

**OMB Revised Program
Delegation of Approval Matrix**

**Updated 8/23/2021 - any subsequent memos supercede this document.*

Action	Final approval
POSITIONS	
Create new full-time/part-time and/or seasonal classified, exempt, or partially exempt positions (except intern positions)	OMB Budget through ASD
Create new or extend temporary exempt position, regardless of range or duration (except intern positions)	Chief of Staff through the ASD and OMB Budget
Hire or change position location, type, or job title for exempt and partially exempt positions range 18 and above, including temporary exempt positions	Chief of Staff through Payroll Services and ASD
Create or extend long-term nonpermanent positions	ASD
Create new short-term nonpermanent positions (extensions are not allowed)	ASD
Reclassification of permanent position resulting in less than three range increase (reclassification of temporary or non-permanent positions are not allowed)	ASD
Reclassification of permanent position resulting in three or more range increase (reclassification of temporary or non-permanent positions are not allowed)	OMB Budget through ASD
Location transfer for filled positions	OMB Budget through ASD
Location transfer for vacant positions	ASD
Position transfers between Departments	OMB Budget through ASD

BUDGET TRANSFERS	
Transfers to or from the personal services or travel lines	OMB Budget
Transfers to or from all line items except the PS and travel lines	ASD
Transfers between operating budget allocations within the same appropriation	ASD
Transfers between operating budget appropriations and fund sources	No Transfers Allowed
Transfers between general obligation bond appropriation allocations	OMB Budget
Transfers between capital project appropriation allocations	ASD
Transfers of expenditures between operating and capital appropriations	ASD

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REIMBURSABLE SERVICE AGREEMENTS (RSAs)	
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date	ASD
MISCELLANEOUS	
Change scope of capital projects	OMB Budget - May also require legislative approval
Reorganizations, consolidations, or elimination of agencies	OMB Director
Revised Programs that require Legislative Budget and Audit Committee approval (AS 37.07.080(h))	OMB Budget through ASD
Language transactions in the operating budget (e.g., language supplementals, credit card fee transactions, etc.)	OMB Budget through ASD
Job class study requests	OMB Management through ASD