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UNIVERSITY
of **ALASKA**
Many Traditions One Alaska

July 28, 2021

TO: Bill Jacob, Michael Ciri, Julie Queen, Charlene Stern, Cheryl Siemers,
Talis Colberg, Jacelyn Keys, Dan O'Connor, Michele Stalder

FROM: Myron Dosch *Myron J. Dosch*

SUBJECT: Appropriations rules

The university will have a multiple appropriation structure in FY22 similar to FY21. This structure necessitates that the provisions of AS 37.07.080(e) be followed, which limit transfers between appropriations. Based on guidance provided by Office of Management and Budget (OMB), this document provides the rules for compliance with State of Alaska statutes regarding transfers between appropriations.

The two FY22 University of Alaska appropriations follow:

University of Alaska	UA Community Campuses and UAS
Budget Reductions/Additions - Systemwide	Kenai Peninsula College
Systemwide Services	Kodiak College
Office of Information Technology	Matanuska-Susitna College
Education Trust of Alaska	Prince William Sound College
Anchorage Campus	Bristol Bay Campus
Small Business Development Center	Chukchi Campus
Fairbanks Campus	College of Rural & Community Development
UAF Community and Tech College	Interior Alaska Campus
	Kuskokwim Campus
	Northwest Campus
	Juneau Campus
	Ketchikan Campus
	Sitka Campus

The basic rule is that transfers between these appropriations are not allowed, unless a reimbursable services agreement (RSA) is approved or it is exempted in the tables below. An RSA is a State of Alaska OMB form that is a contractual agreement between an

appropriation requesting a service and an appropriation providing a service. For example, the System Office provides Human Resources services for University of Alaska Southeast. As noted in the following tables, some services require OMB approval and others do not. OMB has delegated approval authority to the Administrative Service Directors within each State agency, for UA this is the System Office Strategy, Planning and Budget Director (Alesia Kruckenberg). In all cases, OMB-designee approval is not needed if the cumulative cost of the service is equal to or below \$100,000. The \$100,000 limit generally is based on the cumulative and combined annual cost of a service function provided to an appropriation, rather than an individual work or service order.

The rules governing inter-appropriation transactions are in the State of Alaska’s *Revised Program Manual* issued by the OMB (see Appendix A).

The Vice Chancellors for Administrative Services at the campuses, the Vice Chancellor for Rural, Community and Native Education, the Chief Financial Officer at the System Office, and Campus Directors, or their designees, have authority to approve RSAs between university appropriations. The following tables list RSA requirements as approved by OMB for specific university transactions:

Core Services RSA form is required. OMB-designee approval is not required.	
Description	Example(s)
Information Technology (IT) services	Network and server administration, video conferencing, software and hardware support, telephone, web design and consulting, student ID card system
Risk Management services	Claims processing, risk prevention programs
Human Resources services	System Office provides Human Resources services, such as recruitment, for UAS
Cash Management (banking) services	Fees for processing wires or ACH transfers

Core Services RSA form is not required unless the cumulative cost is over \$100,000.	
Description	Example(s)
Conferencing, Catering and Space Rental services	UAS hosts a Board of Regents meetings
Science and Engineering testing lab services	UAF uses its specialized lab equipment to conduct a scientific test for a unit in a different appropriation

Core Services RSA form is required. OMB-designee approval required if cumulative cost is over \$100,000.	
Description	Example(s)
Capital Projects oversight services	System Office oversees capital projects' budgets and communication with Board of Regents
Physical Plant and Utility services	UAF physical plant maintains System Office administration building in Fairbanks; UAA physical plant maintains Statewide buildings located in Anchorage; UAF physical plant maintains UA Community College's plant

Programs RSA form is required. OMB-designee approval required if cumulative cost is over \$100,000.	
Description	Example(s)
Vo Tech Ed (TVEP/Workforce Development Funds)	Funding is distributed to an academic unit or department that provides the required service
Research and Instruction Awards	System Office provides funding to UAS for biomedical research or other specific research activities; UAF Provost provides funding to Rural Colleges for instructional equipment

Revenue Distribution Transactions RSA form is not required. OMB designee approval is not required.	
Description	Example(s)
Student tuition and fee revenue distribution	UAF collects tuition and fee revenue centrally, then processes journal entries to distribute the revenue to colleges and units based on internal agreements; Information technology and network fees are distributed among appropriations
Indirect Cost Recovery (ICR)	Automated distribution of ICR generated on grants and contract activity using negotiated indirect cost rates with the federal government and State of Alaska.

Other specific transfers	
RSA form is not required. OMB-designee approval is not required.	
Description	Example(s)
Debt service	One appropriation provides debt service support to another appropriation
Bookstore operations	A rural college bookstore purchases books from the UAF bookstore

Note that all transactions or services between appropriations are considered for application of RSA rules, regardless of their lack of identification above. For example, an inter-appropriation transaction that is less than \$100,000 and not listed above will require an RSA, but not OMB-designee approval.

RSA Form 02-098 must be completed and signed by all parties, including the requesting and servicing agencies and OMB-designee, if necessary, prior to the commencement of work.

The RSA instructions are in Appendix B and the RSA form is here: <https://omb.alaska.gov/forms-and-manuals/#rsa> When OMB-designee approval is required, the original Form 02-098, signed by both the requesting and servicing agencies, is submitted to OMB-designee. For consistency, **all** RSAs should be sent to System Office Controller’s Office. The identifying agency document number (ADN) will be assigned and copies will be retained for Legislative reporting purposes.

The underlying accounting should remain essentially the same for university inter-appropriation services. The university uses the UA Intra-agency Receipts budget authority and the 99XX revenue account code section to identify the majority of transactions crossing appropriations. Account codes 9980 and 8580 are used for the Vo Tech Ed (TVEP) and Research and Instruction awards identified in the table above. Budget transfers will no longer be allowed for moving funds between appropriations, but rather accounting entries will need to be booked that “gross up” the transaction.

Yan Xiong, yxiong6@alaska.edu, in System Office Fund Accounting is the main contact for RSA’s. She will receive RSA’s from UA departments, coordinate with OMB-designee for approval, maintain a log, and be a resource for questions.

cc: Alesia Kruckenberg, Jason Theis, Julie Vigil, Ryan Buchholdt, Wei Guo, Yan Xiong, Wendy Huesties, Jonathan Lasinski, Michelle Rizk

Revised Program Manual

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What's New

Changes have been made to conform with the revised Office of Management and Budget (OMB) [revised program \(RP\) delegation of authority matrix](#) released October 1, 2019. Notable changes include:

- Clarified position approval process. Requests to the Chief of Staff require OMB and Administrative Services Director (ASD) review and approval first.
- Changed the location change approval process so only filled position location changes require approval beyond the ASD-level.
- Changed the line item (object) transfer delegation so that only travel line adjustments that increase the travel line require OMB approval. All other transfers between object lines require approval on the ASD-level.
- Changed the Reimbursable Services Agreement (RSA) delegation so unbudgeted RSAs can be approved at the ASD level regardless of the amount.
- Clarified that job class study requests require OMB approval before they can be submitted to the Division of Personnel and Labor Relations.
- Clarified that all requests to OMB should come through the agency's ASD.

The revised OMB RP delegation of authority matrix was accompanied by updates to other documents (which are located on the [OMB website](#)):

- Position Approval Form
- RSA Form
- Travel Memo Clarification
- Hire Memo Clarification
- Travel Waiver Request Form
- Hire Request Form
- Travel Report Template
- Hire Report Template

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General Instructions

Changes to an existing appropriation and/or authorized position(s) are called Revised Programs (RPs). The Revised Program Manual is the Office of Management and Budget (OMB) policy statement on these actions. This guide should be used in conjunction with Alaska Statutes and other pertinent policies, procedures, requirements, and instructions related to positions and budgets. The [Division of Personnel and Labor Relations](#) is the main resource for position-related rules and instructions. Additional guidance and information on revised programs can be found on the [OMB website](#).

OMB has delegated authority to approve certain position changes and transfers or changes to budgets subject to [AS 37.07.080\(c\)](#), (e) and (h) to departments (see [RP delegation of authority](#) on [OMB Forms and Manuals website](#)). Departments are expected to plan carefully for all position and budget changes needed for the current and future fiscal year in the Authorized, Management Plan, Governor and Governor Amended budget scenarios. Careful budget planning will improve program management, ensure expenditures and resources are optimally managed, and minimize the workload and number of revised programs needed outside of the budget process.

This manual contains policy guidelines regarding revised programs such as:

- [Position changes](#):
 - Creating positions
 - Deleting positions
 - Reclassifying positions
 - Transferring positions
 - Time status (position type) changes
- Job Class Study requests
- [Budget transfers](#) between objects of expenditure (line items) and/or allocations within an appropriation
- [Reimbursable services agreements](#) (RSAs) to finance the provision of an interagency service
- Legislative Budget and Audit Committee approval for additional receipt authorization for fund sources authorized in a budget bill, known as [Revised Program Legislative \(RPL\)](#)

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Revised Program Request Submission and Timing

- All revised programs requiring OMB approval must be submitted to OMB through ABS using the RP Logger (see [RP Logger Instructions](#)).
- Every revised program request must include supporting documentation sufficient to verify existing budget authority, amounts and justification without having to obtain additional information – see Authorized Budget (AB) Transaction Backup Checklist on the [OMB website](#). Examples of backup documents are available on the [OMB website](#), however, requestors should not limit themselves to just the example documents. Provide all data you believe will assist in review of the request.
- RPs for the current fiscal year sent to OMB between July 1st and the submission of the Management Plan scenario, except for transactions approved in the Conference Committee or Authorized budget scenario, should be included in the agency's Management Plan submission and should only be submitted in advance of the submission if there is a critical need for the transaction to be processed in advance of the other Management Plan transactions.
- Unanticipated revised programs after the Management Plan scenario is final should be limited, infrequent and minimized through advanced planning.
- OMB will endeavor to review all revised program requests in a timely manner; however, if the request is time sensitive, label the request ALPHA to be expedited as soon as possible.

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General IRIS Instructions

- All documentation needed for review of the transaction should be attached to the IRIS document.
- Use the "Additional Document Information" to record the agency assigned ADN of the transaction.
- Review available budget in IRIS at all budget levels to ensure sufficient authority exists. Transactions that have sufficient authority at budget level 4 may fail due to errors at level 3 or 2.

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Position Changes

Information on budgeting for positions can be found in the [Operating Budget Instructions](#). It is important that positions and projected costs (personal services) be accurately reflected in the Alaska Budget System (ABS). Position changes must be updated with each budget scenario submission.

Exempt positions are specifically defined in [AS 39.25.110](#), and partially exempt positions in [AS 39.25.120](#). Partially exempt positions and classified positions are covered by the Personnel Rules, [2 AAC 07](#). Exempt positions are excluded from coverage by the Personnel Rules. Both exempt and partially exempt positions are excluded from bargaining unit union coverage.

OMB budgetary approval is not an endorsement of a particular classification or authorization of a position change. The [Division of Personnel and Labor Relations](#) (DOPLR) will determine if position changes conform to statutes, collective bargaining unit agreements, and/or policy and procedures. Please work closely with department human resource staff and DOPLR to ensure position requests can be made as planned prior to submission to OMB.

OMB should receive notice of reclassifications as a result of a formal process, even though approval is not necessary. This includes: union disputes, labor relations arbitration decisions, DOPLR class studies, and desk audits initiated through the grievance procedure.

Departments must take action on position changes within a year of the date of approval or inclusion in a personal services module submission. If no action is taken within twelve months the department must request re-approval from OMB including explanation for the delay and continued need for the change.

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When and How to Request Position Changes

Position change requests will be considered with the submission of the following budget scenarios to be evaluated for approval on a statewide basis:

- Authorized
- Management Plan
- Governor
- Governor Amended

On a limited, case-by-case basis, OMB will consider unanticipated position change requests throughout the year. By utilizing the budget as a planning tool to align the resources available to accomplish the department's mission and core services, adjustments needed throughout the year should be minimized.

All position change requests requiring OMB approval must be submitted on [OMB Position Approval Forms \(PAFs\)](#). The PAF must be signed by either the Commissioner of the Department or the ASD and attached as part of the RP Log submission when submitting the request.

Department answers to questions on the PAF should address the budgetary impacts of the proposed position changes for both the current and future years.

Support for PAFs should include documentation that supports the request, as applicable:

- Organizational Chart - showing changes from current to proposed
- Division of Personnel and Labor Relations Online Position Description (OPD) current position information and position history printout
- Any prior related approval memos/forms
- Enacted fiscal note authorizing the position
- ABS - Current and proposed Personal Services Detail for the PCN
- ABS - Change Record Detail with Description
- ABS - Personal Services Vacant PCN report (1087) - one year range for the department
- Copy of temporary delegation if signed by someone other than the Department Commissioner or ASD

Submit PAFs to OMB through the RP Logger in ABS. See the [OMB website](#) for instructions and information on requesting and budgeting for position changes.

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Approval Requirements

OMB approval **is required for:**

- All new positions, regardless of range or type (unless specifically exempted below), including temporary exempt positions.
- Any reclassification resulting in an INCREASE of three or more ranges (see exemptions below).
- Geographic location change for filled positions.
- Position transfers between departments.
- Extensions of partially exempt and classified services ([AS 39.25.130](#)).

Chief of Staff approval is required for:

- Establishing new or extending temporary exempt positions (excluding intern positions) regardless of range or duration.
 - OMB approval must be received prior to submission to the Chief of Staff, and the OMB-approved PAF should accompany the request to the Chief of Staff.
- Recruiting, hiring or changing (location, type, job title) an exempt or partially exempt position range 18 and above, including temporary exempt positions.
 - Requests must be completed using the [Hire Request Form](#).
 - Requests need to be reviewed by Personnel and the agency ASD prior to submission to the Governor's Office.

Alaska State Personnel Board approval is also required for:

- Extensions of partially exempt and classified services upon written recommendation of the Commissioner of Administration, per [AS 39.25.130](#).

OMB approval **is not required for:**

- New, classified, nonpermanent positions: long-term, short-term, on-call substitute, and substitute positions.
- New positions in the following classification series: student, college, and graduate interns; program service aide (including exempt agencies).
- New emergency fire fighters.
- New emergency guards.
- Deletion of positions.
- All position actions taken by the University of Alaska.
- Reclassification of a position that results in an increase of one or two ranges, or range decrease.
- Reclassification of Attorney/Associate Attorney positions for Public Defender Agency; Office of Public Advocacy; Department of Law.
- Reclassification of flexibly-ranged positions among the levels defined and approved for that specific position, i.e., if the range between the highest levels of the two flex positions are less than three.
- Reclassifications through a study initiated by the Division of Personnel and Labor Relations, including desk audits initiated through the grievance procedure.
- Transfer positions within the same agency.
- Transfer geographic location of a vacant position.
- Extensions of long-term non-permanent positions.
- Time status (position type) changes.

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Position Changes not Requiring OMB Approval

Departments must reflect all position changes in the following operating budget personal services module submission. Action must be taken on these changes in a timely manner. If action is not taken in a timely manner the change may be denied. Multiple position re-classes to the same position that result in a cumulative increase of 3 or more ranges require OMB approval if they are not implemented in a timely manner or happen between two consecutive personal services module submissions.

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Reclassifications and Changes in Service

Reclassification is considered any position change which alters the defined duties or responsibilities or pay range of a position. A change in service involves changing a position between classified, partially exempt, and exempt services. A service change is not a reclassification but is normally done concurrent with a reclassification. DOPLR is the lead and will coordinate these actions.

- A position change from the classified to partially exempt service, and vice versa, is approved by the Alaska State Personnel Board upon required written recommendation by the Commissioner of Administration. See [AS 39.25.130](#) – Extension of partially exempt and classified services.
- For statute compliance and DOPLR requirements, a service change to or from the exempt service requires the obsolete position to be deleted and a new position established.
- Temporary exempt positions, created under [AS 39.25.110\(9\)](#), cannot be reclassified.

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Approval Documentation

When approved, a notification will be sent to the department submitter through ABS. Approved position changes must be reflected in future budget submissions (see [Operating Budget Instructions](#) for some nonpermanent position exceptions). Agencies should keep approved PAFs on file. DOPLR requires that departments attach an approved copy of the PAF to their OPD submission.

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Nonpermanent Positions

OMB approval for creating new nonpermanent positions is not required. OMB will monitor nonpermanent positions through budget scenario submissions and periodic reports from the Division of Personnel and Labor Relations (DOPLR). Note that changing a position from nonpermanent to permanent, or vice versa, requires a new position request to OMB and deletion of the original nonpermanent position through the DOPLR. See the [Operating Budget Instructions](#) regarding reporting of nonpermanent positions in the budget system.

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Statutory and Contract Time Limits

Long-term Nonpermanent (LTNP)

Long-term nonpermanent positions are those which are intended to last longer than 90 or 120 calendar days depending on the union contract or statute and are established in 12 month increments by DOPLR. Extensions are effective up to three years from the existing expiration date. Departments are delegated the authority to extend nonpermanent positions contingent on periodic reporting and appropriate monitoring and budgeting of projects in future fiscal years.

Short-term Nonpermanent (STNP)

There are contract and/or statutory time limits for the duration of an STNP employee of 90 or 120 days within a 12-month period, depending on the union contract or statute.

Short-term nonpermanent employment for longer than the given time period is a statutory and/or contract violation.

The 90 or 120-day limit does NOT apply to:

- Program or project employees, such as interns, who may be retained for the course of the project, or
- Temporary substitutes for permanent employees, which are only used when:
 - A permanent employee is on leave, or
 - When appointing emergency or permanent employees is inappropriate, or
 - Delaying a temporary replacement would be seriously disruptive.
- Authority: [AS 39.25.195\(g\)](#)

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Temporary Exempt Positions

Requests to establish or extend a temporary exempt position must be approved by OMB and the Chief of Staff (COS) regardless of range or duration (OMB must be received prior to submission to the COS and should be attached to the request to the COS). Additional approval from the COS is required to recruit and hire a temporary exempt position range 18 and above. These requests should be completed using the [Hire Request Form](#).

Positions created under [AS 39.25.110\(9\)](#) may not be reused or reclassified to a different range or job class. These positions are established and approved for a specific and finite work assignment, and consequently are not reused for a different purpose or range.

Temporary exempt positions should be reviewed with each personal services module submission to determine the continued need for the position. Per statute these positions are for a "temporary or special inquiry, study or examination." If a project transitions to an ongoing function of the department a permanent position should be established to replace the temporary position.

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Hiring Requirements

In order to hire a nonpermanent employee, an agency must follow the appointment requirements described in [AS 39.25.195\(c\)-\(d\)](#).

- Approved by director of DOPLR.
- Adequate money available for duration of appointment.
- Hiring department/agency certifies that:
 - There is a budget appropriation intended to provide for the services of a nonpermanent employee;
 - Immediate need and impracticable to establish/recruit permanent position within a reasonable time;
 - Immediate and unanticipated need, could not reasonably have foreseen or met it with creation of permanent position; or
 - Program or project for which nonpermanent employee is most appropriate, i.e., not a regular and continuing function and has an estimated end date [[AS 39.25.200\(6\)](#)].
- The director may not authorize if the need:
 - Could be practicably met by hiring a permanent employee;
 - Would be met better by an emergency appointment; or
 - Is not immediate, could have been anticipated, and could have been met by creating a permanent position.

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Job Class Study Requests

Job Class Study requests should be submitted using the RP Log using the Type: Job Class Study (JCS), should respond to the following questions, and come with the following support information:

- When was the last study conducted for the requested job classes and what has changed since that time?
- What is the potential cost of the requested change, and how will that cost be covered within the existing budget?
- Assurance that the request has been reviewed by the agency ASD and agency leadership before being submitted to us. This includes the ASD and agency leadership for every agency with positions that will be impacted by the request.
 - This is necessary so ASDs and agency leadership know the potential budget impacts associated with pending requests
 - This is also necessary because agency leadership will need to provide the prioritization of this request within other pending agency requests, if any.
- An organizational chart of the current positions impacted by the request and an organizational chart reflecting the proposed structure change, if any.

OMB approval is not an endorsement of a particular classification or authorization of a position change. The [Division of Personnel and Labor Relations](#) (DOPLR) will determine if position changes conform to statutes, collective bargaining unit agreements, and/or policy and procedures.

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Transfers of Budget Authority and Expenditures

Transfers refer to either transfers of budget authority or transfers of actual expenditures between and within allocations. Transfers occur for a number of reasons, including budget shortfalls, revenue receipt shortfalls, changes in operations plan and technical errors. Several types of transfers are covered in this section: 1) transfers of budget authority between allocations within an appropriation; 2) transfers of authority between objects of expenditure (line item transfers); 3) transfers of actual expenditures between operating and capital appropriation budgets.

Per [AS 37.07.080\(e\)](#): Transfers or changes between objects of expenditures or between allocations may be made by the head of an agency upon approval of the office (OMB). Transfers may not be made between appropriations, including transfers made through the use of a reimbursable service agreement or other agreement, except as provided in an act making the transfers between appropriations.

Transfers between appropriations can be requested with the submission of the Governor or Governor Amended scenarios. If approved and included in the Governor's budget, the Legislature has final approval authority as the appropriating body.

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Transfers between Allocations within an Appropriation

OMB has delegated the authority to approve transfers of budget authority between allocations, both operating and capital, to agency ASDs so long as the net effect is zero for the appropriation. An exception is for transfers of authority between allocations for appropriations funded by general obligation bonds which require OMB approval. OMB will monitor transfers between allocations through review of department operations plan, periodic accounting reports, and quarterly projection meetings.

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Transfers of Authority between Objects of Expenditure

OMB has delegated the authority to approve transfers between objects of expenditure (line items) to agency ASDs, except for transfers involving the travel object (line). OMB approval is not required to transfer among fund source accounting structures as long as there is no change in a component's travel line authorization total. OMB will monitor transfers between objects of expenditures (line items) through review of department operations plan, periodic accounting reports, and quarterly projection meetings. Departments may be required to provide description and justification for transfers to and from the personal services object (line item) to the legislature per intent language in the operating budget bill.

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Transfer of Expenditures between Operating and Capital Appropriations

Expenditures can reasonably be charged to either a capital or operating appropriation, so long as the purpose for which the money is expended is the same as that for which it was appropriated.^[1] As a general rule, once a department has received a capital appropriation for a project, costs associated with that project should be recorded in that appropriation.

OMB has delegated the approval of expenditure transfers to agency ASDs so long as the transfer is for an appropriate or consistent purpose. OMB will monitor these transfers through department operations plan, periodic accounting reports, and quarterly projection meetings.

Examples of appropriate transfers between operating and capital appropriations include when:

- The capital project description stated that some costs would be covered by an operating appropriation.
- The purpose for which funding was appropriated is the same.
- There are financial coding errors or errors on timesheets.
- The expenditure cannot be recorded to the appropriation when it is incurred (accounting structure timing issues).
- An expenditure can be for operating or capital purpose but this is not determined until after the purchase (State Equipment Fleet purchases).

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OMB Approval

Transfers or changes between objects of expenditures or between allocations will be reviewed each budget scenario submission and periodic accounting reports. Transfers that change the travel object (line item) total budget authorization for a component require OMB approval before processing through the accounting system. When reviewing transfer documents within the accounting system, refer to the [Budget Document Event Types](#) PDF on the Division of Finance website to determine if the correct event types are being used. If not requested as part of a budget scenario submission with a description explaining the transfer, a memo with justification must be submitted with the accounting document and appropriate backup for OMB approval. See [Authorized Budget Transaction Backup Checklist](#) on [OMB website](#).

Except during the re-appropriation period for appropriations terminating in the immediately preceding fiscal year, OMB approval is not required for transfers between allocations and/or objects of expenditures (line items) for terminated appropriations (retro-active revised programs). However, approval is required from the Department of Administration, Division of Finance.

Requests for transfer of budget authority, outside of the normal budget submission process, should be accompanied by adequate documentation to explain the need for the change and availability of budget authority. Documentation should include the items in the below list. Requestors should attempt to anticipate additional documentation that may be requested by the reviewer. On a case by case basis OMB may require additional information for approval. Examples of documentation can be found on the [OMB website](#).

- Explanation of transfer action and need for transfer.
- Structure reports or IRIS screen shots showing component title and IRIS appropriation unit number.
- Reports showing available budget authority in each component affected.
- Page from final enacted legislation showing appropriation.
- Any additional internal reports or documentation of transfer.
- Ticket itinerary which shows price differential from the approved travel plan.

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Reimbursable Service Agreements

A reimbursable services agreement (RSA) is a contractual agreement between state entities (agencies, appropriations, allocations) for reimbursement of services performed. State of Alaska has established [best practices](#) for establishing RSAs. An RSA or other agreement may be used to finance the provision of a service if:

1. the agency that requires the service has, by law, the authority to obtain or provide the service and has an appropriation that may be used for that purpose; and
2. the agency that provides the service bills the agency administering the available funds based on:
 - a) the actual cost to provide the service; or
 - b) a cost allocation method approved by the office (OMB).

Authority:

- [AS 37.07.080\(e\)](#)
- University System, refer to [AS 14.40.325](#)

- [AS 36.30.730](#). Supply of personnel, services, and other items
- [2 AAC 12.700](#). Requests for personnel, information, and services

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Budgeted vs. Unbudgeted

An RSA is budgeted if the requesting agency has, by law, the authority to obtain a service and has an appropriation that may be used for that purpose; and the servicing agency has sufficient interagency receipt authority to collect reimbursement for providing the service. Budgeted RSAs use existing interagency budget authority and are likely listed in an agency's Interagency Services (requesting/buyer) or Restricted Revenue Detail (servicing/seller) budget reports.

All anticipated RSAs should be budgeted and included in a department's annual operations plan (Governor scenario). Interagency receipt authority for RSAs will be reviewed by OMB with each budget scenario submission.

If an allocation does not have sufficient interagency receipt authority for an RSA, that RSA is considered unbudgeted. Unbudgeted RSAs require an increase to the amount of interagency budget authority authorized by the Legislature and must be reported in the Final Authorized and Actuals budget scenarios (see Reporting Prior Year Information in the [Operating Budget Instructions](#)). Transfers of existing interagency authority between allocations should be considered before creating unbudgeted authority.

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RSA Approval Process

OMB has delegated the authority to approve unbudgeted interagency authority to agency ASDs, including unbudgeted amendments to budgeted RSAs.

Budgeted RSAs (see Budgeted vs. Unbudgeted) are approved at the department level and do not require OMB approval. The RSA must be approved prior to commencement of work. Exceptions must include an explanatory memo. OMB approval is not needed for RSA closeouts, reductions, or amendments which only change the completion date.

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Capital vs. Operating

To determine whether an RSA is operating or capital, consider how the RSA is funded and what type of service is being provided. The agency requesting the service (buyer) provides the funding for the RSA. If the requesting agency (buyer) is paying from their operating budget the RSA is considered an Operating RSA. Operating RSAs extending past June 30 should be avoided. RSAs, funded from the operating budget, that extend beyond the current fiscal year must include language stating that they are contingent on future operating appropriations having sufficient budget authority to pay for the service.

If it is determined that the RSA is operating but the project crosses fiscal years, departments should include language in the description of the RSA to identify the duration of the project contingent on future appropriations and process an amendment to extend the completion date and add funding for subsequent fiscal year(s).

If the requesting agency (buyer) is paying from a capital project, the RSA may be capital or operating. If the servicing agency (seller) is providing a service that is part of their day-to-day mission(s), expenditures incurred will generally be operating in nature (most likely includes personal services costs) and should be accounted for and reported as operating costs. If you are unsure if an RSA should be considered capital or operating consult your OMB analyst.

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Personal Services Funded via an RSA with Capital Improvement Project (CIP) Receipts

Personal services costs are always operating costs and should be budgeted as such in the accounting system, with few exceptions. All personal services costs incurred must be reported as operating expenditures in the budget system. Accounting system reports must be submitted to OMB annually and clearly reconcile to the amounts reported in the Actuals operating budget scenario for the prior year, whether recorded in an operating or capital structure in the accounting system (See Reporting Prior Year Information in the [Operating Budget Instructions](#)).

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Exceptions to the RSA Process

All RSAs or other agreements used to finance the provision of a service must meet the requirements of [AS 37.07.080\(e\)](#). The following reimbursable services are exceptions to the required use of the IRIS RSA process. The internal purchase order (IPO) document is not required and the internal transaction (ITI/ITA) process can be used.

RSA form required – amount not limited:

- Department of Administration – Core services
 - Division of Finance
 - Division of Shared Services
 - Office of Information Technology
 - Division of Personnel and Labor Relations
 - Division of Retirement and Benefits
 - Division of Risk Management

- Office of Administrative Hearings
- UA - Information Technology Services
- UA - Risk Management Services
- UA - Cash Management Services
- UA - Human Resource Services
- Department of Law
 - Discovery
 - Legal Services
- Office of the Governor
 - Allocation of statewide agency appropriations
- Department of Transportation and Public Facilities
 - RSAs for deferred maintenance projects specifically listed in capital project descriptions as passed by the legislature.

The RSA form and IPO document in IRIS are not required for the following exceptions. The internal transaction (ITI/ITA) process can be used for either revenue/expenditure or expenditure/abatement transfers. [AAM 40.010](#) defines the allowable uses for abatements.

RSA form not required – amount not limited:

- Department of Administration
 - State travel office
 - Procurement training
 - Office of Administrative Hearings billings
 - Abatements – (Training, licenses, memberships, other miscellaneous items as needed). These are items that may be purchased as the enterprise for the State to receive better pricing but is not part of the rate development. Agencies may agree to their portion of the cost so then the cost is paid by DOA then abated and charged to agencies for their portion of the cost
- Department of Corrections
 - Prison Employment Program (all industry transfers)
- Department of Transportation and Public Facilities
 - State lease costs
 - State-owned facility rental costs
 - Leasing
 - State Equipment Fleet (SEF)
 - Materials Lab Testing and Professional Services
 - Cost Allocation Pools (Payroll, Vehicles, etc.)
 - Construction Test Equipment
- University of Alaska
 - Student tuition and fee revenue distribution
 - Indirect cost recovery
 - Debt service
 - Bookstore operations
- All Agencies
 - Agreements formalized using another agreement or form including but not limited to a grant agreement, MOA, MOU, or SLA
 - OMB approved chargeback rates

RSA form not required – \$100,000 annual limit:

- All Departments
 - Travel reimbursements
 - Mental health transports
 - Other immaterial miscellaneous reimbursements (e.g., shared copy charges, subscriptions, and memberships)
 - Minor personnel support (limited to under \$20,000 annually between appropriations, \$100,000 annually between allocations within appropriations)
 - Permits and fees
- Department of Administration
 - Divisions of Personnel and Labor Relations & Finance employee training
 - Pilot insurance coupons
 - Surplus property transfers
 - Minor building repairs
 - Audit costs
 - Employee identification card
 - TSR (Telephone Service Requests)
 - Teleconferences (Meeting Place)
 - Security research fee – These are FOIA requests where agencies receive revenue and transfer the funds to OIT
 - Parking permit billings
- Department of Commerce, Community, and Economic Development
 - License fees
- Department of Environmental Conservation
 - Wastewater treatment certificate (user fees)
 - Oil & Hazardous Substance Release Prevention & Response Fund - State employee salary costs
- Department of Education & Early Development
 - Record storage boxes
 - Donated food commodities
 - Alaska Statutes billing
 - Interdepartmental Archives services and billing
- Governor's Office
 - Service award pins
 - Notary fees
 - Sale of Election Laws Handbook
 - Sale of voter lists/computer tapes
- Department of Labor and Workforce Development

- OSHA fines
- OSH Certificates of Fitness
- OSH Training Program certificates
- Mechanical Inspection certification
- Department of Natural Resources
 - Purchase of maps
- Department of Public Safety
 - Finger printing
 - Alaska Police Standards Basic Certification
 - Plan review fees (fire inspection)
 - Alaska Fire Standards Council certificates
- Department of Transportation and Public Facilities
 - Minor building repairs
 - Radar recertification
 - Employee security badges
 - Employee identification badges
 - Construction Delegation of Authority
- University of Alaska
 - UACP training services
 - Conferencing, catering, and space rental services
 - Printing services
 - Science and engineering testing laboratory services
- Legislative Affairs
 - Legislative teleconference
 - Legislative bills/daily journals
 - Document reproduction services
 - Directory of State Officials

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Recording Unbudgeted RSAs in IRIS

Agencies may set up a single unbudgeted RSA ARU, per allocation (APTYP), per I/A fund code within the operating budget structure, multiple unbudgeted RSAs may be posted to a single unbudgeted ARU. Separate ARUs must be established for each distinct I/A fund code unless the agency has received an exemption from the Division of Finance (DOF). I/A fund codes for specific sources of I/A revenue must be used for RSAs that are:

- Paid for by capital appropriations – CIP I/A (IRIS 5061/ABS 1061)
- Paid from the In-State Pipeline Fund – ISPF I/A (IRIS 5232/ABS 1232)
- Paid from the Alaska Liquefied Natural Gas Project fund – AKLNG I/A (IRIS 5236/ABS 1236)
- Paid from the Oil/Haz Response Fund – Oil/Haz I/A (IRIS 5055/ABS 1055)

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Backup Documents Required for

Reimbursable Services Agreements

An RSA is a type of contract and should include the same types of information as any other contractual agreement. Scope of work, compensation schedules, billing information, and other terms and conditions should all be present in an RSA.

Requests for approval of unbudgeted RSAs or amendments to budgeted RSAs should be accompanied by adequate documentation to explain the need for the change and availability of budget authority. At a minimum documentation should include the items in the below list. Requestors should attempt to anticipate additional documentation that may be requested by the reviewer. Examples of documentation are available on the [OMB website](#).

- Completed [RSA Form](#)
- Detailed project description with scope of work and cost estimates or billing rates
- Structure reports or IRIS screen shots showing component title and IRIS appropriation unit number
- Reports showing sellers need for additional I/A authority and buyers available authority to reimburse services
- Any additional internal reports or documentation of agreement

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Capital Project Scope Change

The intent or purpose of a capital project cannot fundamentally change, and the revised scope cannot conflict with the specific project description contained in the appropriation bill and backup materials. Projects must be implemented as described in the appropriation/allocation language. This includes changes to specific termination years included in legislation. If a specific termination year is included in legislation, the Executive Branch cannot extend it without legislative approval.

OMB can approve capital project scope changes if the proposed scope change does not change characteristics of the project that were the principal reason (s) for the capital project to receive an appropriation. All other capital project scope changes, including changes to legislative termination years, must be submitted to the legislature for approval.

An agency can request a scope change due to unforeseen circumstances by submitting a memorandum and related backup through the RP Log in ABS to include the following:

- Explain the basic intent of the project and describe how the project scope change will meet the intent of the project as envisioned at the time of the appropriation.
 - For example, the original project scope was construction of ramps and docks to loading/unloading access to a side loading ferry. The scope change may be to allow for a front/back loading ferry. The basic intent of providing a facility for loading/unloading ferries is unchanged.
- What, if any, aspect of the original project scope will not be carried out.
 - Explain why.
 - Estimate the projected cost of this aspect of the project.
- What is being added to the project scope and why.
 - Estimate the cost of this addition.
- How will funds be used to implement the changes.
- Information on the history of the project.
- Cite the section, chapter, SLA, page, and line of the appropriation, and attach photocopies of the page(s) of the appropriation bill.
- Supporting Documentation:
 - Attach copy of original appropriation backup.
 - Capital project summary.
 - Management report for appropriation and allocation.
 - Other supporting documentation that would clarify the request.

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Revised Program Legislative (RPL)

When new or additional revenue becomes available from federal or program receipts, agencies can request an increase in expenditure authorization (see [AS 37.05.146](#) and [AS 37.07.080\(h\)](#)). Generally, these program requests are only submitted during the interim between legislative sessions. Departments should notify their OMB analyst when they become aware of new revenue which may require an RPL. OMB will notify departments of RPL submission deadlines, which are usually two weeks prior to the Legislative Budget & Audit Committee meeting. There is often limited notice given for RPL submission deadlines, departments should not wait for notice from OMB prior to preparing RPL justification and backup.

Requests can only be made for the fund sources specified in a language section of an appropriation bill. Generally, this language section has been titled "Federal and Other Program Receipts" and has been in each of the primary appropriation bills (operating, mental health, and capital).

Submit a completed RPL request form in Word format (found under Forms/Manuals on the [OMB website](#)) to OMB via the RP Logger in ABS:

- Address the issues noted in italics when applicable (remove these questions on completed form and do not italicize answers). Of particular concern is whether non-general fund increases creates an obligation which will later burden the general fund.
- If the request is for additional or carry forward funding for an existing project, the Subject of RPL should replicate the title of the original operating item cited in a Legislative Finance transaction detail report, or the title of an approved capital project. Otherwise it should be a succinct descriptive title of the proposed new operating budget project within an existing appropriation and allocation.
- Amount should be displayed in whole dollars, e.g., \$50,000.
- The Appropriation Authority is the budget bill citation of the existing operating or capital budget bill appropriation to be increased by the RPL request.
- NOTE: If the RPL will create a new state program or make a major change to an existing appropriation, LB&A may require review by a Finance Subcommittee.
- In the case of operating appropriations:
 - Authorizations requested through an RPL only apply to a single fiscal year.
 - If a request covers a period spanning two fiscal years, then two RPLs should be prepared to cover both fiscal years and both must be approved.
- Supporting documentation:
 - Legislation making the appropriation.
 - Legislative Finance transaction detail showing the item, if it is in the operating budget.
 - ABS change record if applicable.
 - Accounting reports/structure management reports.
 - Copy of the Legislative Finance transaction detail report showing enacted funding for the affected component or capital project.
 - Notice of Grant Award or other documentation supporting the availability of additional revenues.
 - Projection reports showing the need for additional receipt authority.

Initial requests approved by OMB will be forwarded to the Legislative Finance Division for consideration by Legislative Budget and Audit Committee (LB&A). If LB&A approves the request, return the approved revised program budget request to OMB with related backup. An associated BGE/BGR document must then be submitted in IRIS through OMB workflow using Event Type BX04 and BX24 for RPLs. If LB&A does not approve the request but also does not object within 45 days, expenditures under the revised program may go forward ([AS 37.07.080\(h\)](#)). If LB&A makes a negative recommendation, the Governor shall review the revised program and may allow the program to continue after giving LB&A a statement of reasoning ([AS 37.07.080\(h\)\(3\)](#)).

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Reorganization, Consolidation, and Elimination of Agencies

Under the Alaska Constitution, the Governor has the authority to change the organization of the executive branch for the purpose of efficient administration. Changes requiring the force of law are issues within executive orders, which may be disapproved by the legislature within a limited time period ([AK Const. Art. III, sec. 1, 23, 24](#)). Subject to state personnel laws and the approval of the commissioner of administration, the principal executive officer of each department may, in the interest of improved management, abolish unnecessary offices and positions, transfer officers and employees between positions, and change the duties, titles, and compensation of existing offices and positions ([AS 44.17.070](#)). Because of the budget and appropriation implications and requirements involved with reorganizations, consolidations, and elimination of agencies, these changes require approval by the Director of the Office of Management and Budget.

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[1] Dept. of Law memorandum dated January 26, 1981, File No. J-66-346-81

RSA Information from the Strategy, Planning and Budget Office

Reimbursable Service Agreements (RSA)

An RSA is a contractual agreement between state entities (agencies, appropriations, allocations) for reimbursement of services performed. An RSA may be used to finance the provision of a service if:

1. The agency that requires the service has, by law, the authority to obtain or provide the service and has an appropriation that may be used for that purpose; and
2. The agency that provides the service bills the agency administering the available funds based on:
 - a) The actual cost to provide the service; or
 - b) A cost allocation method approved by the office.

RSA form, Budget Structure Information:

The budgeting and accounting information for the requesting (buyer) and servicing (seller) agencies must be completed, using the **Budget Structure** for the current FY, located here: <https://www.alaska.edu/swbudget/instructions-and-references/>

- ① Results Delivery Unit (RDU)
- ② Component
- ③ Appropriation Cite (Citation for RSA's) - Not needed for UA internal RSAs
- ④ "AR", use AR Type
- ⑤ "RR", use AR Group
- ⑥ "Financial coding to be charged", use UA's internal coding.

State of Alaska		Reimbursable Services Agreement		ORIGINAL <input type="checkbox"/>	AMENDMENT # <input type="checkbox"/>
Payment Process					
<input type="checkbox"/> Internal Exchange Trans (IET)		<input type="checkbox"/> Internal Trans Agreement (ITA)		<input type="checkbox"/> Other _____	
Requesting Agency (Buyer)	Results Delivery Unit (RDU) 1	Component 2	ADN # _____		
Servicing Agency (Seller)	Results Delivery Unit (RDU) 1	Component 2	ADN # _____		
I. Project or program title:					
II. The servicing agency agrees to provide the requesting agency with the following service(s): (Answer who, what, where, when, why and how cost estimates are derived. Use attachment if necessary.)					
Buyer Program Contact/Phone: _____			Seller Program Contact/Phone: _____		
III. Terms and mechanics of reimbursement:					
<input type="checkbox"/> Payment upon approval		Buyer Vendor/Customer #: _____			
<input type="checkbox"/> Payment upon receipt of inter-agency billing		_____			
<input type="checkbox"/> Payment upon completion of service(s)		_____			
<input type="checkbox"/> Other (Specify) _____		_____			
Commencement date	Completion date	Billing Email Address:	Phone #		
IV. Servicing Agency cost based on:					
<input type="checkbox"/> Itemized costs of service(s) provided		_____			
<input type="checkbox"/> Cost allocation schedule (description of allocation methodology must be attached)		_____			
V. Schedule of maximum costs to be incurred by the Servicing Agency:					
	Original Agreement	Previous Amendment(s)	This Amendment	Total	
Personal Services	\$ _____	\$ _____	\$ _____	\$ _____ 0.00	
Travel	\$ _____	\$ _____	\$ _____	\$ _____ 0.00	
Services	\$ _____	\$ _____	\$ _____	\$ _____ 0.00	
Commodities	\$ _____	\$ _____	\$ _____	\$ _____ 0.00	
Capital Outlay	\$ _____	\$ _____	\$ _____	\$ _____ 0.00	
Grants and Benefits	\$ _____	\$ _____	\$ _____	\$ _____ 0.00	
Other	\$ _____	\$ _____	\$ _____	\$ _____ 0.00	
Total	\$ _____ 0.00	\$ _____ 0.00	\$ _____ 0.00	\$ _____ 0.00	
<input type="checkbox"/> Servicing Agency may not change line items without approval of Buyer Agency					
VI. Budgeting and Accounting Information :					
Requesting Agency Authorization		<input type="checkbox"/> Capital		<input type="checkbox"/> Operating	
Financial coding to be charged					
Buyer Dept	AR	Fund 6	Org Unit 6	Program 6	Task
Template	Activity	Location	Function	Exp Obj	
(Open Item # or Doc ID # (RS, EN, or AJE) _____)					
Federal funds		<input type="checkbox"/> No <input type="checkbox"/> Yes, Amount _____		(Format: Sec Ch SLA Pg Ln OR RPL # XX-X-XXXX)	
Federal Pass Through:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Appropriation Cite 3	
Federal Agency/Program/CFDA/Grant/Contract No. _____		Appropriation Cite _____			
_____		Date funds lapse _____			
Servicing Agency Authorization					
Is this agreement using budgeted authorization?		<input type="checkbox"/> No <input type="checkbox"/> Yes		Seller Vendor/Customer # _____	
AR 4	Fund 6	Org 6	RR 5	Program 6	Seller Dept _____
AR _____	Fund _____	Org _____	RR _____	Program _____	Other _____
_____	_____	_____	_____	_____	Template _____
VII: Approvals & Certification: The buyer agency and seller agency agree to the terms and conditions above. In addition, the buyer agency certifies that sufficient funds are encumbered to pay this obligation or that there is sufficient unencumbered balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-820. Other disciplinary action may be take up to and including dismissal.					
Requesting Agency Authorized Signature		Printed Name		Date	
Servicing Agency Authorized Signature		Printed Name		Date	
Requesting ASD Authorized Signature		Printed Name		Date	

University of Alaska FY2022 Budget Structure (Use only these constructs for reimbursable service agreements)		
Servicing or Requesting Agency	1 RDU(BRU)	2 Component
University of Alaska	UA System Office (Statewide Svc.)	Systemwide (Statewide) Services
University of Alaska	UA System Office (Statewide Svc.)	Office of Information Technology
University of Alaska	University of Alaska Anchorage	Anchorage Campus
University of Alaska	University of Alaska Anchorage	Small Business Development Center
University of Alaska	University of Alaska Anchorage CC	Kenai Peninsula College
University of Alaska	University of Alaska Anchorage CC	Kodiak College
University of Alaska	University of Alaska Anchorage CC	Matanuska-Susitna College
University of Alaska	University of Alaska Anchorage CC	Prince William Sound College
University of Alaska	University of Alaska Fairbanks CC	Bristol Bay Campus
University of Alaska	University of Alaska Fairbanks CC	Chukchi Campus
University of Alaska	University of Alaska Fairbanks CC	College of Rural and Community Development
University of Alaska	University of Alaska Fairbanks	Fairbanks Campus
University of Alaska	University of Alaska Fairbanks CC	Interior Alaska Campus
University of Alaska	University of Alaska Fairbanks CC	Kuskokwim Campus
University of Alaska	University of Alaska Fairbanks CC	Northwest Campus
University of Alaska	University of Alaska Fairbanks	UAF Community Technical College
University of Alaska	University of Alaska Southeast	Juneau Campus
University of Alaska	University of Alaska Southeast	Ketchikan Campus
University of Alaska	University of Alaska Southeast	Sitka Campus
University of Alaska	Enterprise Entities	Education Trust of Alaska

3 Citation for RSA's
Section VI. Used when we are Requesting Agency
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 12
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 13
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 15
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 16
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 24
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 25
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 26
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 27
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 29
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 30
SSSLA 2021 Chap 1, Sec 1, Pg 39, ln 3
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 18
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 31
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 32
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 33
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 19
SSSLA 2021 Chap 1, Sec 1, Pg 39, ln 5
SSSLA 2021 Chap 1, Sec 1, Pg 39, ln 6
SSSLA 2021 Chap 1, Sec 1, Pg 39, ln 7
SSSLA 2021 Chap 1, Sec 1, Pg 38, ln 21

4 AR Type	AR Unit*	5 AR Group
Servicing Agency	Authorization	For Operating RSA's always use
Y004	45-78010-##	Y045
Y008	45-78015-##	Y045
Y016	45-78025-##	Y045
Y020	45-78030-##	Y045
Y024	45-78235-##	Y055
Y028	45-78240-##	Y055
Y032	45-78245-##	Y055
Y036	45-78250-##	Y055
Y040	45-78255-##	Y055
Y044	45-78060-##	Y055
Y048	45-78265-##	Y055
Y052	45-78070-##	Y045
Y056	45-78275-##	Y055
Y060	45-78280-##	Y055
Y064	45-78285-##	Y055
Y072	45-78295-##	Y045
Y080	45-78205-##	Y055
Y084	45-78210-##	Y055
Y088	45-78215-##	Y055
Y091	45-78125-##	Y045

*The last two digits of the AR Unit code are 30 for State Inter-Agency Receipts and 90 for UA Intra-Agency Receipts.

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

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

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