

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 full-time, part-time, non-permanent, and seasonal exempt or partially-exempt positions	Chief of Staff through the ASD and OMB Budget
Establishing new full-time, part-time, and seasonal exempt or partially-exempt positions	Chief of Staff through the ASD and OMB Budget
Establishing new or extending temporary exempt and partially-exempt positions	Chief of Staff through the ASD and OMB Budget
Establish new short-term nonpermanent exempt or partially-exempt positions (extensions are not allowed)	Chief of Staff through the ASD and OMB Budget
Establishing new or extending exempt or partially-exempt long-term non-permanent positions	Chief of Staff through the ASD and OMB Budget
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 through Payroll Services and ASD
Exempt or partially-exempt positions providing administrative support & maintenance in 24-hour facilities	Chief of Staff through the ASD and OMB Budget
Exempt or partially-exempt positions partially or entirely funded by federal funds	Chief of Staff through the ASD and OMB Budget
Classified Positions	Final approval
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	Chief of Staff through the ASD and OMB Budget
Establishing new or extending temporary/non-permanent classified positions	ASD
Other Position Actions	Final approval
Reclassification of permanent positions resulting in less than three range increase	ASD
Salary increases - if you were sending memos before this change, they are no longer needed	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
Location transfers for filled positions	OMB Budget through ASD
Location transfers for vacant positions	ASD
Position transfers between departments	OMB Budget through ASD

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Budget Transfers	Final approval
Transfers to or from the personal services lines	OMB Budget
Transfers to or from all line items except the personal services lines	**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 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 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
Travel Plan - submission (in and out-of-state)	OMB through ASD
Travel Plan in-state	Department Commissioner
Travel Plan out-of-state	Chief of Staff through OMB
Out-of-state travel (if not on approved travel plan)	Chief of Staff gov.cos.travel@alaska.gov