

## 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.

Changes from previous version

Exempt or Partially Exempt Positions	Final approval
Hiring/appointing exempt, partially exempt (Includes AS 39.27.010(k)), placing in acting status, or temp exempt positions range 21 & 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 (except interns): 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, job title, job class, or range 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 – including statutorily exempt agencies under AS 39.25.110(11)	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 LOA's impacting monetary terms (pay, stipend, allowance, reimbursement, leave, etc.). 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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<b>Budget Transfers</b>	<b>Final approval</b>
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
<b>Reimbursable Service Agreements (RSAs)</b>	<b>Final approval</b>
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date - I/A increases (including unbudgeted I/A)	ASD
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date <b>except</b> for I/A increases	**ASD
<b>Miscellaneous</b>	<b>Final approval</b>
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