

Revised Program Manual

July 2008

Karen J. Rehfeld, OMB Director

State of Alaska
Office of Management and Budget
<http://www.gov.state.ak.us/omb/>

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General Instructions

A Revised Program is a change to an existing appropriation and/or authorized positions. The Office of Management and Budget (OMB) approves position changes and has limited flexibility to change appropriations per AS 37.07.080, Program execution. The Revised Program Manual is OMB's policy statement on these actions.

AS 37.07.080 authorizes the following types of revisions to appropriations:

- Transfers between line items and/or allocations within an appropriation
- Use of a reimbursable service agreement to finance the provision of a service
- Legislative Budget and Audit Committee (RPL) approval for additional federal and other specific receipts authorization for fund sources authorized in a budget bill.

Operating budget revisions apply only to the fiscal year in which they are requested. If the purpose for the revision is on going, the change must be reflected in future budget submissions.

This manual focuses on budget revisions that require OMB approval. Each Revised Program must function as a "stand alone" package; consistent backup documentation is a must. There should be sufficient information for the reviewer to be able to approve the transaction without having to research the background and specifics.

OMB has delegated approval authority to Commissioners for some types of revised programs to allow flexibility in making day-to-day budget decisions without excessive oversight and delay. See Delegation Memo on Page 7 and Delegation Quick Reference on Page 23. Included in this delegation is the responsibility to establish controls and guidelines similar to those required by OMB, and to assure adherence. If Commissioners delegate their authority, the controls established must include assurance that only authorized personnel submit revised program requests to OMB.

Program managers are responsible for implementing their budgets and providing information on a regular basis to OMB, the legislature, and other interested parties.

In addition to OMB requirements for revised program requests, associated AKSAS transactions must abide by the policies and procedures established by the Division of Finance. The AKSAS Handy Guide is an excellent quick reference for budget and accounting transactions. It is available online at http://fin.admin.state.ak.us/dof/aksas_handy_guide/handy_toc.jsp. Also available online are the Administrative Manual and the Accounting Procedures Manual. See Division of Finance's homepage at <http://fin.admin.state.ak.us/dof/main/index.jsp>

What's New

- Position approval process has changed
- Transfers to and from personal services
- Clarification on minimum backup

Agency Document Number

Each revised program requires an Agency Document Number (ADN) for tracking purposes.

ADN	Use the following seven-digit format: XX-X-XXXX XX = Department number X = Last digit of affected fiscal year XXXX = A unique number assigned by the agency
Combining RP Requests	When a requested action requires more than one type of revised program, include all information and documentation required by all types of revised programs in one request.

Revised Program Delegation of Authority

State of Alaska

Sarah H. Palin, Governor

Office of Management and Budget

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Juneau AK 99811-0020
(907) 465-4660, fax 465-3008*

To: Commissioners
Executive Directors of Public
Corporations

Date: July 1, 2008

From: Karen J. Rehfeld
Director

Subject: Revised Program
Delegation of Authority

OMB is issuing an updated Revised Program Manual, effective July 1, 2008. The manual contains several delegations of authority in order to allow departments flexibility in making day-to-day budget decisions without excessive or unproductive overhead and delay. With those delegations comes the responsibility for departments to establish appropriate internal guidelines and controls to ensure programs and agencies adhere to them.

I am rescinding all past delegations and delegating the following revised program authorizations to Commissioners. Executive Directors of public corporations which are government instrumentalities within state departments that have a legal existence independent of and separate from the state are delegated the same authorizations as those delegated to Commissioners. (Examples include Alaska Commission on Postsecondary Education, Alaska Industrial Development and Export Authority, and Alaska Housing Finance Corporation.)

Transfers

Except for the personal services and grants lines, Commissioners have authority to approve operating budget transfers of expenditure authorization between line items within an allocation and/or transfers between allocations within an appropriation. OMB approval continues to be required for transfers between allocations in a capital appropriation.

Positions

All new positions, regardless of range or type, must be approved by OMB, except for:

- University of Alaska - all position actions
- New positions in these classification series:
 - Student, College, and Graduate Interns
 - Program Service Aide
- New non-permanent positions: short-term positions, on-call substitute positions, and substitute positions
- New emergency fire fighters
- New emergency guards
- New positions authorized in the enacted budget or by an appropriated fiscal note

Any reclassification of a position that results in the range increasing by more than two ranges must also be approved by OMB, except for:

- Reclassification of flexibly-ranged positions and reclassifications through a study initiated by the Division of Personnel
- University of Alaska – all positions
- Reclassification of Attorney/ Associate Attorney positions for
 - Public Defender Agency
 - Office of Public Advocacy
 - Department of Law
- Duty station transfers
- Position time status changes
- Extensions of budgeted long-term non-permanent positions

OMB must also approve any position changes from the partially exempt service to classified service.

This also includes agencies with 100% exempt positions (such as the Alaska Commission on Postsecondary Education, Alaska Industrial Development and Export Authority, and Alaska Housing Finance Corporation).

Commissioners may delete positions, reclassify positions if the range increase is not more than two ranges and may transfer positions within the agency and between duty stations.

Reimbursable Service Agreements (RSA)

Commissioners have authority to approve the following types of RSA contractual agreements between state agencies:

- Budgeted RSAs,
- Unbudgeted RSAs equal to or less than \$100,000,
- Unbudgeted amendments to budgeted RSAs that increase the budgeted amount by \$100,000 or less. This limit applies to the cumulative total of all unbudgeted amendments.

We will continue working with you and your staff to improve our ways of doing business and I welcome your suggestions. As always, the OMB budget analyst assigned to your agency is available to answer questions or provide additional information.

To access the newly updated Revised Program Manual, go to <http://www.gov.state.ak.us/omb/forms/forms.html>

cc: Administrative Services Directors
 Finance Officers
 Human Resource Managers
 Department Budget Analysts

Commissioners' Delegated Approval

Revised Program Approval Authorization Delegated from OMB
Effective July 1, 2008

Type	Description	Delegated Approval Authority
Transfer	Operating budget line item transfers and/or transfers between allocations within an appropriation	<p>Transfers between all line items except the personal services and grants lines</p> <p>Transfers between allocations except the personal services and grants lines</p>
Position	Creation, deletion, reclassification, or transfer of a position	<ul style="list-style-type: none"> • New non-permanent positions: short-term positions, on-call substitute positions, and substitute positions • New positions in these classification series: student, college, and graduate interns; program service aide • New emergency fire fighters • New emergency guards • New positions authorized in the enacted budget or by an appropriated fiscal note • University of Alaska - all position actions • Deletion of any position • Reclassification of any position that results in an increase of one or two ranges • Reclassification of Attorney/ Associate Attorney positions for Public Defender Agency; Office of Public Advocacy; Department of Law • Reclassification of flexibly-ranged positions and reclassifications through a study initiated by the Division of Personnel • Extensions of budgeted long-term non-permanent positions • Position time status changes • Transfer of positions within agency • Duty station transfers
RSA	Reimbursable Service Agreement (RSA) between state agencies	<p>Budgeted RSAs</p> <p>Unbudgeted RSAs = < \$100,000</p> <p>Unbudgeted RSAs + Amendments = < \$100,000</p> <p>Unbudgeted Amendments that increase Budgeted RSAs = < \$100,000</p>

Note: Executive Directors of public corporations which are government entities within state departments that have a legal existence independent of and separate from the state are delegated the same authorizations as those delegated to Commissioners. (Examples include Alaska Commission on Postsecondary Education, Alaska Industrial Development and Export Authority, and Alaska Housing Finance Corporation.)

Transfer Between Line Items and/or Allocations

<p>Purpose</p>	<p>Transfer of expenditure authorization between line items within an allocation; or transfers between allocations within an appropriation.</p>
<p>Approval Requirements</p>	<p><u>Operating Appropriations</u> OMB approval is required to transfer funds to or from the personal services and grants lines. This applies to line item transfers affecting the personal services and/or grants line items, and transfers between allocations that affect the personal services and/or grants line items.</p> <p>(Note: OMB approval is not required to transfer among fund source accounting structures established by a department, so long as there is no change in any component’s overall personal services or grants line item total.)</p> <p>Except for the personal services and grants lines, OMB has delegated to Commissioners the authority to approve transfers between allocations and between line items.</p> <p><u>Capital Appropriations</u> OMB approval is required for transfers between allocations.</p>
<p>Documentation Required</p>	<p>Agency Request Memo to OMB Analyst Provide basic information describing the transfer request.</p> <p>Why do funds need to be transferred? Identify the line item(s) and/or allocation to be increased. What service, activity, or purchase will occur as a result of this change?</p> <p>What is the amount and funding source to be transferred? Identify the line item(s) and/or allocation to be decreased. Why are funds available for transfer? What service, activity, or purchase will be eliminated?</p> <p>What effect, if any, will there be on the next fiscal year's budget?</p> <p>What would happen if the RP request were denied? For example, would denial result in noncompliance with state, federal, or local laws or regulations?</p> <p>Authorized Budget (AB) Screen Print Attach an AKSAS screen print of the AB revised program transaction.</p> <p>Use Transaction Code 520-50 and budget type RPG (Revised Program) for</p>

<p>Documentation Required (continued)</p>	<p>RPs that require OMB approval. For RPs that do not require OMB approval, refer to the AKSAS Handy Guide to determine the appropriate transaction code.</p> <p>The description section of the transaction must identify the ADN, and the appropriation number(s) (AR) at the total control level. The total control level is the allocation level, or the appropriation level for appropriations that do not have allocations. (Departments may enter additional information as space allows.)</p> <p>Attach AKSAS or ALDER Management Report showing available authorization.</p> <p>Supporting Documentation Submit any supporting documentation that would clarify the request.</p> <p>Capital Appropriations Attach photocopies of the page(s) of the appropriation bill. Provide a history of any previous revised programs for the affected appropriation.</p>
<p>Review Criteria</p>	<p>Transfers out of the personal services and grants lines will be carefully scrutinized, particularly when the transfer would increase a program's administrative budget at the expense of the grants budget.</p> <p>OMB is required to report all transfers in and out of the personal services line to the legislature.</p>

Transfer of Expenditures: Capital to Operating or Operating to Capital

<p>Background</p>	<p>In the FY2002 Statewide Single Audit, the Division of Legislative Audit took issue with the actions of some departments where expenditures were transferred from a capital appropriation to an operating appropriation at the end of a fiscal year. The transfer of expenditures used operating appropriation balances that would otherwise have lapsed and preserved capital appropriation balances for future use.</p> <p>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.</p>
<p>Purpose</p>	<p>Therefore, in order to ensure that the actual cost of capital projects and operating programs are accurately reported, the following has been in effect since August 22, 2003, and is still in effect:</p> <ul style="list-style-type: none"> • When a state agency has received a capital appropriation, all expenditures associated with that project should be charged against that capital appropriation. A transfer of expenditures in the amount of \$25,000 or more (cumulative) from a capital appropriation (LL50) to an operating appropriation (LL50) is not allowed except with OMB prior approval via a Revised Program request. • Conversely, a transfer of expenditures in the amount of \$25,000 or more (cumulative) from an operating appropriation (LL50) to a capital appropriation (LL50) is not allowed except with OMB prior approval via a Revised Program request. • The cumulative transfer amount is calculated from the source appropriation so: <ul style="list-style-type: none"> • in a capital-to-operating transfer, once \$25,000 is transferred out of a capital appropriation, all subsequent transfers out of that same appropriation must have OMB approval, regardless of any similar transfers in and irrespective of fiscal years • in an operating-to-capital transfer, once \$25,000 is transferred out of an operating appropriation in a particular fiscal year, all subsequent transfers out of that same appropriation during that fiscal year must have OMB approval, regardless of any similar transfers in
<p>Approval Requirements</p>	<p>Since expenditures can reasonably be charged to either a capital or operating appropriation as long as the purposes of the appropriations are consistent with the expenditure of funds (Dept. of Law memorandum dated January 26, 1981, File No. J-66-346-81), OMB will consider transfer requests. This type of Revised Program is reviewed by OMB's Chief Budget Analyst.</p>

Review	A clear example of where OMB would approve a transfer is if the capital project description stated that some related costs would be covered by an operating appropriation.
Documentation Required	<p>A memorandum to request OMB approval of this Revised Program type must be submitted with:</p> <ul style="list-style-type: none"> • a full explanation of the facts and impacts on the affected appropriations, including dollar amount, AKSAS AR numbers and titles of ARs • appropriation citation • fund source(s) affected, what kinds of expenditures would be transferred, etc.

Position Changes

Purpose	Creation of new positions and reclassifications resulting in more than a two-range increase.
Exemptions	<p>OMB approval is not needed for personnel actions for the following positions:</p> <ul style="list-style-type: none"> • New non-permanent positions: short-term positions, on-call substitute positions, and substitute positions • New positions in these classification series: student, college, and graduate interns; program service aide • New emergency fire fighters • New emergency guards • New positions authorized in the enacted budget or by an appropriated fiscal note <ul style="list-style-type: none"> • University of Alaska - all position actions • Deletion of any position • Reclassification of any position that results in an increase of one or two ranges • Reclassification of Attorney/ Associate Attorney positions for Public Defender Agency; Office of Public Advocacy; Department of Law • Reclassification of flexibly-ranged positions and reclassifications through a study initiated by the Division of Personnel • Extensions of budgeted long-term non-permanent positions • Position time status changes • Transfer of positions within agency • Duty station transfers <p>Classified, Partially Exempt and Exempt positions Intra-agency position transfers and duty station transfers must be addressed during the Reconciliation RP process in the Management Plan scenario. All inter-agency and intra-agency position transfers and duty station transfers anticipated for the upcoming budget year must be addressed in the next Governor’s budget scenario.</p> <p>Position time status changes do not require OMB prior approval; they will be reviewed during the budget Reconciliation RP process in the Management Plan budget scenario and during preparation of the next Governor’s budget scenario.</p> <p>See Reconciliation RP type on Page 39.</p>
Approval Requirements	<p>Classified Positions, Exempt and Partially Exempt Positions in Departments, and Agencies with 100% Exempt Positions OMB must approve all new positions, regardless of range or type, unless exempted.</p> <p>OMB must approve any reclassification that results in an increase of more than</p>

<p>Approval Requirements (continued)</p>	<p>two ranges, unless the position is in a flex series, the reclassification is initiated by the Division of Personnel, or the reclassification is otherwise exempted.</p> <p>Departments must comply with the Division of Personnel requirements for determining the proper position classification.</p> <p>Exempt positions are specifically defined in AS 39.25.110 and partially exempt positions are specifically defined in AS 39.25.120. The extension of partially exempt (and classified) positions is described in AS 39.25.130. All changes for exempt and partially exempt positions must comply with these statutes. OMB must approve any position change from partially exempt to classified.</p> <p>Position changes approved by OMB under AS 39.25.130, extension of partially exempt and classified services, must also be approved by the Department of Administration and the Personnel Board.</p> <p>Departments must request approval from the Chief of Staff (COS) via memo prior to recruiting and/or hiring an exempt or partially exempt position range 16 and above. The positions listed in the exemptions above are also exempt from the COS approval process.</p>
<p>Documentation Required</p>	<p>Request Memo to the Director of OMB from Commissioner (or Executive Director of Agency with 100% Exempt Positions)</p> <p>When requesting approval, provide general information including</p> <ul style="list-style-type: none"> • ADN (Agency Document Number) • PCN (Position Control Number) • Briefly summarize what you want to do • Why wasn't it included in the enacted budget? • Description of duties • Reason(s) for change - why is this necessary? • Annual cost and funding source(s) • Is sufficient funding available in current budget authorization? If so, why? If not, how will the cost be covered? • For Exempt and Partially Exempt position(s) - Cite the statute that authorizes the position • Effective date of proposed action • If changing line-employee position to management level, provide explanation • What would happen if the request was denied? <ul style="list-style-type: none"> ○ For example, would denial result in noncompliance with state, federal, or local laws or regulations? ○ Would there be any budgetary consequences? <p style="text-align: center;">FOR A NEW POSITION</p> <ul style="list-style-type: none"> • Why does the work need to be done? How is it getting done now? • How many vacant positions are in the department? Are there vacant positions that could be reclassified? • What is the expected duration of the job(s) to be done? • Where is the duty station?

<p>Documentation Required (continued)</p>	<ul style="list-style-type: none"> • Will this position be included in the budget request for the following fiscal year? • How does the authorization of the requested position affect the current year objectives as they are documented in the budget and performance measures? <p style="text-align: center;">FOR A RECLASSIFICATION</p> <ul style="list-style-type: none"> • How has the workload changed that necessitates the reclassification? • How will it affect the current year objectives as they are documented in the budget and performance measures? <p>Supporting Documentation Submit any supporting documentation that would clarify the request.</p> <p>Approved position changes must be reflected in future budget submissions.</p>
<p>Post-approval</p>	<p>OMB will send the Division of Personnel a copy of the approved request.</p> <p>If applicable, departments must reflect approved position changes in future budget submissions.</p>

Exempt and Partially Exempt Positions Defined by Statutes

CITE	Exempt Positions -- AS 39.25.110	CITE	Partially Exempt Positions - AS 39.25.120(c)
Judicial Branch			
2	Justices, Judges, Magistrates, and Employees Including Judicial Council employees		
Legislative Branch			
1	Elected Officials (or appointed to fill vacancies)		
3	Legislative Employees		
36	Victims' Advocate and staff		
Executive Branch			
1	Elected Officials	1	Deputy and Assistant Commissioners
20	Office of the Governor/Lieutenant Governor Employees - including Governor's House staff	2	Directors of Major Divisions
4	Commissioners of Departments	6	Two Special Assistants to Commissioner
9	Persons employed in a professional capacity to make a temporary or special inquiry, study, or examination as authorized by the Governor	4	Commissioner's Secretary
10	Members of boards, commissions, or authorities	5	Employees of Councils, Boards, or Commissions established by statute in the Office of the Governor or Lt. Governor (unless a different classification is provided by statute)
17	Officers and Employees residing in foreign countries		
32	Alaska Temporary Assistance Program Participants holding temporary positions to obtain job experience		
33	Convener under AS 44.62.730 or Facilitator under AS 44.62.760 employed to negotiate regulation making process under AS 44.62.710 - 800		
41	Alaska Gasline Inducement Act Coordinator		

CITE Exempt Positions -- AS 39.25.110		CITE Partially Exempt Positions - AS 39.25.120(c)	
Administration			
14	Oil and Gas Conservation Commission Petroleum Engineers Petroleum Geologists	3	Public Defender Agency Attorneys
		3	Office of Public Advocacy Attorneys
		7 (A)	Alaska Public Broadcasting Commission Executive Director
		13	Alaska Public Offices Commission Executive Director and Staff
		20	Office of Administrative Hearings Chief administrative law judge and administrative law judges
Community & Economic Development			
11 (C)	Alaska Industrial Development and Export Authority Officers and employees	7 (D)	Board of Nursing Executive Director
11 (F)	Alaska Aerospace Development Corporation Officers and employees	7 (E)	Real Estate Commission Executive Director
18	Alaska Seafood Marketing Institute - Employees	7 (K)	State Medical Board Executive Director
30	Division of Insurance Actuary Assistant Actuary	7 (O)	State Board of Registration for Architect, Engineers, and Land Surveyors Executive Director
		16	Board of Marine Pilots Marine Pilot Coordinator
		12	Division of Insurance Deputy Director
		18	Regulatory Commission of Alaska Hearing Officers Administrative Law Judges

CITE Exempt Positions -- AS 39.25.110		CITE Partially Exempt Positions - AS 39.25.120(c)	
Corrections			
8	Patients and inmates employed in state institutions	7 (C)	Parole Board Executive Director
13	Pharmacists and Physicians	17	Guards employed outside correctional facilities
		19	Compact Administrator
Education			
6	Regional Educational Attendance Area School Boards Certificated Teachers Noncertificated employees	7 (B)	Professional Teaching Practices Commission Executive Director
7	Certificated teachers employed as Correspondence teachers Skill Center teachers Mt. Edgecumbe School teachers	7 (G)	Alaska State Council on the Arts Executive Director
11 (E)	Alaska Commission on Postsecondary Education Officers and employees		
24	State Institutions Enrolled student employees		
Fish & Game			
11 (D)	Alaska Commercial Fisheries Entry Commission Officers and employees		
Health & Social Services			
8	Patients and inmates employed in state institutions	7 (I)	Alaska Commission on Aging Executive Director
13	State Medical Examiner Deputy Medical Examiner Assistant Medical Examiners Physicians Pharmacists	7 (J)	Alaska Mental Health Board Executive Director
		7 (L)	Governor's Council on Disabilities and Special Education Executive Director
		7 (M)	Advisory Board on Alcoholism and Drug Abuse Executive Director

CITE Exempt Positions -- AS 39.25.110		CITE Partially Exempt Positions - AS 39.25.120(c)	
		7 (N)	Statewide Suicide Prevention Council Executive Director
		8	Alaska Pioneers' Home and Alaska Veterans' Home Managers
Labor & Workforce Development			
7	Certificated teachers employed as Skill Center teachers	14	Division of Workers' Compensation Rehabilitation Administrator
40	Workers' Compensation Appeals Commission Chair		
Law			
		3	Attorneys
Military & Veterans Affairs			
35	Assistant Adjutant General for Space and Missile Defense	1	Assistant Adjutant General
28	Employment or Pre-employment training programs employees		
Natural Resources			
14	Petroleum Engineers Petroleum Geologists (Excluded: Division of Geological and Geophysical Surveys employees)	7 (F)	Alaska Royalty Oil & Gas Development Advisory Board Executive Director
19	Emergency Fire Fighting Personnel for fire emergency/prevention		
22	Youth Employment and Student Intern program employees		
37	Mental Health Trust Land Administration employees		
42	Oil and gas audit masters		
Public Safety			
38	Council on Domestic Violence and Sexual Assault Executive Director and staff	7 (H)	Alaska Police Standards Council Executive Director
		15	Guards employed for emergencies
Revenue			
11 (B)	Alaska Permanent Fund Corporation Officers and Employees	9	Hearing Examiners

CITE		Exempt Positions -- AS 39.25.110	CITE		Partially Exempt Positions - AS 39.25.120(c)
11 (G)		Alaska Natural Gas Development Authority Officers and Employees	10		Division of Treasury Comptroller
12		Alaska Municipal Bond Bank Authority Executive Secretary and Legal Counsel			
26		Investment Officers			
34		Alaska Mental Health Trust Authority Chief Executive Officer and employees			
42		Oil and gas audit masters			
Transportation & Public Facilities					
16		Alaska State Ferry System Masters and Crew members covered by a collective bargaining agreement (AS 23.40.040)	2		Regional Directors
39		Knik Arm Bridge and Toll Authority Executive Director and Employees	11		Anchorage and Fairbanks International Airports Airport Managers
University of Alaska					
5		Officers and Employees			

Position Changes

OMB Approval Requirements -- Quick Reference

Classified Positions, Exempt, and Partially Exempt in Departments, and Agencies with 100% Exempt Positions.

Action	OMB Approval Needed	
New	Yes	<p>OMB must approve the creation of all new positions, regardless of range or type.</p> <p>NOTE: Since there is no short-term designation for non-permanent positions in the PSEA and LTC bargaining units, all new non-permanent positions established for more than 120 days or extended beyond 120 days in these bargaining units require OMB approval.</p>
New	No	University of Alaska - all position actions
New	No	<p>Student, College, and Graduate Interns Program Service Aide</p> <p>Emergency fire fighters</p> <p>Emergency guards</p> <p>New non-permanent positions: short-term positions, on-call substitute positions, and substitute positions</p> <p>Positions authorized in the enacted budget or by an appropriated fiscal note</p>
Reclassification	Yes	Any reclassification that will result in more than a two-range increase
Reclassification	No	Reclassifications resulting from broad class study, classification review, flex-position changes
Reclassification	No	Reclassification of Attorney/ Associate Attorney positions for Public Defender Agency, Office of Public Advocacy, Department of Law
Reclassification	No	University of Alaska - all position actions

Reclassification	Yes	Reclassification from partially exempt service to classified service
Deletions	No	
Transfers (Intra-department and Duty station)	No	
Time Status Changes	No	
Extension of Budgeted Long-Term Non- Permanent Positions	No	

Reimbursable Service Agreement (RSA)

<p>Purpose</p>	<p>RSA contractual agreements may be used between state government agencies for reimbursement for services performed per AS 37.07.080(e).</p> <p>For agreements entered into by the University of Alaska, also see AS 14.40.325.</p>
<p>Approval Requirements</p>	<p>Budgeted RSAs may be executed by agencies without OMB review.</p> <p>Budgeted means:</p> <ol style="list-style-type: none"> 1. Requesting agency has, by law, the authority to obtain or provide a service and has an appropriation that may be used for that purpose; and 2. Servicing agency has sufficient inter-agency receipt authority. <p>OMB has delegated to Commissioners the authority to approve unbudgeted RSAs equal to or less than \$100,000.</p> <p>OMB approval is required for:</p> <ul style="list-style-type: none"> ▪ Unbudgeted amendments that would increase a budgeted RSA by more than \$100,000 ▪ Unbudgeted RSAs greater than \$100,000 ▪ Amendments to unbudgeted RSAs that increase the cumulative total of the original unbudgeted RSA and all previous amendments to greater than \$100,000 <p>OMB approval is needed for RSA completion date amendment ONLY if the revised completion date changes the completion fiscal year.</p> <p>The RSA must be approved prior to commencement of work. Exceptions must include an explanatory memo.</p> <p>OMB approval is not needed for RSA closeouts or reductions. Optional email closeout process is on Page 35.</p>
<p>Documentation Required</p>	<p>1. RSA Form (ADNs are required for both agencies)</p> <p>Provide a description of the service and technical information as indicated on the RSA form. The description must answer who, what, where, when, why, and how costs estimates were derived, i.e., a detailed work plan. Continue on additional pages as needed.</p> <p>By statute, the servicing agency's billings must be based either on actual costs or a cost allocation method approved by OMB.</p> <p>The requesting agency must always list the appropriation cite(s) (Section, Chapter, SLA, page, and line).</p>

<p>Documentation Required (continued)</p>	<p>Commencement and completion dates must be consistent for the type of appropriation paying for the service. For example, commencement and completion dates for an operating appropriation must be within a fiscal year.</p> <p>A completed form must have the signatures of the authorized staff for the Requesting and Servicing Agencies. OMB will accept faxed forms or PDF's that have been signed by both agencies; e-mail authorization will not be accepted. See RSA form on Page 37. The RSA form may also be found at http://www.gov.state.ak.us/omb/forms/forms.html</p> <p>2. Attach copies of AKSAS RSA documents that show encumbrances to be established (AKSAS transaction codes 140-10 Add RSA, and for amendments 140-20 Change RSA or other AKSAS documentation demonstrating the commitment of funds).</p> <p>3. Submit any supporting documentation that would add clarity to the request.</p> <p>4. Requesting agency must attach photocopy of the appropriation bill cite listed on the RSA form along with an AKSAS or ALDER Management Report showing available authorization.</p> <p>5. Authorized Budget (AB) Screen Print Attach an AKSAS screen print of the AB transaction. (Not applicable to the University of Alaska). Use Transaction Code 520-50 and Budget Type RPG (Revised Program) for RSAs that require OMB approval. For RSAs that do not require OMB approval, refer to the AKSAS Handy Guide to determine the appropriate transaction code.</p> <p>The description section of the transaction must identify the servicing agency's ADN and the appropriation number[(s)] (AR) at the total control level. The total control level is the allocation level, or the appropriation level for appropriations that do not have allocations. (Departments may enter additional information as space allows.)</p> <p>RSA Amendments</p> <ol style="list-style-type: none"> 1. Complete the form as described above and include reasons for the amendment, such as an explanation of changes to the detailed work plan; if a completion date amendment changes the completion fiscal year, explain why; and a description of work progress to date. 2. Copies of the original RSA and all previous amendments must be attached. 3. Requesting agency must attach an AKSAS or ALDER Management Report showing available authorization. <p>Note: Exceptions to the AKSAS RSA process and the RSA form are listed on Page 32.</p>
<p>Review Criteria</p>	<p>All RSAs must comply with AS 37.07.080(e), AS 36.30.730, and</p>

<p>Review Criteria (continued)</p>	<p>2 AAC 12.700.</p> <p>By law, the requesting agency must have the authority to obtain the service and an appropriation that may be used for the purpose.</p> <p>The service being provided must be within the statutory functions or responsibilities of the servicing agency.</p> <p>Alaska Budget System (ABS) For future budget requests, OMB recommends:</p> <ul style="list-style-type: none"> ▪ Requesting agency document planned inter-agency expenditures in the expenditure detail change record (will show on Inter-agency Services Report). ▪ Servicing agency document the restricted revenue in the revenue detail change record and corresponding expenditures in the expenditure detail change record.
<p>AKSAS Information</p>	<p>A. Recording <u>Unanticipated</u> RSAs in AKSAS Operating Appropriation</p> <p>If the servicing agency has sufficient interagency receipt authorization, then the RSA is a Budgeted RSA and an existing AKSAS appropriation may be used. See the definition of Budgeted RSAs under Approval Requirements.</p> <p>If the servicing agency needs additional interagency receipt authorization, and the billings are based on a cost allocation plan approved by OMB; an existing AKSAS appropriation may be increased. A separate appropriation structure is not required to segregate expenditures, but it is not prohibited. If the billings are based on actual costs, a separate AKSAS appropriation structure (lower level AR or totally separate AR structure) must be used so expenditures can be identified.</p> <p>If an RSA involves both actual costs and a cost allocation plan, separate AKSAS appropriation structures must be used. Actual costs must be segregated.</p> <p>Note: If an overhead rate based upon an approved cost allocation plan is applied to the actual costs, the overhead will be considered an actual cost and does not need to be segregated.</p> <p>Capital Appropriation For CIP authorization, follow same guidelines as described for inter-agency receipt authorization above.</p> <p>Combined Operating and Capital Appropriations If a project is funded by a combination of operating and capital appropriations, separate RSA forms must be used. Also, separate AKSAS appropriation structures must be used so that expenditures for each</p>

**AKSAS
Information
(continued)**

appropriation are easily identified. Operating expenditures will need to be included in actual and final authorized expenditure reporting.

B. Unique Requirements for Capital Appropriations

Per AS 37.07.050(a)(9), operating budget requests must include personal services expenditure information from capital appropriations. Prior year actual, current year authorized, and succeeding fiscal year budget requests must include personal services expenses from capital appropriations.

Personal services costs from a capital appropriation may be **recorded** in AKSAS in either an operating or a capital appropriation structure. **Agencies choosing to record personal services in a capital appropriation structure must include these expenses when reporting operating appropriation expenditures.**

C. AKSAS Restricted Revenue Codes for Servicing Agency

RSAs from Operating Appropriations

Use Inter-agency Receipts accounts under 51015 (fund source code 1007).

RSAs from Capital Appropriations

Use Capital Improvement Projects (CIP) Receipts accounts under 51200 (fund source code 1061).

Options to Use AKSAS Capital Appropriation Structure

Budgeted within same agency

CIP receipts in operating appropriation – generally, the operating budget appropriation is for personal services only.

- Operating appropriation must be restricted.
- RSA form need not be used; however, the agreement for reimbursement must be documented.
- Existing capital appropriation may be used up to the operating CIP authorization amount.

Budgeted between agencies

CIP receipts in operating appropriation – for all line items:

- Operating appropriation must be restricted.
- Establish RSA using unbudgeted capital appropriation structure for appropriation term.
- Expenditures are limited to the operating Inter-agency CIP authorization.

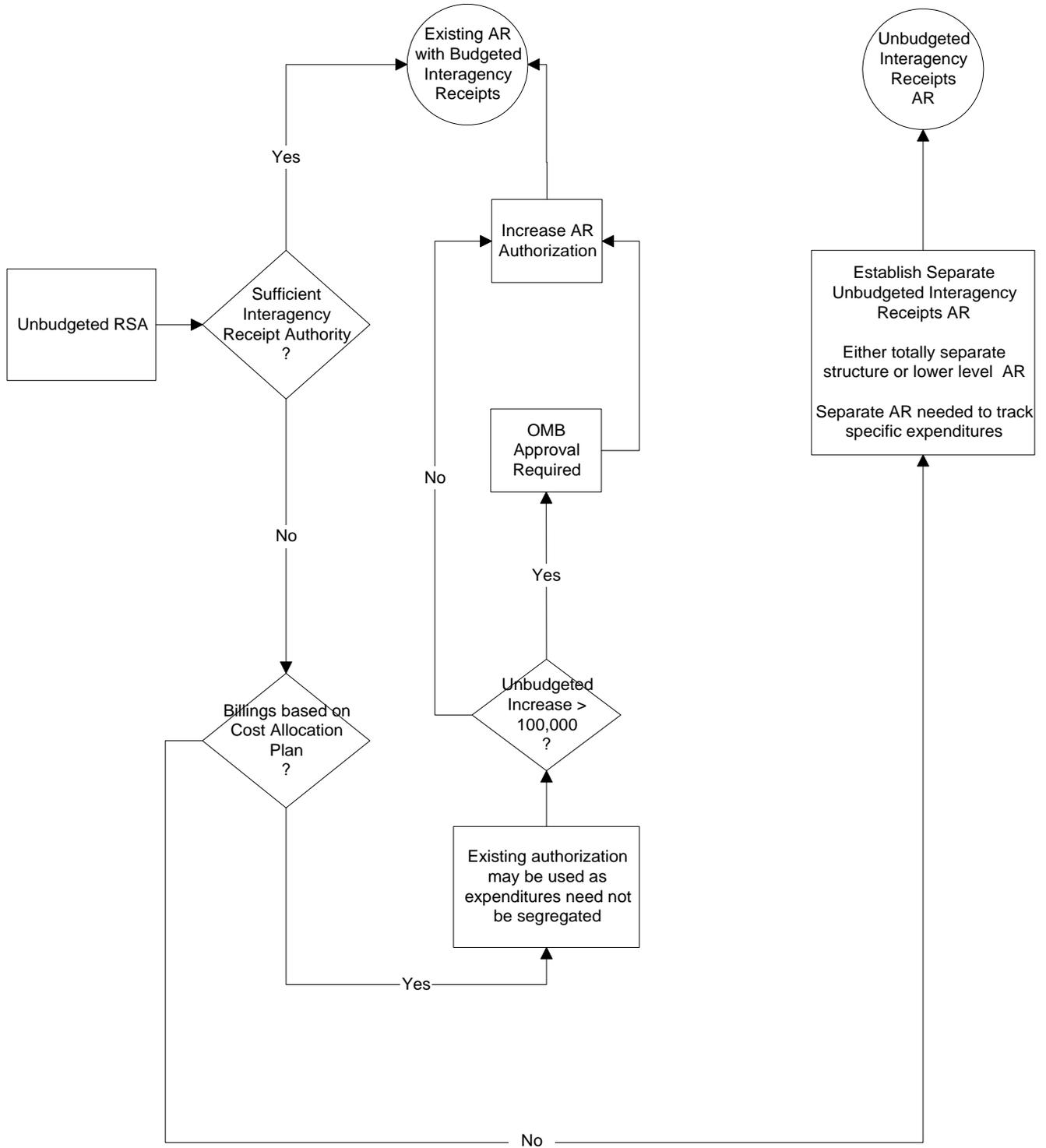
Unbudgeted - within or between agencies

For all line items:

- Establish RSA using unbudgeted capital appropriation structure for appropriation term.
- Expenditures are limited to the RSA amount.

RSA

Servicing Agency - Interagency Receipt Authority AKSAS Appropriation (AR) Structure



RSA

Option to Use Capital Appropriation Structure for CIP Receipts

<p>Capital Funding is always capital funding, no matter who spends it or how it is expended. The options below detail how you can record these expenditures, depending on whether the CIP receipts are budgeted or unbudgeted.</p>
<p>Capital Appropriation Within Same Agency Budgeted - CIP Receipt Authorization in Operating Budget</p> <ul style="list-style-type: none">▪ Restrict operating budget expenditure and receipt authorization using transaction code 520-10 (Budget Restriction).▪ RSA form need not be used; however, the agreement for reimbursement must be documented.▪ Expend from current year collocation codes within existing capital appropriation structure up to the operating CIP authorization amount. <p>Include personal services costs from the existing capital appropriation structure when reporting operating budget expenditures for prior year actuals and current year authorized.</p>
<p>Capital Appropriation Between Agencies Budgeted - CIP Receipt Authorization in Operating Budget</p> <ul style="list-style-type: none">▪ Restrict operating budget expenditure and receipt authorization using transaction code 520-10 (Budget Restriction).▪ Establish RSA using unbudgeted capital appropriation structure for the appropriation term.▪ Expend from current year collocation codes within unbudgeted capital appropriation structure. Expenditures are limited to the operating CIP authorization. <p>Include personal services costs from the unbudgeted capital appropriation structure when reporting operating budget expenditures for prior year actuals and current year authorized.</p>
<p>Capital Appropriation Within Same Agency or Between Agencies Unbudgeted - CIP Receipt Authorization NOT in Operating Budget</p> <ul style="list-style-type: none">▪ Establish RSA using unbudgeted capital appropriation structure for the appropriation term.▪ Expend from current year collocation codes within unbudgeted capital appropriation structure. Expenditures are limited to the RSA amount.▪ Include personal services costs from the unbudgeted capital appropriation structure when reporting operating budget expenditures for prior year actuals and prior year final authorized.▪ Include CIP receipts in future year budget requests.

AKSAS Restricted Revenue Account Codes for RSAs

Department	Operating 51015 Inter-agency Receipts	Capital 51200 CIP Receipts
Administration	59020	59021
Community & Economic Development	59080	59081
Corrections	59200	59201
Education & Early Development	59050	59051
Environmental Conservation	59180	59181
Fish & Game	59110	59111
Governor's Office	59015	59016
Health & Social Services	59060	59061
Labor & Workforce Development	59070	59071
Law	59030	59031
Military & Veterans Affairs	59090	59091
Natural Resources	59100	59101
Public Safety	59120	59121
Revenue	59040	59041
Transportation & Public Facilities	59250	59240
Court System	59410	59411
Legislative Affairs	59310	59311
Legislative Audit	59330	59331
Legislative Finance	59320	59321
Ombudsman	59300	59301
University of Alaska	59450	59451

RSA Process and RSA Form Exceptions

All reimbursable service agreements 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 do not require OMB approval and are exceptions to the required use of the AKSAS RSA process (Agency Journal Entry AJE 430-40 will be used).

RSA Form Required - Amount Not Limited
Department of Administration - Core Services Division of Finance Division of General Services Enterprise Technology Services Division of Personnel Division of Retirement and Benefits Division of Risk Management UA - Information Technology Services UA - Risk Management Services UA - Cash Management Services

The RSA form is not required for the following exceptions. The AJE 430-40 may be used for either revenue/expenditure or expenditure/abatement transfers.

AAM 40.010 defines the allowable uses for abatements.

Agencies must budget for material and recurring inter-agency receipts to avoid expenditure/abatement transfers.

No RSA Form - \$100,000 Limit
Purchased service can not exceed \$100,000 annually.
All Departments <ul style="list-style-type: none"> ▪ Travel reimbursements ▪ Mental health transports ▪ Other immaterial miscellaneous reimbursements (e.g., shared copy charges, subscriptions, and memberships) ▪ Minor personnel support (limited to under \$5,000 annually) ▪ Permits and fees
Department of Administration <ul style="list-style-type: none"> ▪ Divisions of Personnel & Finance- employee training ▪ Pilot insurance coupons ▪ Surplus property transfers ▪ Minor building repairs ▪ Audit costs ▪ Employee identification cards

No RSA Form - \$100,000 Limit (continued)

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

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

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

No RSA Form - Amount Not Limited

Department of Administration

- State Travel Office
- State Lease Costs
- State-owned Facility Rent Costs

Department of Corrections

- Prison Employment Program (all industry transfers)

Department of Transportation

- Leasing
- State Equipment Fleet (SEF)

University of Alaska

- Student tuition and fee revenue distribution
- Indirect cost recovery
- Debt service
- Bookstore operations

Optional RSA Email Close Out Procedure

If both departments agree, an electronic notice of completion will replace the traditional signed RSA form to close out an RSA.

Each interested department will designate one contact person on the Statewide RSA Contact sheets to process electronic close outs. The designated department representative will be responsible for ensuring that the department's internal procedures are followed.

When an RSA is complete, the servicing department will email the requesting department that the RSA is ready to be closed. The email will confirm that the work has been completed, all expenditures have been processed and all revenue collected.

Both the servicing and requesting departments must print the email and file a copy with the RSA and use as backup to any necessary accounting transaction.

The servicing department coordinator processes a change RS transaction, which the Requesting department coordinator will dual authorize. The servicing department coordinator will process the necessary budget transactions.

RSA Authorized Budget (AB) Transaction Codes Quick Reference

Original RSA

Original Value > \$100,000	Budgeted RSA	OMB Approval	AKSAS AB Transaction Code	
Y or N	Y	N	AB 520-23	Budgeted RSA
N	N	N	AB 520-53	Unbudgeted RSAs < \$100,000
Y	N	Y	AB 520-50	Budgets - Original, supplemental, revised program

Amendments

Increases				
Budgeted RSA Unbudgeted Increase > \$100,000		OMB Approval	AKSAS AB Transaction Code	
N		N	AB 520-53	Unbudgeted RSAs < \$100,000
Y		Y	AB 520-50	Budgets - Original, supplemental, revised program
Unbudgeted RSA Cumulative Total of Original & Amendments > \$100,000				
N		N	AB 520-53	Unbudgeted RSA < \$100,000
Y		Y	AB 520-50	Budgets - Original, supplemental, revised program

Budgeted RSA means the Requesting agency has, by law, the authority to obtain or provide a service and has an appropriation that may be used for that purpose; and the Servicing agency has sufficient inter-agency receipt authority.

Note: Refer to AKSAS Handy Guide for prior year transaction codes

Payment Process
 Execute RSA (145-90 or 145-95) Agency Journal Entry (430-40) Other _____

Requesting Agency	BRU	Component	ADN #
Servicing Agency	BRU	Component	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.)

REQ Program Contact/Phone: _____ SVC Program Contact/Phone: _____

III. Terms and mechanics of reimbursement: Billing Address: _____
 Payment upon approval
 Payment upon receipt of inter-agency billing
 Payment upon completion of service(s)
 Other (Specify) _____

Commencement date	Completion date	Billing RD code	Phone #
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IV. Servicing agency cost based on: Itemized costs of service(s) provided
 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
Contractual	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Supplies	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Equipment	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Grants	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Other	_____	_____	_____	_____ 0.00
Total	\$ _____ 0.00	\$ _____ 0.00	\$ _____ 0.00	\$ _____ 0.00

Servicing Agency may not change line items without approval of Requesting Agency

VI. Budgeting and Accounting Information :

Requesting Agency Appropriation Capital Operating
 If Operating, is item on Inter-Agency Services Report? No Yes, on detailed Budget Page _____
 (Format: Sec Ch SLA Pg Ln)

Financial coding to be charged _____ Appropriation Cite _____
 _____ Appropriation Cite _____

Open Item # or Batch # (RS, EN, or AJE) _____ Date funds lapse _____

Federal funds No Yes, Amount _____

Federal Agency/Program/CFDA/Grant/Contract No. _____ Federal Pass Through YES NO

Servicing Agency Authorization

Is this agreement using budgeted authorization? No Yes
 Is item on Restricted Revenue Report? No Yes, on detailed Budget Page _____

AR _____ CC _____ RR _____ Other _____
 AR _____ CC _____ RR _____ Other _____

VII: Approvals & Certification: The requesting agency and servicing agency agree to the terms and conditions above. In addition, the requesting 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
OMB Authorized Signature (as applicable)	Printed Name	Date

Comments have been added to explain certain cells.

State of Alaska Reimbursable Services Agreement

ORIGINAL

AMENDMENT #

Payment Process
 Execute RSA (145-90 or 145-95) Agency Journal Entry (430-40) Other _____

Requesting Agency	BRU	Component	ADN #
Servicing Agency	BRU	Component	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.)

REQ Program Contact/Phone: _____ SVC Program Contact/Phone: _____

III. Terms and mechanics of payment:

<input type="checkbox"/> Payment upon approval	The Restricted Revenue code identifies the type of appropriation funding the RSA. There are two major categories, operating and capital appropriations. Within each category Restricted Revenue accounts have been assigned for each Department.	Address:
<input type="checkbox"/> Payment upon receipt		_____
<input type="checkbox"/> Payment upon completion		_____
<input type="checkbox"/> Other (Specify) _____		_____
Commencement date	Use the Restricted Revenue account code assigned to the Requesting Agency:	Billing RD code
		Phone #

IV. Servicing agency cost basis: Operating Appropriations - Use Inter-Agency Receipts accounts listed under 51015 (fund source code 1007).

V. Schedule of maximum cost: Capital Appropriations - Use CIP accounts under 51200 (fund source code 1061).

Personal Services	\$ _____	The detailed Budget includes an ABS Component-level Inter-Agency Services Report. This report lists Expenditure Detail items that are flagged as Inter-dept or Intra-dept. If this agreement is documented on an Inter-Agency Services report, enter the detailed Budget page number.	Total \$ 0.00 Mark NO if the requesting agency is treating the RSA expense as a "purchase of service" (the same as purchasing the service from the private sector). The Requesting Agency, as the Grant Recipient, retains all compliance responsibility. Only the Requesting Agency will report the expense on their federal schedule.
Travel	\$ _____		
Contractual	\$ _____		
Supplies	\$ _____		
Equipment	\$ _____		
Grants	\$ _____		
Other	\$ _____		
Total	\$ 0.00		

If federal funds are paying for any part of the service, mark the YES Box. _____

VI. Information:

Refer to your Department's internal procedures to determine the method of segregating federally funded RSAs for federal reporting requirements.

Agency Services Report? Capital Operating Yes, on detailed Budget Page

No Yes, on detailed Budget Page

Mark YES if the Servicing Agency is considered a Grant Subrecipient, passing through all compliance requirements. Both the Requesting and Servicing agencies will include the amount on their federal schedule, identifying it as pass through.

Open Item # or Batch # (RS, EN, or AJE) _____

Federal funds No Yes, Amount _____

Federal Agency/Program/CFDA/Grant/Contract No. _____ **Federal Pass Through** YES NO

Servicing Agency Authorization

Is this agreement using budgeted authorization? No Yes

Is item on Restricted Revenue Report? No Yes, on detailed Budget Page

AR _____ CC _____ RR _____ Other _____

The detailed Budget includes an ABS Component-level Restricted Revenue Detail report.

VII: Approvals & Certification: The requesting agency and servicing agency agree to the terms or that there is sufficient unencumbered balance a public record, or knowingly destroy, mutilate, or in public records punishable under AS 11.56.815-

See the Revised Program manual for OMB approval requirements.

Follow your Department's internal procedures for RSAs within the authority delegated to agencies.

Requesting Agency Representative	Printed Name
Servicing Agency Representative	Printed Name
OMB Authorized Signature (as applicable)	Printed Name

This report lists revenues anticipated to be collected for reimbursement of services provided.

Revenues anticipated from operating appropriations are listed on the 51015 Inter-Agency Receipts, Restricted Revenue Detail report.

Revenues anticipated from capital appropriations are listed on the 51200 Capital Improvement Projects Receipts - Restricted Revenue Detail report.

If this agreement was documented on a Restricted Revenue report, enter the detailed Budget page number.

02-098 (OMB Rev. Nov. 2002)

Reconciliation - Authorized & Management Plan

<p>Purpose</p>	<p>The Reconciliation RP contains transactions that establish an agency's current year budget authorization and its subsequent management plan for the year. The reconciliation process ensures that all appropriations are recorded in the accounting (AKSAS) and budget (ABS) systems and any necessary adjustments are made.</p> <p>Establishing the current year's budget begins when the Conference Committee data received from the Legislative Finance Division is loaded into ABS, and then recorded in AKSAS through the Auto-AB¹ process.</p> <p>The two phases of the Reconciliation RP process use the ABS <u>Authorized</u> and <u>Management Plan</u> scenarios.</p> <p>Appropriations not recorded through the <u>Conference Committee</u> scenario Auto-AB process are recorded in the <u>Authorized</u> scenario. The <u>Authorized</u> scenario reflects all legislative appropriations and vetoes for the current fiscal year. The <u>Authorized</u> scenario is also used to record some adjusting transactions.</p> <p>The <u>Management Plan</u> scenario is used to enter changes that reflect the agency's operating decisions for the current fiscal year. Factors that may influence these decisions are new program developments, legislative funding decisions and management priorities.</p> <p>The information presented here is an overview of the Reconciliation RP process. Refer to the OMB Operating Budget Instructions Manual (online at http://www.gov.state.ak.us/omb/budget-instructions/) for more information on the <u>Conference Committee</u>, <u>Authorized</u>, and <u>Management Plan</u> scenarios.</p>
<p>Approval Requirements</p>	<p>ALL transactions and AKSAS AB documents related to the Reconciliation RP must be approved by OMB.</p>
<p>Documentation Required</p>	<p>Change Records are entered in the <u>Authorized</u> and/or <u>Management Plan</u> scenario. (Departments may submit a separate cover memo, but it is not required.) For each change record, the reason for the transaction must be documented in the description field. Documenting the reason for a Reconciliation RP in the change record description is important as this data is ultimately provided to the Legislature.</p> <p>Recording Change Record Transactions in AKSAS Appropriations that are not included in the Auto AB require an authorized budget transaction (AB) to record the appropriation in AKSAS.</p> <p>Attach an AKSAS screen print of the AB revised program transaction. Use Transaction Code 520-50 for all AB documents.</p>

¹ See ABS Auto-AB Instruction Manual and instructions from the Department of Administration, Division of Finance.

<p>Documentation Required (continued)</p>	<p>When recording a language section appropriation, attach a copy of the page(s) of the appropriation bill that makes the appropriation. For fiscal notes, also attach a copy of the fiscal note.</p> <p>ABS Personal Services Module The Personal Services Module associated with Management Plan must balance to the personal services expenditure line within an allocation/component. Exceptions must be discussed with and approved by OMB.</p>
<p>ABS Transaction Types</p>	<p>The <u>Authorized</u> scenario may include the following change record transaction types:</p> <ul style="list-style-type: none"> Agency Transfer In Agency Transfer Out Fiscal Note Line Item Transfer Miscellaneous Adjustment Other Appropriation Reappropriation Salary Adjustment Special Appropriation Technical Position Adjustment Unallocated Adjustment Veto <p>The <u>Management Plan</u> scenario may include the following change record transaction types:</p> <ul style="list-style-type: none"> Line Item Transfer Position Adjustment Transfer In Transfer Out <p>Refer to the OMB Operating Budget Instructions Manual for detailed information about transaction types.</p>
<p>AKSAS Budget Types</p>	<p>OMB uses the following guidelines when selecting an AKSAS AB budget type.</p> <p>ORG Budget Type When a department receives new funding for either a capital or operating item, this funding is recorded as an ORG, an original appropriation (usually logical level 50 or 70). ORG is normally only used to establish an appropriation. The one exception to this is when you need to correct an error in the original recording. The AB must include the chapter number reference to verify the bill was enacted.</p> <p>Use to record the following legislative actions:</p> <ul style="list-style-type: none"> ▪ All appropriations recorded in AKSAS via the Auto AB ▪ Initial legislative appropriations for new appropriations ▪ Initial recording of multi-year operating appropriations ▪ Fiscal Note appropriations for an original appropriation ▪ Partial veto of an appropriation/allocation

<p>AKSAS Budget Types (continued)</p>	<p>Supplemental (SUP) Budget Type Used to record a legislative adjustment to an original appropriation. Use to record the following legislative actions:</p> <ul style="list-style-type: none"> ▪ Fund source changes ▪ Increases in the amount of an existing appropriation ▪ Repeals of appropriations (Note: the budget type for the corresponding reappropriation would be ORG if it is a new appropriation or SUP if it is increasing an existing appropriation.) ▪ Fiscal Note appropriations that increase an existing appropriation <p>Revised Program (RPG) Budget Type RPG is used to record all revised program transactions. This is seldom used in the <u>Authorized</u> scenario.</p> <ul style="list-style-type: none"> ▪ Line item transfer ▪ Transfer In/Transfer Out between allocations within an appropriation <p>RPG is also used to record transfers from other agencies. For example, in FY2009, when the Governor’s Office records the executive branch fuel distribution, it will record it as an ORG, as it is new funding. When the Governor’s Office reduces the appropriation to transfer a portion of the funding to another department, it will be done as a RPG. The agency receiving its allocation will record it as a RPG .</p>
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Capital Project Scope Change

<p>Purpose</p>	<p>Changing the scope of a capital project due to unforeseen circumstances.</p> <p>This revised program allows changes to the project scope as described in the project backup information.</p>
<p>Approval Requirements</p>	<p>Projects must be implemented as described in the appropriation/ allocation language.</p> <p>The proposed scope change cannot change characteristics of the project that were the principal reason(s) for the capital project to receive an appropriation.</p> <p>OMB must approve all capital project scope changes.</p>
<p>Documentation Required</p>	<p>Agency Request Memorandum to OMB Analyst Provide the following information as applicable:</p> <p>Explain the basic intent of the project. Describe how the project scope change will meet the intent of the project as envisioned at the time of the appropriation.</p> <p style="padding-left: 40px;">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.</p> <p>What aspect of the original project scope will not be carried out? Explain why. Estimate the projected cost of this aspect of the project.</p> <p>What is being added to the project scope? Explain why. Estimate the cost of this addition.</p> <p>Explain how funds will be used to implement the changes.</p> <p>Provide information on the history of the project.</p> <p>Cite the section, chapter, SLA, page, and line of the appropriation, and attach photocopies of the page(s) of the appropriation bill.</p> <p>Supporting Documentation Attach copy of original appropriation backup. Submit any supporting documentation that would clarify the request.</p>
<p>Review Criteria</p>	<p>The intent or purpose of the capital project cannot fundamentally change, and cannot conflict with the specific project description contained in the appropriation bill and backup materials.</p>

Legislative Revised Program (RPL)

<p>Purpose</p>	<p>Increase an expenditure authorization as a result of the availability of new or additional revenues. Generally, this occurs during the interim between legislative sessions. During a legislative session, these revised programs are not submitted.</p> <p>Authority: AS 37.07.080(h), and specific language in appropriations bills</p>
<p>Approval Requirements</p>	<p>Requests are limited to 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).</p> <p>OMB will review all requests. Requests approved by OMB will be forwarded to the Legislative Finance Division for consideration by Legislative Budget and Audit Committee (LB&A).</p> <p>OMB will notify departments of RPL submission deadlines. Generally, the Legislative Finance Division and LB&A require OMB to submit requests two weeks prior to the meeting.</p>
<p>Documentation Required</p>	<p>RPL Request Form - See example form on Page 45</p> <p>The example form lists the most common questions raised by OMB and LB&A. The applicability of questions varies depending upon the nature of the individual RPL.</p> <p><u>Note: The questions on the example should not appear on the submitted RPL request.</u></p> <p>Items of particular concern are whether non-general fund increases will create an obligation to provide services that must later be funded through general funds, knowing the details of new positions requested, and pass-through grant recipients.</p> <p>If the RPL proposes a new state program, LB&A may prefer to have it reviewed by the appropriate Finance Subcommittee before acting on the request.</p> <p>Submit the RPL Request Form electronically via e-mail attachment to your OMB analyst, along with any supporting documentation (contracts, grant awards, etc.) that will clarify the request.</p> <p>Operating Appropriation</p> <p>Additional authorization requested through an RPL may be applied only to a single fiscal year. For example, if an unexpected federal grant is awarded to an agency covering the period May to December, two RPLs should be prepared - one for the period May to June 30, and the other from July 1 to December.</p>

Documentation Required (continued)	<p>Depending on the timing of the receipts or work to be performed, alternative approaches include:</p> <ul style="list-style-type: none">May to June 30 portion - Supplemental requestJuly to December portion - Budget amendment request <p>If LB&A approves the request, submit an Authorized Budget (AB) screen print For increases to existing appropriations, use Transaction Code 520-50 and budget type RPG (Revised Program).</p> <p>The description section of the transaction should identify the ADN, and the appropriation number(s) (AR) at the total control level. The total control level is the allocation level, or the appropriation level for appropriations that do not have allocations. (Departments may enter additional information as space allows.)</p>
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**Department of
Division, RDU or Component**

Subject of RPL: Brief program title	ADN/RPL #: XX-X-XXXX
Amount requested: \$ total	Appropriation Authority: Sec ___ Ch___ SLA ___ ___ pg ___ ln ___
Funding source: \$fed, \$gf, \$etc. Operating or Capital	Statutory Authority: AS Note: Cite the program authorization statute(s)

PURPOSE

- Briefly summarize how funding will be used, why the funds are needed, what problem will be solved, who will benefit and what is the source of the funds (e.g., particular federal program).

PREVIOUS LEGISLATIVE CONSIDERATION

- Did Finance committees consider this subject?
- Amount already appropriated for this purpose?
- Is intent language in appropriation bill?
- Have previous RPLs for this activity or project been considered?

TIMING ISSUES

- Why isn't the funding in the current budget?
- Is the funding unanticipated?
- Is documentation of the funding available?
- Are the funds in-hand, imminent or speculative?
- Is there a signed approval or contract (date)?
- When are funds available and when do they lapse?
- Why is approval needed now?
- What are the consequences of delay or disapproval?
- How does this program or funding interface with the federal budget cycle?

BUDGETARY ISSUES

- Does this funding fit into long-term plans, and performance targets of the affected program?
- Are efficiency measures available for the additional expenditure (e.g., cost per client)?
- What is the line item distribution of the proposed expenditure?
- Has the department already been spending these funds?
- What are the current and future budget impacts?
- Will there be future pressure for GF?
- Is there a possibility of replacing existing GF? If so, how much?
- What is the impact on positions or staff months? Location?
- What positions are to be funded? Existing or new positions?
- If there was excess receipt authority last year, explain why that isn't the case now.
- Will continuing funding be requested in the next budget?
- Over what period will the funds be spent?
- What impact on indirect cost recovery or fees for services?
- Are there considerations in addition to general fund impacts?
- Provide information about other funding source(s).

Agency Contact and Telephone:

OMB Approved:

Appendix

PUBLIC FINANCE - AGENCY PROGRAM & FINANCIAL PLANS; MISSION STATEMENTS - AS 37.07.050

Sec. 37.07.050. Agency program and financial plans; mission statements.

(a) The agencies shall assure the development of a statewide system of results-based government designed to increase efficiency and effectiveness of state programs and services. Toward that end, each state agency shall, on a semi-annual basis, identify results-based measures that have been used to work toward achievement of the mission statement and desired results issued by the legislature and of other goals of the agency, and set out the results as measured. Each state agency shall also prepare information that shall be compiled and submitted on December 15 each year to the office, the legislature, and the legislative finance division; this information must

(1) identify the agency mission and desired results established by the legislature;

(2) identify the goals and objectives the agency will use to achieve the legislature's mission and desired results;

(3) set out the results of any user group surveys and, if the results do not agree with the mission and desired results, goals, and objectives, explain why;

(4) include written, defined methods of measuring results that apply to the responsibilities, products, and services of the agency;

(5) identify results-based measures that have been used to work toward achievement of the mission statement and desired results issued by the legislature and other goals of the agency and set out the results as measured;

(6) identify surveys or other methods of gathering user group opinions that have been used by the agency to identify ways to improve its programs;

(7) identify methods of measuring performance when the mission statement and desired results issued by the legislature involve more than one agency and make recommendations to eliminate duplication of government functions and waste;

(8) identify ways in which the agency has involved its employees in the development of methods of measuring results, including opportunities for employee representatives to participate in committees established to develop methods of measuring results;

(9) include the budget requested to carry out the agency's proposed plans in the succeeding fiscal year, including information reflecting the expenditures during the last fiscal year, the expenditures authorized for the current fiscal year, the expenditures proposed for the succeeding fiscal year, an explanation of the services to be provided, the number of total positions for all persons employed or under contract by the agency for personal services including those rendered for capital improvement projects, the need for the services, the cost of the services, and other information requested by the office;

(10) include a report of agency receipts during the last fiscal year, an estimate of receipts during the current fiscal year, and an estimate of receipts for the succeeding fiscal year;

(11) identify legislation required to implement the proposed programs and financial plans;

(12) include an evaluation of the advantages and disadvantages of specific alternatives to existing or proposed agency activities or administrative methods;

(13) prioritize the activities of the agency from the most important to the least important.

(b) The state agency proposals prepared under (a) of this section must describe the relationships of their program services to those of other agencies, of other governments, and of nongovernmental bodies.

(c) The office shall assist agencies in the preparation of their proposals under (a) of this section. This assistance may include technical assistance, organization of materials, centrally collected accounting, budgeting and personnel information, standards and guidelines formulation, population and other required data, and any other assistance that will help the state agencies produce the information necessary for efficient agency management and effective decision-making by the governor and the legislature.

(d) If any state agency fails to transmit the program and financial information provided under (a) of this section on the specified date, the office may prepare the information.

(e) The office shall compile and submit to the governor-elect in any year when a new governor has been elected, not later than November 20, a summary of the program and financial information prepared by state agencies.

(f) Budget requests for boards and commissions and for those agency programs for the fiscal year following termination under AS 44.66 shall be prepared and submitted. The recommended appropriation request must include

(1) an identification of the objectives intended for the program and the problem or need that the activities and operations of the board, commission, or program is intended to address;

(2) an assessment of the degree to which the original objectives of the program have been achieved expressed in terms of performance, effects, or accomplishments of the program and of the program or need that it was intended to address;

(3) a statement of the performance and accomplishments of the program in each of the last four completed fiscal years and of the costs incurred in the operation of the program;

(4) a statement of the number and types of persons affected by operation of the program;

(5) a summary statement, for each of the last three completed fiscal years, of the number of personnel employed in carrying out the program and a summary of the cost of personnel employed under contract in carrying out the program;

(6) an assessment of the effect of the program on the economy of the state;

(7) an assessment of the degree to which the overall policies of the program, as expressed in regulations adopted by the agency, board, or commission and its decisions, meet the objectives of the legislature in establishing the program;

(8) an analysis of the services and performance estimated to be achieved if the life of the agency, board, or commission were to be continued;

(9) a prioritized list of the activities the agency, board, or commission would be expected to perform if the life of the agency, board, or commission were to be continued, from the most important to the least important.

(g) All goals and objectives, plans, programs, estimates, budgets, and other documents forwarded to the office of management and budget by a state agency under this section are public information after the date they are forwarded.

(h) Each agency shall, with participation of its employees, develop methods for measuring agency results. A group or committee established by an agency to develop methods of measuring results shall include a representative of each of the bargaining units that represents employees of the agency.

Sec. 37.07.080. Program execution.

(a) Except as limited by executive decisions of the governor, the mission statements and desired results issued by the legislature, appropriations by the legislature, and other provisions of law, the several state agencies have full authority for administering their program service assignments and are responsible for their proper management.

(b) Each state agency shall prepare an annual plan for the operation of each of its assigned programs except for programs that are exempted from this requirement by the office. The operations plan shall be prepared in the form and content and be transmitted on the date prescribed by the office.

(c) The office shall

(1) review each operations plan to determine that it is consistent with the executive decisions of the governor, the mission statement and desired results issued by the legislature, appropriations by the legislature, and other provisions of law, that it reflects proper planning and efficient management methods, and that appropriations have been made for the legislatively established purpose and will not be exhausted before the end of the fiscal year;

(2) approve the operations plan if satisfied that it meets the requirements under (1) of this subsection; otherwise, the office shall require revision of the operations plan in whole or in part.

(d) A state agency may not increase the salaries of its employees, employ additional employees, or expend money or incur obligations except in accordance with law and properly approved operations plan.

(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. 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. However, a reimbursable service agreement 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.

(f) The office shall report quarterly to the governor and the legislature on the operations of each state agency, relating actual accomplishments to those planned and modifying, if necessary, the operations plan of any agency for the balance of the fiscal year.

(g) The governor may direct the withholding or reduction of appropriations to a state agency at any time during the fiscal year only if the governor determines that the planned expenditures can no longer be made due to factors outside the control of the state which make the expenditure factually impossible.

(h) The increase of an appropriation item based on additional federal or other program receipts not specifically appropriated by the full legislature may be expended in accordance with the following procedures:

(1) the governor shall submit a revised program to the Legislative Budget and Audit Committee for review;

(2) 45 days shall elapse before commencement of expenditures under the revised program unless the Legislative Budget and Audit Committee earlier recommends that the state take part in the federally or otherwise funded activity;

(3) should the Legislative Budget and Audit Committee recommend within the 45-day period that the state not initiate the additional activity, the governor shall again review the revised program and if the governor determines to authorize the expenditure, the governor shall provide the Legislative Budget and Audit Committee with a statement of the governor's reasons before commencement of expenditures under the revised program.

Sec. 39.25.020. Appointing authorities.

(a) The authority to appoint to positions in the state service is as follows:

(1) the legislature is the appointing authority for all officers and employees of the legislature and the legislative agencies, but the authority to make appointments may be delegated;

(2) the governor is the appointing authority for all officers and employees of the executive branch, but the authority to make appointments may be delegated;

(3) the chief justice of the supreme court is the appointing authority for all administrative and clerical personnel of the state judicial system, but the authority to make appointments may be delegated;

(4) the board of regents is the appointing authority for all employees of the University of Alaska, but the authority to make appointments may be delegated.

(b) Unless a waiver is granted by the commissioner of administration, an appointing authority may not appoint a person to state service if the person has been convicted under [AS 11.56.845](#). Before granting a waiver under this subsection, the commissioner shall give notice in writing to the Legislative Budget and Audit Committee of the intent to grant a waiver.

Sec. 39.25.100. Classified service.

The classified service consists of all positions in the state service not included in the exempt service or in the partially exempt service.

Sec. 39.25.110. Exempt service.

Unless otherwise provided by law, the following positions in the state service constitute the exempt service and are exempt from the provisions of this chapter and the rules adopted under it:

- (1) persons elected to public office by popular vote or appointed to fill vacancies in elected offices;
- (2) justices, judges, magistrates, and employees of the judicial branch including employees of the judicial council;
- (3) employees of the state legislature and its agencies;
- (4) the head of each principal department in the executive branch;
- (5) officers and employees of the University of Alaska;
- (6) certificated teachers and noncertificated employees employed by a regional educational attendance area established and organized under AS 14.08.031 - 14.08.041 to teach in, administer, or operate schools under the control of a regional educational attendance area school board;
- (7) certificated teachers employed by the Department of Education and Early Development as correspondence teachers, teachers in skill centers operated by the Department of Education and Early Development, or in Mt. Edgecumbe School;
- (8) patients and inmates employed in state institutions;
- (9) persons employed in a professional capacity to make a temporary or special inquiry, study or examination as authorized by the governor;
- (10) members of boards, commissions, or authorities;
- (11) the officers and employees of the following boards, commissions, and authorities:
 - (A) [Repealed, Sec. 13 ch 43 SLA 1994].
 - (B) Alaska Permanent Fund Corporation;
 - (C) Alaska Industrial Development and Export Authority;
 - (D) Alaska Commercial Fisheries Entry Commission;

(E) Alaska Commission on Postsecondary Education;

(F) Alaska Aerospace Development Corporation;

(G) Alaska Natural Gas Development Authority

(12) the executive secretary and legal counsel of the Alaska Municipal Bond Bank Authority;

(13) the state medical examiner, deputy medical examiner, and assistant medical examiners appointed under AS 12.65.015 and physicians licensed to practice in this state and employed by the division of mental health and developmental disabilities in the Department of Health and Social Services or by the Department of Corrections;

(14) petroleum engineers and petroleum geologists employed in a professional capacity by the Department of Natural Resources and by the Oil and Gas Conservation Commission, except for those employed in the division of geological and geophysical surveys in the Department of Natural Resources;

(15) [Repealed, Sec. 1 ch 32 SLA 1999].

(16) persons employed by the division of marine transportation as masters and members of the crews of vessels who operate the state ferry system and who are covered by a collective bargaining agreement provided in AS 23.40.040 ;

(17) officers and employees of the state who reside in foreign countries;

(18) employees of the Alaska Seafood Marketing Institute;

(19) emergency fire-fighting personnel employed by the Department of Natural Resources for a fire emergency or for fire prevention and related activities conducted under AS 41.15.030 ;

(20) employees of the Office of the Governor and the office of the lieutenant governor, including the staff of the governor's mansion;

(21) [Repealed, Sec 47 ch 99 SLA 2004]

(22) youth employed by the Department of Natural Resources under the Youth Employment and Student Intern programs;

(23) [Repealed, Sec. 6 ch 28 SLA 2003]

(24) students employed by the state institutions in which the students are enrolled;

(25) [Repealed Sec. 8 ch 2 SLA 2004]

(26) investment officers in the Department of Revenue;

(27) [Repealed, Sec. 10 ch 29 SLA 1999].

(28) persons engaged in employment or pre-employment training programs operated by the Department of Military and Veterans' Affairs;

(29) [Repealed, Sec. 9 ch 115 SLA 1989].

(30) a person employed as an actuary or assistant actuary by the division of insurance in the Department of Commerce, Community and Economic Development;

(31) [Repealed, Sec. 91 ch 163 SLA 2004].

(32) a participant in the Alaska temporary assistance program under AS 47.27 who holds a temporary position with the state in order to obtain job training or experience;

(33) a person employed as a convener under AS 44.62.730 or as a facilitator under AS 44.62.760 related to a negotiated regulation making process under AS 44.62.710 - 44.62.800;

(34) the chief executive officer and employees of the Alaska Mental Health Trust Authority employed under AS 47.30.026 (b);

(35) the assistant adjutant general for space and missile defense appointed under AS 26.05.185 ;

(36) the victims' advocate established under AS 24.65.010 and the advocate's staff;

(37) employees of the Alaska mental health trust land unit established under AS 44.37.050 ;

(38) the executive director and staff of the Council on Domestic Violence and Sexual Assault established under AS 18.66.010 .

(39) the executive director and employees of the Knik Arm Bridge and Toll Authority under AS 19.75.051 and 19.75.061;

(40) the chair of the Workers' Compensation Appeals Commission (AS 23.30.007).

(41) the Alaska Gasline Inducement Act coordinator appointed under AS 43.90.250.

(42) oil and gas audit masters employed in a professional capacity by the Department of Revenue and the Department of Natural Resources to collect oil and gas revenue by developing policy, conducting studies, drafting proposed regulations, enforcing regulations, and directing audits by oil and gas revenue auditors.

Sec. 39.25.120. Partially exempt service.

(a) Positions in the partially exempt service are included in the position classification plan established under this chapter and are compensated according to the pay plan under AS 39.27.011.

(b) A person holding a position in the partially exempt service is not required to complete an assessment and is not eligible for a hearing by the personnel board in case of dismissal, demotion, or suspension.

Positions in the partially exempt service are specifically exempt from the rules established under AS 39.25.150 (3) - (10), (12), (13), and (16).

(c) The following positions in the state service constitute the partially exempt service:

(1) deputy and assistant commissioners of the principal departments of the executive branch, including the assistant adjutant general of the Department of Military and Veterans' Affairs;

(2) the directors of the major divisions of the principal departments of the executive branch and the regional directors of the Department of Transportation and Public Facilities;

(3) attorney members of the staff of the Department of Law, of the public defender agency, and of the office of public advocacy in the Department of Administration;

(4) one private secretary for each head of a principal department in the executive branch;

(5) employees of councils, boards, or commissions established by statute in the Office of the Governor or the office of the lieutenant governor, unless a different classification is provided by statute;

(6) not more than two special assistants to the commissioner of each of the principal departments of the executive branch, but the number may be increased if the partially exempt service is extended under AS 39.25.130 to include the additional special assistants;

(7) the principal executive officer of the following boards, councils, or commissions:

(A) Alaska Public Broadcasting Commission;

(B) Professional Teaching Practices Commission;

(C) Parole Board;

(D) Board of Nursing;

(E) Real Estate Commission;

(F) Alaska Royalty Oil and Gas Development Advisory Board;

(G) Alaska State Council on the Arts;

(H) Alaska Police Standards Council;

(I) Alaska Commission on Aging;

(J) Alaska Mental Health Board;

(K) State Medical Board;

- (L) Governor's Council on Disabilities and Special Education;
- (M) Advisory Board on Alcoholism and Drug Abuse;
- (N) Statewide Suicide Prevention Council;
- (O) the State Board of Registration for Architect, Engineers, and Land Surveyors;
- (8) Alaska Pioneers' Home and Alaska Veterans' Home managers;
- (9) hearing examiners in the Department of Revenue;
- (10) the comptroller in the division of treasury, Department of Revenue;
- (11) airport managers in the Department of Transportation and Public Facilities employed at the Anchorage and Fairbanks International Airports;
- (12) the deputy director of the division of insurance in the Department of Commerce, Community and Economic Development;
- (13) the executive director and staff of the Alaska Public Offices Commission;
- (14) the rehabilitation administrator of the division of workers' compensation;
- (15) guards employed by the Department of Public Safety for emergencies;
- (16) marine pilot coordinator of the Board of Marine Pilots;
- (17) guards employed by the Department of Corrections, other than in state correctional facilities, to carry out the responsibility of the commissioner of Corrections under AS 33.30.071 (b);
- (18) hearing officers and administrative law judges of the Regulatory Commission of Alaska.
- (19) the compact administrator appointed under AS 33.36.130 .
- (20) the chief administrative law judge and administrative law judges of the office of administrative hearings.

Sec. 39.25.130. Extension of partially exempt and classified services.

(a) The personnel board, upon written recommendation of the commissioner of administration, may extend the partially exempt service to include any position in the classified service that, in the judgment of the board,

- (1) involves principal responsibility for the determination of policy;
- (2) involves principal responsibility for the way in which policies are carried out; or

(3) involves responsibilities and duties of a type not susceptible to the ordinary recruiting and assessment procedures.

(b) Positions may not be included in the partially exempt service under this section if the inclusion is inconsistent with federal requirements for state agencies supported in whole or in part by federal funds.

(c) The personnel board, upon written recommendation of the commissioner of administration, may extend the classified service to include any position in the partially exempt service.

Sec. 36.30.730. Supply of personnel, information, and technical services.

(a) A public procurement unit may, upon written request from another public procurement unit or external procurement activity, provide personnel to the requesting public procurement unit or external procurement activity. The public procurement unit or external procurement activity making the request shall pay the public procurement unit providing the personnel the direct and indirect cost of furnishing the personnel, in accordance with an agreement between the parties.

(b) The informational, technical, and other services of a public procurement unit may be made available to another public procurement unit or external procurement activity except that the requirements of the public procurement unit tendering the services has precedence over the requesting public procurement unit or external procurement activity. The requesting public procurement unit or external procurement activity shall pay for the expenses of the services so provided, in accordance with an agreement between the parties.

(c) Upon request, the commissioner may make available to public procurement units or external procurement activities the following services, among others:

- (1) standard forms;
- (2) printed manuals;
- (3) product specifications and standards;
- (4) quality assurance testing services and methods;
- (5) qualified products lists;
- (6) source information;
- (7) common use commodities listings;
- (8) supplier performance ratings;
- (9) lists of persons debarred or suspended from consideration for award of state contracts;
- (10) forms for invitations for bids, requests for proposals, instructions to bidders, general contract provisions, and other contract forms; and
- (11) contracts or published summaries of them, including price and time of delivery information.

(d) The commissioner may provide the following technical services, among others:

- (1) development of product specifications;
- (2) development of quality assurance test methods, including receiving, inspection, and

acceptance procedures;

(3) use of product testing and inspection facilities; and

(4) use of personnel training programs.

(e) The commissioner may enter into contractual arrangements and publish a schedule of fees for the services provided under (c) and (d) of this section.

(f) [Repealed, Sec. 28 ch 90 SLA 1991].

Sec. 14.40.325. Reallocation within state appropriations.

Notwithstanding the provisions of AS 37.07.080(e), each appropriation to the University of Alaska is subject to reallocation by the university administration under procedures established by the Board of Regents and the division of budget review in the Office of the Governor. Transfers may not be made between appropriations except as provided in an Act making transfers between appropriations.

2 AAC 12.700 Requests for Personnel, Information, and Services.

(a) A request made to a public procurement unit by another public procurement unit to provide or make available personnel, services, information, or technical services under AS 36.30.730 must be complied with only to the extent that is mutually agreed upon.

(b) A request made to a state public procurement unit by another state public procurement unit to provide or make available personnel, services, information, or technical services under AS 36.30.730 must comply with the procedures established by the office of management and budget.

(c) A request made to a state public procurement unit by another public procurement unit to provide or make available personnel, services, information, or technical services under AS 36.30.730 must comply with AS 37.07, the Executive Budget Act.