

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: August 12, 2005
From: *for* Ray Matiashowski *K. Brooks*
Commissioner
Department of Administration
File Ref:
Subject: Administrative Manual
Phone: 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 47

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective August 15, 2005.

Encumbrances

AAM 30.010 – Introduction to Encumbrances. Delete encumbrance requirement for purchase requisitions. This language referred to previous practice when all purchase requisitions were submitted to the Division of General Services for purchase.

Personnel

The Division of Personnel has written a new section for the AAM entitled, General Personnel System Information. The following are the subsections currently being added:

AAM 100.010 – Collective Bargaining Disclaimer
AAM 100.020 – Personnel System Overview
AAM 100.030 – Authority for the Personnel System
AAM 100.040 – Public Employee Code of Ethics
AAM 100.050 – Nepotism Prohibited
AAM 100.060 – Confidential and Sensitive Information
AAM 100.070 – Disclosure of Criminal Acts
AAM 100.080 – Appointing Authority

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

RM/lp