

# MEMORANDUM

STATE OF ALASKA  
Department of Administration

**To:** All Agencies  
**Date:** September 28, 2007  
**From:** *for* Annette Kreitzer *KBnooks*  
Commissioner  
Department of Administration  
**Phone:** 465-2200  
**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 57

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective October 1, 2007.

### Travel

**AAM 60.060 – Payment Methods for Transportation and Expenses and AAM 60.080 Interruption or Deviation of Travel for Traveler Convenience.** Clarified that reimbursement to travelers for the business portion of a shared itinerary occurs when the travel authorization is finalized after travel is complete.

**AAM 60.150 – Privately Owned Aircraft.** Added language to clarify other state employees are allowed to accompany the pilot when they are traveling on state business to the same destination. Removed language referring to the \$20 coupon for a one- or two- seat aircraft, as there is currently only the \$30 coupon per aircraft per round trip flight available.

### Personnel

**AAM 100.090 – Employee Recognition Awards.** Clarified that service awards are based solely on the attainment of specific employment threshold milestones of no less than 5-year increments.

### Position Control

**AAM 250.060 – Authorization for Nonpermanent Positions.** Memorializes current policy regarding establishing nonpermanent positions.

**AAM 250.070 – Types of Nonpermanent Positions.** This new section defines the different types of nonpermanent positions authorized for use in the classified service.

**AAM 250.090 – Extension of Nonpermanent Positions.** This new section memorializes current policy regarding extending nonpermanent positions.

**AAM 250.100 – Overtime Eligibility for Nonpermanent Positions.** This new section defines the method by which nonpermanent position overtime eligibility is determined.

The following sections were renumbered:

<b>New Number</b>	<b>Section Title</b>	<b>Old Number</b>
250.110	Authorization for Emergency Positions	250.090
250.120	Establishing Emergency Positions	250.100
250.130	Temporary Positions	250.110

You should keep this memorandum, as well as future transmittal memorandums, in your manual for reference.

AK/lp