

OMB Revised Program Delegation of Approval Matrix

ASDs may delegate approvals for items noted with ** through a written delegation filed with OMB.
Other approvals may not be delegated unless through a formal assignment of acting status.

Exempt or Partially Exempt Positions	Final approval
Hiring or appointing exempt, partially exempt, or temporary exempt positions range 21 and above (include resume and prior incumbent salary)	Chief of Staff through the ASD and OMB Budget
Establishing new exempt or partially exempt positions of any type: full-time, part-time, seasonal, temporary, and nonpermanent	OMB Budget through ASD (Chief of Staff approval as determined by OMB)
Extending temporary, short-term, long-term nonpermanent exempt and partially-exempt positions	OMB Budget through ASD
Change position location, type, or job title for exempt and partially-exempt positions, except temporary exempt positions established under AS 39.25.110(9)	Commissioner through ASD
Change position location, type, or job title for temporary exempt positions established under AS 39.25.110(9)	Chief Budget Analyst through ASD
Greater than 5% cumulative salary increase for a fiscal year	Chief of Staff through the ASD, HR, and OMB Budget
Classified Positions	Final approval
Recruitment and hiring full-time, part-time, non-permanent, and seasonal classified positions	Commissioner or their designee
Establishing new full-time, part-time, and seasonal classified positions	OMB Budget through ASD
Establishing new or extending temporary/non-permanent classified positions	ASD
Other Position Actions	Final approval
Intern Positions	ASD
Reclassification of permanent positions resulting in less than three range increase	ASD
Reclassification of permanent positions resulting in three or more range increase (reclassification of temporary or non-permanent positions are not allowed)	OMB Budget through ASD
Implementation or extension of recruitment/retention bonus LOA's (RP log transaction type LOA)	Division of Personnel and Labor Relations through OMB Budget
Location transfers for filled positions	OMB Budget through ASD
Location transfers for vacant positions	ASD
Position transfers between departments	OMB Budget through ASD

Note: Position changes approved and submitted in the Governor's budget scenario require a PAF for OMB approval only.

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Budget Transfers	Final approval
Transfers to or from the personal services line. Need detailed explanation in ABS RP log comments field (for report due to Legislature)	OMB Budget
Transfers to or from all other line items	**ASD
Transfers between operating budget allocations within the same appropriation	**ASD
Transfers between operating budget appropriations	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
Reimbursable Service Agreements (RSAs)	Final approval
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date - I/A increases	ASD
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date except for I/A increases	**ASD
Miscellaneous	Final approval
Change scope of capital project	OMB Capital Budget Coordinator - 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 through ASD
Language transactions in the operating budget (e.g., language supplementals, credit card fee transactions, etc.)	OMB through ASD
Job class study requests	OMB through ASD
Creation or increases of fees	Chief of Staff through OMB Director
Submit Annual Travel Plan in RP Log (must match management plan)	Submit to OMB through ASD
Changes to travel plan not requiring budget modifications	Department Commissioner
Expenditures in excess of agency's travel budget by RDU	OMB through ASD
Commissioner out-of-state travel	Chief of Staff through ASD
International travel	Chief of Staff through ASD

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UPDATES/CLARIFICATIONS 3/15/2023:

1. RP Log type Position – Hiring Request (PHR) has been added in ABS for hiring requests.
2. All hiring or appointment requests must include a resume. They also need to include the PCN’s previous incumbent’s base salary. The template is saved on the OMB Website: [Alaska Budget System](#), under Positions and Travel, Hiring Request Form.

Exempt or Partially Exempt Positions	Final approval
Hiring or appointing exempt, partially exempt, or temporary exempt positions range 21 and above (include resume and prior incumbent salary).	Chief of Staff through the ASD and OMB Budget

3. New RP log type LOA created for letters of agreement needing OMB approval.

Implementation or extension of recruitment/retention bonus <u>LOA's (RP log transaction type LOA)</u>	Division of Personnel and Labor Relations through OMB Budget
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4. Requests for new upper range exempt/partially exempt positions may need Chief of Staff approval. These will be at the discretion of the OMB Director/ OMB analyst.

Establishing new exempt or partially exempt positions of any type: full-time, part-time, seasonal, temporary, and nonpermanent	OMB Budget through <u>ASD (Chief of Staff approval as determined by OMB)</u>
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5. Greater than 5% cumulative salary increase for a fiscal year.
If an employee received a 5% salary increase for COLA, then the same employee was to be given a 3% pay increase for that same fiscal year, you would need to submit the request (memo) through your HR department for approval then in the RP Log for Chief of Staff approval.

<u>Greater than 5% cumulative salary increase for a fiscal year</u>	Chief of Staff through the <u>ASD, HR, and OMB Budget</u>
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6. Reminder: any travel expenditures outside of your travel plan in **excess** of your department’s budget (by RDU) must be approved by OMB.

<u>Expenditures in excess of agency’s travel budget by RDU</u>	OMB through <u>ASD</u>
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7. Clarification: RSAs signed by the ASD (or designee) on the first line, also needs to sign the third line for consistency. Also, please ensure your written delegation is on file with OMB.

Reimbursable Service Agreements (RSAs)	Final approval
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date - I/A increases	ASD
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date except for I/A increases	**ASD

Requesting Agency Authorized Signature	Printed Name	Date
Servicing Agency Authorized Signature	Printed Name	Date
Requesting ASD Authorized Signature	Printed Name	Date