

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies **Date:** September 28, 2006
From: *for* Scott J. Nordstrand *KBrooks* **File Ref:**
Commissioner
Department of Administration
Subject: Administrative Manual **Phone:** 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 52

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective October 1, 2006.

Budgets

AAM 25.160 – Fiscal Year Obligations. Changed to give agencies the authority to use the prepaid asset account when items were purchased and received by June 30th, but were not put into use until the subsequent year. Clarifies that items ordered by, but not received until after June 30th may be charged to either fiscal year.

Payment Methods

AAM 38.100 – Warrant Overview. Added clarification that the printed warrants should not be mailed until the warrant transactions successfully process in AKSAS.

Travel/Moving

AAM 60.120 – Rental Cars. An addition was made to clarify the responsibility of the travelers for refueling rental cars. Travelers are responsible for refueling rental cars prior to returning the cars to the rental car companies. If the rental car company refuels the vehicle, a justifiable business purpose must be provided for incurring the additional cost.

Procurement

AAM 81.020 – Selecting the Procurement Procedure. Reference to Alaska Correctional Industries was removed because it no longer exists. Reference to exempt procurements added.

AAM 81.050 – Prisoner Employment Program. Renamed this section from Alaska Correctional Industries and inserted purchasing procedures required when an agency purchases from the Department of Corrections Prisoner Employment Program.

Personnel

The following subsections are being added to the General Personnel System Information, Section 100, and Classification and Pay, Section 130:

AAM 100.105 - Interview Panels. Memorializes current policy which prohibits a non-state employee from participating as a member of an interview panel unless unique and compelling circumstances exist and prior approval of the Director of Personnel and Labor Relations is obtained.

AAM 100.130 - Disposition of Applicants. Establishes policy regarding the disposition of applicants upon completion of a recruitment through Workplace Alaska.

AAM 130.120 - Position Description Submission. Defines when it is appropriate to submit a new or revised position description.

AAM 130.260 - Parallel Job Classes. Defines the criteria for determining parallel job classes and class series for the purpose of transfer and rehire.

AAM 130.265 - Closely Related Job Classes. Defines the criteria for determining closely related job classes and class series for the purpose of voluntary demotion and rehire to a lower class.

AAM 130.300 - Reallocation Action of a Filled Position. Defines the information to be included in a reallocation request for a filled position which results in a range change of more than three ranges and/or an allocation to a class unrelated to the original class.

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

SN/lp