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Governor



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**STATE OF ALASKA**  
OFFICE OF THE GOVERNOR

**MEMORANDUM**

**TO:** All Commissioners

**DATE:** January 6, 2017

**FROM:** Scott Kendall  
Chief of Staff

**SUBJECT:** Travel & Hire  
Restrictions

This memo serves as an addendum to the travel and hire restriction memo dated January 5, 2016 issued by the Governor's Office. Where guidance conflicts, this memo takes precedence.

**Non-Essential Travel Restriction**

All travel must be approved by an agency's Commissioner. Approval authority may only be delegated when the Commissioner is absent from the office. All Commissioner and out-of-country travel must be approved by the Chief of Staff or his designee.

Travel Metrics and Reporting Requirements

Quarterly state travel office reports will be distributed by the Department of Administration to state agencies. Agencies will reference these data when reporting the following to the Chief of Staff on a quarterly basis:

1. Number of total waivers requested and number of waivers approved
2. Reasons for any year over year increases in trip numbers and/or total travel cost
3. Corrective strategies moving forward, if appropriate

**Hiring Restriction**

All hiring waiver requests will be presented to, and approved by the Commissioner responsible for the position, with the following exception: before an offer is made on any exempt or partially exempt position at or above Range 22, an agency must submit

a hire request to the Chief of Staff, or his designee, which must include the proposed salary and the individual's resume. All salaries in excess of \$150,000 must provide adequate justification and will be thoroughly scrutinized.

Before approving a request, Commissioners should consider alternate service delivery options that may reduce overall cost, including internal reorganization or outsourcing.

While all positions supported with general funds must be scrutinized, positions fully funded by federal or other non-general fund receipts must also be reviewed to ensure all public dollars are being used effectively to maximize public services.

Blanket approvals can be given by Commissioners for specific classes of positions if they are essential to life, health and safety, are essential to the operation of 24 hour facilities, or are directly engaged in revenue collection and enhancement.

#### Agency Reporting Requirements under the Hiring Restriction

Each agency will receive a quarterly hiring report by job class group from the Department of Administration, Division of Personnel. Agencies will reference these data when reporting the following to the Chief of Staff on a quarterly basis:

1. Number of waiver requests generated and the number of approvals given
2. Reasons for any year over year increases in positions by class
3. Progress report on efficiency efforts in the last quarter
4. All blanket waivers approved to date

Attachment: Travel and Hiring Memo Dated January 5, 2016