

State of Alaska

Bill Walker, Governor

Office of Management and Budget


PO Box 110020

Juneau AK 99811-0020

(907) 465-4660, fax 465-3008

MEMORANDUM

To: Commissioners
Executive Directors of Public Corporations

From: Pat Pitney, Director 
Office of Management and Budget

Date: July 2, 2015

Subject: Revised Program Delegation of Authority

I am issuing this updated revised program (RP) delegation of authority, effective immediately. With this delegation comes the responsibility for departments to establish appropriate internal guidelines and controls to ensure programs and agencies adhere to all statutes, regulations, policies and procedures. The Office of Management and Budget (OMB) will monitor and review changes through periodic reports from the accounting and human resource systems. A new Revised Program Manual reflecting these updated delegations and policy guidelines is available on the OMB website under Forms/Manuals.

I am rescinding all past delegations and delegating the following revised program authorizations to Commissioners. Executive Directors of public corporations and agencies that have a legal existence independent of and/or separate from the state are delegated the same authorizations as those delegated to Commissioners. Examples include the Alaska Commission on Postsecondary Education, Alaska Industrial Development and Export Authority, and Alaska Housing Finance Corporation. However, actions that have a budget impact must be routed through departments per their protocol to ensure budgets submitted to OMB are inclusive of all approved changes.

Budget Authorization Transfers

Except for the grants line, Commissioners have authority to approve budget transfers of expenditure authorization between line items within an allocation, transfers between allocations within an appropriation (along with corresponding revenue), and transfers of expenditures between operating and capital appropriations.

Positions

Commissioners have authority to approve the following types of position changes:

- Reclassify positions to a higher range if the range increase is less than three ranges

- Reclassify positions to a lower range
- Delete positions
- Transfer geographic location of a position, except to and from Juneau
- Change time status of a position
- Create new nonpermanent positions, except temporary exempt positions under AS 39.25.110(9)
- Extend nonpermanent positions with Division of Personnel and Labor Relations approval, except temporary exempt positions under AS 39.25.110(9)

OMB approval is required for the following types of position changes (including agencies with 100% exempt positions, such as the Alaska Commission on Postsecondary Education, Alaska Industrial Development and Export Authority, and Alaska Housing Finance Corporation):

- All new permanent positions, regardless of range
- New temporary exempt positions under AS 39.25.110(9)
- Extend temporary exempt positions under AS 39.25.110(9)
- Reclassification of a position that results in the range increasing by three or more ranges, except for flex positions and those initiated by the Division of Personnel and Labor Relations
- Position location transfers to and from Juneau

Please see the RP Manual and OMB Approvals Matrix on the OMB website for when additional approval is required from the Chief of Staff.

Reimbursable Service Agreements (RSA)

Commissioners have authority to approve the following types of RSA contractual agreements between state agencies:

- Budgeted RSAs
- Unbudgeted RSAs less than \$300,000
- Unbudgeted amendments to budgeted RSAs that increase the budgeted amount by \$300,000 or less. This limit applies to the cumulative total of all unbudgeted amendments

Miscellaneous

OMB approval is required for the following:

- Change Scope of Capital Project
- Reorganizations, Consolidations, or Elimination of Agencies
- Revised Programs that Require Legislative Budget and Audit Committee Approval (AS 37.07.080(h))

We will continue working with you and your staff to improve and streamline business processes and I welcome your suggestions. As always, the OMB budget analyst assigned to your agency is available to answer questions or provide additional information.

To access the updated Revised Program Manual, go to

<https://www.omb.alaska.gov/html/formsmanuals/forms-manuals.html>

cc: Administrative Services Directors
Finance Officers
Human Resource Managers
Department Budget Analysts