




**STATE OF ALASKA**  
**GOVERNOR MIKE DUNLEAVY**

**Office of the  
Chief of Staff**

**MEMORANDUM**

**TO:** Governor's Cabinet  
**FROM:** Tyson Gallagher, Acting   
**DATE:** July 15, 2022  
**SUBJECT:** TRAVEL AND HIRE AUTHORIZATIONS

---

This memorandum repeals and replaces all previous travel and hire memoranda and serves as the guideline for travel, recruitment, and hiring for all agency staff. Where any incompatibility in travel or hiring guidelines conflict, this memorandum shall take precedence.

As public servants, we are continually looking to deliver services and programs to Alaskans in the most effective and efficient way possible. Careful review of the current travel and hire practices has revealed some opportunities for improved efficiency.

**Travel**

The following outlines procedures for travel:

1. All Agency travel will now be approved by the Agency's Commissioner as outlined below:
  - a. Out of State Commissioner travel must be submitted to [gov.cos.travel@alaska.gov](mailto:gov.cos.travel@alaska.gov) for consideration.
  - b. All State employees' international travel requests must be submitted to [gov.cos.travel@alaska.gov](mailto:gov.cos.travel@alaska.gov) for consideration.
  - c. Travel waivers should be kept to one page when possible, using the approved template. The travel waiver template can be found here [Travel Waiver Request 03.03.2021.doc \(live.com\)](#).
  
2. Agencies are, and will remain, responsible for tracking their travel budgets and staying within the amount in their approved budget / travel plan.
  - a. Each Agency will monitor its annual travel plan to ensure they are staying within the approved plan and are exercising all cost savings measures where possible. Examples are: sending only one employee to a conference; attending events remotely; taking advantage of early registration, and purchasing transportation tickets in advance, etc.
  - b. Expenditures in excess of the Agencies' travel budget require Office of Management and Budget (OMB) approval.
    - i. A justification memo directed to the OMB Director is required, along with the appropriate transaction to adjust their travel budget.

- c. Semi-annual reporting will be coordinated by the ASDs and submitted to the Chief of Staff and Deputy Chiefs of Staff by the 15<sup>th</sup> day of October and January.

Commissioners shall continue to use the same criteria when evaluating travel requests and all travel should meet one or more of the following criteria:

1. Life/Safety/Health
2. Support or furtherance of the Agencies core mission(s)
3. Compliance Requirement(s)
4. Significant benefit to the SOA
5. Economic benefit
6. To further a significant SOA Policy
7. Third-party payer with SOA benefit

## **Recruitment and Hiring**

1. Hiring approval must be obtained in advance from the Chief of Staff for all partially-exempt, exempt, and temporary-exempt positions Range 21 and above.
  - a. The request memo must include approval from Payroll Services for range and step placement for the position.
  - b. The request to hire all step placements at, or above, a “K” step, must meet the criteria of the statute, AS 39.27.010(k), and be included with the request to hire memo.
  - c. Hire waivers should be kept to one page whenever possible using the approved template. An updated hire waiver request can be found here [Hiring Request GOV All Agency Use 9-8-21.pdf \(alaska.gov\)](#).
  - d. Hiring approval memos must be submitted for Chief of Staff approval to the Office of Management and Budget (OMB) for budget verification. Questions regarding the process can be directed toward your Agencies’ ASD or the Boards and Commissions Division in the Office of the Governor.
  - e. Any standing waiver or delegation of authority must be resubmitted to [Boards@alaska.gov](mailto:Boards@alaska.gov) for consideration and approval.
2. All budgeted position recruitment and hiring continues to require approval by each agency’s Commissioner or their delegate and should be scrutinized to ensure the need for filling the position continues to be justified by the required workload and the position is still within the budget.
  - a. Each Agency’s Commissioner and ASD will work together to monitor hiring trends and successful alternative methods of service delivery.
  - b. Semi-annual reporting will be coordinated by the ASDs and submitted to the Chief of Staff and Deputy Chief of Staff by the 15<sup>th</sup> day of September and January.

All Commissioners  
Administrative Services Directors  
Travel and Hiring Update  
July 15, 2022  
Page 2 of 3

**CONTINUE TO SUBMIT THE FOLLOWING FOR OMB APPROVAL:**

- Requests to establish new positions not previously authorized in the budget.
- Requests to extend all non-permanent exempt or partially-exempt positions.

We also suggest quasi-independent State agencies adopt similar travel and hiring policies, including:

- Alaska Commission on Postsecondary Education
- Alaska Energy Authority
- Alaska Gasline Development Corporation
- Alaska Housing Finance Corporation
- Alaska Industrial Development and Export Authority
- Alaska Mental Health Trust and Trust Land Office
- Alaska Oil and Gas Conservation Commission
- Alaska Public Offices Commission
- Alaska Railroad Corporation
- Alaska Seafood Marketing Institute
- Commercial Fisheries Entry Commission
- Permanent Fund Corporation
- Regulatory Commission of Alaska
- University of Alaska

These processes are being updated to ensure each Commissioner has the authority to manage their agency. As Commissioners, it is expected that you will manage your agency in the best interest of the people of Alaska. Commissioners are expected to be judicious stewards of public resources. It is my sincere hope that streamlining these processes will be of direct benefit to the State and the public.

Thank you for your service, and for your careful attention to cost efficiencies.