

# MEMORANDUM

STATE OF ALASKA  
Department of Administration

**To:** All Agencies  **Date:** June 29, 2007  
**From:** Annette Kreitzer  
Commissioner  
Department of Administration **Phone:** 465-2200  
**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 56

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

### Personnel

**AAM 100.150 - Hiring Manager Authority.** New section that outlines responsibilities of hiring managers and authorizes the director of the Division of Personnel and Labor Relations to revoke hiring manager authority when these responsibilities are not fulfilled.

### Compensation

**AAM 270.150 – Office Closures and Compensation.** Added language to clarify what type of employees will be compensated during office closures.

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

AK/lp