed).

(Repealed)

**Author:** Frank Wilkes

**Statutory Authority:** Code of Ala. 1975, §§31-5-3(c), 31-5-6(b).

**History:** Filed September 30, 1982. **Amended:** Filed January 4, 2001; effective February 8, 2001. **Repealed:** Published September 30, 2025; effective November 14, 2025.

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920-X-1-.06      Location Of Department Offices (Repealed).

(Repealed)

**Author:** Clyde Marsh

**Statutory Authority:** Code of Ala. 1975, §31-5-13.

**History:** Filed September 30, 1982. **Amended:** Filed January 7, 1999; effective February 11, 1999. **Amended:** Filed January 4, 2001; effective February 8, 2001. **Amended:** Filed April 11, 2011; effective May 16, 2011. **Repealed:** Published September 30, 2025; effective November 14, 2025.

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920-X-1-.07      Information (Repealed).

(Repealed)

**Author:** Roy McGinnis

**Statutory Authority:** Code of Ala. 1975, §31-5-2(c).

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920-X-1-.08      Applications And Requirements For Employment  
(Repealed).

**(Repealed)**

**Author:** Frank Wilkes

**Statutory Authority:** Code of Ala. 1975, §§31-5-8, 31-5-9.

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