

MEMORANDUM

STATE OF ALASKA
Office of the Governor
Office of Management and Budget
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To: Administrative Directors

Date: September 3, 2004

From: Cheryl Frasca
Director

Subject: PCNs of Transferred
Positions

Years ago OMB established a policy to prohibit a department from changing the PCN of a transferred position. The reason for this policy is to maximize our ability to track positions in ABS through various fiscal years and scenarios.

A department recently asked if that policy was still in effect, and if so, would OMB reconsider it. We conducted an informal survey of some departments that have either transferred positions to another department or been the recipient of transferred positions. The departments stated that maintaining the original PCN was helpful to them, as well as OMB, in tracking and posed no processing difficulties for them.

Therefore, the purpose of this memo is to reaffirm the OMB policy of prohibiting the renumbering of transferred PCNs, whether they are transferred into a new department or within a department. A transferred position must retain its original PCN. Departments are not to create a new PCN and delete the transferred in PCN in order to circumvent this policy.

Thank you for your continued compliance with this policy.

cc: Mila Cosgrove
Division of Personnel