

# **State of Alaska FY2002 Governor's Operating Budget**

Department of Military and Veterans Affairs  
Office of the Commissioner  
Component

## Component: Office of the Commissioner

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### Component Mission

To provide effective and efficient administrative services to department employees and programs in order to maximize public service.

(Revised from Legislature's version)

### Component Services Provided

This component contains the Commissioner's Office staff and related costs along with the Division of Administrative Services staff. The staff within this component provide the leadership of the department which rests with the Commissioner/Adjutant General. All of the financial obligations of the department flow through the division of administrative services and are managed by the accounting, procurement and human resource sections of this component. Certain positions within this component are shared with the Department of Natural Resources. In addition to positions, equipment located at the Department of Natural Resources in the Juneau office is shared with this component.

### Component Goals and Strategies

Commissioner's Office Goals:

Provide leadership for the Department

- Ensure Emergency Management responsibilities of DMVA are efficiently and effectively carried out
- Ensure AMYA cadets are secure, safe, and are provided opportunities to pursue educational goals
- Continue Counter Drug Support Program to reduce availability of illegal drugs

Planning and Coordination of new Army and Air Guard Missions

- Plan for the National Missile Defense System when deployed to Alaska
- Plan for transfer of the space surveillance mission to the Air Guard
- Plan for transfer of the Air Defense Squadron Battle Control Center Mission-NORAD-to Air Guard

Improve the ability of the Department to enhance the educational level of members of the Guard

- Coordinate with the University of Alaska to enhance the educational level of members of the Guard in order to meet educational and promotional requirements.

Administrative Services Goals:

Provide efficient financial management for the department

- Review current administrative processes to eliminate unnecessary steps in and across divisional lines

Ensure DMVA employees are appropriately classified; compensated timely, fairly and equitably for their work; provide an avenue of assistance for all human resource concerns

- Develop and maintain current policy and procedures concerning human resources electronically to enhance access
- Develop performance standards by position
- Encourage timely updates of position descriptions

Improve the level of support given to internal and external customers

- Develop a training schedule for staff and customers
- Perform periodic training in financial management, budgeting, and procurement
- Provide new employee orientation sessions in a timely manner

· Administrative and procurement manual maintained currently and electronically

### **Key Component Issues for FY2001 – 2002**

- Adequate funding for disasters through the capitalization of the Disaster Relief Fund
- Support of the Alaska Military Youth Academy with the implementation of various new grants, and their switch in classification of the workforce from exempt to classified service. This entails reviewing all job descriptions and writing new job classifications and adjusting the pay scales accordingly.
- Implementation of the State National Missile Defense Program.

### **Major Component Accomplishments for FY2000**

The National Guard Counterdrug Support Program assisted in 236 operations during 2000. These operations resulted in the seizure of 13,981 marijuana plants; 102 pounds of processed marijuana; 94.34 pounds of cocaine; 33.5 pounds of methamphetamine; 72 weapons; 246 gallons of illegal alcohol; \$167,123 in currency and 68 arrests. The total value of drugs removed from the marketplace as a result of these operations was \$47,193,252.00.

The Department of Military and Veterans Affairs and the Department of Natural Resources continue to share the services of certain administrative and human resource positions. This Shared Services agreement between the Divisions of Administrative Services saves over \$100,000 a year. This agreement has been in place since 1995.

The Department of Military and Veterans Affairs collected and accounted for over \$25.0 million in federal receipts which helped the Alaskan economy.

Our Administrative staff processed over 23,000 payments within an average of 19 days thereby maximizing general fund interest earned while avoiding any interest costs on late payments.

### **Statutory and Regulatory Authority**

AS 36 Public Contracts; AS 37 Public Finance  
AS 26  
AS 44.35

### **Key Performance Measures for FY2002**

#### **Measure: The percentage of divisions that meet assigned performance measures**

*(Added by Legislature in FY2000 version.)*

#### **Current Status:**

Progress is made to define and implement procedures and reporting for the department's performance measures according to SB281.

#### **Benchmark:**

No benchmark is established - we will report to the legislature the progress of performance measures, and modifications we see are needed.

#### **Background and Strategies:**

The DMVA has certain federal performance measures and some of these are classified so we can not openly report against them, even though we are achieving the intended outcomes. A formal reporting mechanism will be established in FY01.

**Measure: The reductions in per unit costs in the department's divisions.**

*(Added by Legislature in FY2000 version.)*

**Current Status:**

There is no definition of a unit - so we recommend that this measure be deleted as we can not report against this.

**Benchmark:**

We suggest this measure be deleted. Our salaries are negotiated with the Unions. The missions of each on of our divisions are different and to report on the average cost per disaster, or the average cost per AMYA graduate, or the average cost for an air or army guard facility maintenance is not meaningful as there are too many variables.

**Background and Strategies:**

This measure is difficult to report on as there was no definition of the unit. We recommend this measure be better defined or dropped.

**Measure: (Admin Services) The cost of administrative services as compared to the total personnel costs for the department.**

*(Added by Legislature in FY2000 version.)*

**Background and Strategies:**

A standard way to measure the level of administrative services is its cost in relation to the department's personnel services cost. In a department like DMVA this will fluctuate because of the emergency response responsibilities and its related cost. Large emergency response projects such as Miller Reach and the Western Alaska Fisheries Disaster require a significant amount of extra work and staff, which will impact the results from year to year.

Our overall strategy is to keep our administrative services cost a low as possible and provide the best quality of service with the funding and staffing provided. The division's statistics are FY 96, 9%; FY 97, 8%; FY 98, 9%; FY 99, 7%; FY 2000, 9%.

**Measure: (Admin Services) The number of late penalties for payroll payments and the average vendor payment time.**

*(Added by Legislature in FY2000 version.)*

**Benchmark:**

The ideal is NO late penalties for payroll, which result in high morale for the workforce.

The standard for average vendor payment time is 30 days before late charges and penalties are assessed.

**Background and Strategies:**

The average vendor payment time for FY2000 was 19 days, and we did not have any penalties for late payroll payments.

**Measure: (Admin Services) The number of audit exceptions.**

*(Not yet addressed by Legislature.)*

**Benchmark:**

The ideal is NO audit exceptions.

**Background and Strategies:**

An independent measure of the Administrative Services functions success is a "clean" audit by Legislative Audit. Our strategy is to have all accounting, payroll, and procurement actions comply with state rules and regulations and generally acceptable accounting and business practices.

**Status of FY2001 Performance Measures**

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> <li>• Increase Guard members' educational level.</li> <li>• The percentage of divisions that meet assigned performance measures.</li> <li>• The reductions in per unit costs in the department's divisions.</li> <li>• (Admin Services) The cost of administrative services as compared to the total personnel costs for the department.</li> <li>• (Admin Services) The number of late penalties for payroll payments and the average vendor payment time.</li> <li>• The number of audit exceptions</li> </ul>			X X	X	

**Office of the Commissioner**  
**Component Financial Summary**

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	1,353.8	1,376.8	1,457.5
72000 Travel	35.9	31.5	31.5
73000 Contractual	161.2	164.3	164.3
74000 Supplies	52.6	33.2	33.2
75000 Equipment	31.5	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	10.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>1,645.0</b>	<b>1,605.8</b>	<b>1,686.5</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	328.7	301.7	379.7
1003 General Fund Match	115.2	209.6	214.6
1004 General Fund Receipts	890.2	795.6	809.3
1007 Inter-Agency Receipts	310.9	282.8	282.9
1053 Investment Loss Trust Fund	0.0	16.1	0.0
<b>Funding Totals</b>	<b>1,645.0</b>	<b>1,605.8</b>	<b>1,686.5</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Federal Receipts	51010	328.7	301.7	301.7	379.7	379.7
Interagency Receipts	51015	310.9	282.8	282.8	282.9	282.8
Investment Loss Trust Fund	51393	0.0	16.1	16.1	0.0	0.0
<b>Restricted Total</b>		<b>639.6</b>	<b>600.6</b>	<b>600.6</b>	<b>662.6</b>	<b>662.5</b>
<b>Total Estimated Revenues</b>		<b>639.6</b>	<b>600.6</b>	<b>600.6</b>	<b>662.6</b>	<b>662.5</b>

**Office of the Commissioner**

**Proposed Changes in Levels of Service for FY2002**

An increment is requested for \$77.2 in federal receipt authority based on our cost allocation plan for an increase in staff for Human Resource Management to meet the demand for classifications and Labor Relations services. This adjustment was made in the FY01 Management Plan.

**Summary of Component Budget Changes**

**From FY2001 Authorized to FY2002 Governor**

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2001 Authorized</b>	<b>1,021.3</b>	<b>301.7</b>	<b>282.8</b>	<b>1,605.8</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 2 Labor Costs - Net Change from FY2001	2.6	0.8	0.1	3.5
<b>Proposed budget increases:</b>				
-Increase Federal Receipt Authority to Level Anticipated for FY2002	0.0	77.2	0.0	77.2
<b>FY2002 Governor</b>	<b>1,023.9</b>	<b>379.7</b>	<b>282.9</b>	<b>1,686.5</b>

**Office of the Commissioner**  
**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	24	25	Annual Salaries	1,121,873
Part-time	1	1	COLA	19,938
Nonpermanent	0	0	Premium Pay	500
			Annual Benefits	391,842
			<i>Less 5.00% Vacancy Factor</i>	<i>(76,653)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>25</b>	<b>26</b>	<b>Total Personal Services</b>	<b>1,457,500</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Clerk II	3	0	0	0	3
Accounting Spvr I	1	0	0	0	1
Accounting Tech I	2	0	2	0	4
Accounting Tech II	1	0	1	0	2
Accounting Tech III	0	0	1	0	1
Administrative Clerk II	1	0	0	0	1
Administrative Manager II	1	0	0	0	1
Commissioner	1	0	0	0	1
Data Communicatns Spec II	1	0	0	0	1
Dep Commissioner	1	0	0	0	1
Division Director	0	0	1	0	1
Exec Secretary I	1	0	0	0	1
Mail Clerk Carrier II	1	0	0	0	1
Personnel Asst I	0	0	1	0	1
Personnel Officer I	0	0	1	0	1
Personnel Specialist I	0	0	1	0	1
Procurement Spec II	1	0	0	0	1
Secretary	1	0	0	0	1
Special Assistant To Comm I	1	0	0	0	1
<b>Totals</b>	<b>17</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>26</b>